

CSPA

Coach 3 Canopy Formation Portfolio and Candidate File

for

_____ CSPA # _____
(print candidate name)

START DATE (dd – mm – yy): _____



**Note: Must submit a ratings fee of \$45.00 along with
this portfolio for the processing of the C3 CF Rating**

VISA / MASTERCARD : _____

EXP : ____/____

Send a copy of your completed portfolio to:

CANADIAN SPORT PARACHUTING ASSOCIATION

204-1468 Laurier Street, Rockland, Ontario, K4K 1C7

office@cspa.ca

Overview

This portfolio is meant to be downloaded by yourself and used to guide you through the C3 Canopy Formation process with the assistance of a current C3 Canopy Formation coach. You can download the manual and the portfolio from the CSPA Website (www.cspa.ca). Your portfolio is used to record work on the tasks at your own pace over a maximum period of one (1) year. When you are done, submit your portfolio to CSPA (office@cspa.ca). Once you have received your updated affiliation card with the Coach 3 – Canopy Formation Rating, you become a Coach 3 Canopy Formation parachutist.

Prerequisites*

- SSE verification that the candidate is a subject matter expert in canopy formation with a safety-oriented attitude
- DZO or DZSO verification that the candidate is a subject matter expert in canopy formation with a safety-oriented attitude.
- Coach 2 certified
- Minimum of 400 canopy formation jumps verified by a SSE

Training Process & Portfolio Task List

Candidates obtain the portfolio from the CSPA website and then work on completing the portfolio tasks under the guidance of a current C3 Canopy Formation coach. Upon completion, send the portfolio to the office for certification. A one (1) year period is allowed to complete all tasks.

Portfolio Task List (with the guidance of a current C3-CF and SSE)

1. Write the C3 Common Exam
2. Complete one of the following
 - a. Submission of Technical Assessment Jump #1 and Jump #2 a per C3-CF Portfolio, OR
 - b. Participate in two judged events or competitions (e.g., formation record, demonstrations, performance competition)
3. Submit completed portfolio

Privileges

- Coach advanced canopy control programs
- Mentor aspiring Coach 3s
- Be recognized within CSPA (and on website) as a subject matter expert

Certification

To certify your rating, you must complete the following items:

1. The practical component for the C3-CF requires that you complete ALL tasks as laid out in this portfolio while under the direct supervision of a C3-CF within a 12-month period. Keep a record of your activities on the form in this portfolio and when complete, have it signed by the appropriate rating holder.
2. Your C2 rating must be certified and current (i.e. the rating must show on your affiliation card).
3. You can start the C3-CF portfolio while you are completing a prerequisite rating. However, all prerequisites must be certified at the time your C3-CF Portfolio is submitted.

Once you have completed the above requirements, please do the following:

1. Maintain a copy of the Portfolio for your own personal records
2. Email a scanned copy of the portfolio to office@cspa.ca. The scanned copy must be legible and “full” sized (not reduced).

Once this is submitted and approved, a new affiliation card will be emailed to you at which time will be a Coach 3-Canopy Formation with the CSPA. You will have to renew your CSPA Affiliation and maintain your rating as per currency requirements outlined by the CWC.

Coaching and Instructing is a rapidly developing area of our sport. Strive to keep yourself updated with new ideas in safety and techniques. Feel free to contact the CWC with any questions, comments or ideas that you may have at cwc@cspa.ca



Candidate File Coach 3 Canopy Formation

General (please print clearly)

Name _____

CSPA Number _____ Expiry Date _____ Highest CoP ____ - _____

Email: _____

CSPA Membership Group/DZ _____

NCCP CC#: _____

Member of Canadian forces: ☐ No ☐ Yes

Language Preference ☐ English ☐ French

Total Jumps: _____ Total Canopy Formation jumps: _____ Total Jumps in past 12 months: _____

Current Ratings

	Trained	Certified
Coach 1	☐	☐
Coach 2	☐	☐
Coach 3	☐	☐
Instructor JM or JM(R)	☐	☐
SSI	☐	☐
SSE	☐	☐
GCI	☐	☐
PFFI	☐	☐

Which Disciplines: _____

Other Sporting / Related Experience

(ex: other sports, military, coaching, competition, etc)

(please print clearly)

Technical Assessment Jump #1 – 2-Way Canopy Formation Skills

Technical Assessment Jump #1 will consist of the Candidate planning and performing a 2-Way Canopy Formation jump completing centre docks, wing docks and parabatics. The purpose of this jump is for the Candidate to demonstrate mastery of a wide range of 2-Way Canopy Formation skills.

The jump will follow the Dive Flow described in *Section 6 Levels two through seven*, as described in the C3 CF Reference Guide.

There are two evaluation methods for this jump:

Evaluation Method A – Current C3 Canopy Formation coach as Evaluator

A current C3-CF may act as the evaluator for this jump. The current C3-CF is to oversee and evaluate all requirements as described on the following page.

Evaluation Method B – Video Submission to CWC

The Candidates may submit to the CWC (via email to office@cspa.ca) outside video of Technical Assessment Jump #1 for evaluation. The video must start no later than the time at which the Candidate begins spotting and climb-out and show the entirety of the Canopy Formation Jump up until breakoff. The Candidate must be always in-frame, and the cameraflyer must present suitable viewing angles and proximity such that all skills may be properly evaluated. The CWC reserves the right to reject any submissions that do not, in the opinion of the CWC, provide suitable presentation of the skills.

If video is to be submitted to the CWC for evaluation, the sections of *Flight Planning*, *Spotting and Exit*, *Canopy Flight*, and *Debrief* are to be marked by a local SSE.

Technical Assessment Jump #1 – 2-Way Canopy Formation Skills

Canopy Formation Make / Model: _____

C3-CF Evaluator's Name _____

C3-CF Evaluator's CSPA #: _____

Area	Mark	Comment
Flight Planning		
☐ Assessed altitude winds & ground winds	/ 1	
☐ Planned appropriate landing pattern	/ 1	
☐ Indicated appropriate altitudes for breakoff	/ 1	
☐ Briefed landing off dropzone plan and cutaway	/ 1	
☐ Gear inspection (RSL unhooked, hook-knives worn)	/ 1	
☐ Correct wing loading	/ 1	
Spotting and Exit		
☐ Correct exit order	/ 1	
☐ Correct jump run and aircraft speed	/ 1	
☐ Correct exit point	/ 1	
☐ Correct exit separation	/ 1	
☐ Stable poised exit	/ 1	
Canopy Formation Flight		
☐ Correct turn in to formation (45°)	/ 1	
☐ Stops at target position	/ 1	
☐ Altitude and formation heading awareness	/ 1	
<i>The following 4 maneuvers are mandatory</i>		
☐ Centre Dock (converging top-dock)	/ 1	
☐ Wing Dock (converging top-dock)	/ 1	
☐ Parabatics	/ 1	
☐ Breakoff at correct altitude (2000 feet)	/ 1	*Unless landing the formation
<i>Choose 2 of the following 4 maneuvers</i>		
☐ Down-plane (conventional or parabatics)	/ 1	
☐ 3x 2 Way Sequential (add one point after completing centre and wing)	/ 1	
☐ Inside-out (or change of direction while in parabatics)	/ 1	
☐ Centre to centre rotation	/ 1	
Canopy Formation Landing		
☐ Appropriate handling of Canopy Formation low to the ground	/ 1	
☐ Safe predictable landing pattern (multiple jumpers on final)	/ 1	
☐ On target landing at LZ	/ 1	
Debrief		
☐ Correct recall of events	/ 1	
Summary of 2 Way CF skills:		
Overall Rating	/ 2 6	Pass Mark is 20 or 80%

C3-CF Signature: _____

Candidate's Signature _____ Date: _____

Technical Assessment Jump #2 – 4-Way Canopy Formation Skills

Technical Assessment Jump #2 will consist of the Candidate executing a 4 –Way or larger Canopy Formation jump in the role of the coach completing centre rotations, vertical formations and/or large formations. The purpose of this jump is for the Candidate to demonstrate mastery of a wide range of 4-Way or larger Canopy Formation skills.

Technical Assessment Jump #2 is recommended to be performed with a current C3-CF acting as the novices.

The jump will follow the Dive Flow described in *Section 8 Levels 17 and 18*, as described in the C3 CF Reference Manual.

There are two evaluation methods for this jump:

Evaluation Method A – Current C3 Canopy Formation as Evaluator

A current C3-CF may act as the evaluator for this jump. The current C3-CF is to oversee and evaluate all requirements as described on the following page. Evaluation of the *Canopy Formation Flight* portion of the jump should be completed through both the C3-CF (acting novice) recall of the jump, as well as a review of the Candidates video of the acting novice.

Evaluation Method B – Video Submission to CWC

The Candidates may submit to the CWC (via email to office@cspa.ca) the Candidates video of the acting novice for evaluation. The video must start no later than the time at which the Candidate begins spotting and climb-out and show the entirety of the Canopy Formation flight up to the pull. The CWC will evaluate the Candidates ability to maintain safe proximity to the acting novice. The Candidate must always keep the novice in-frame. The CWC reserves the right to reject any submissions that do not, in the opinion of the CWC, provide suitable presentation of the skills.

If video is to be submitted to the CWC for evaluation, the sections of *Flight Planning, Spotting and Exit, Landing, and Debrief and Skill Analysis* are to be marked by a local SSE.

Technical Assessment Jump #2 – Coaching Flight Skills

Canopy Formation Make / Model: _____

C3-CF Evaluator's Name _____ C3-CF Evaluator's CSPA #: _____

Area	Mark	Comment
Flight Planning		
☐ Assessed altitude winds & ground winds	/ 1	
☐ Planned appropriate landing pattern	/ 1	
☐ Docking order and roles and altitude for breakoff	/ 1	
☐ Briefed landing off dropzone plan and cutaway	/ 1	
☐ Gear inspection (RSL unhooked, hook-knives worn)	/ 1	
☐ Correct wing loading	/ 1	
Spotting and Exit		
☐ Correct exit order	/ 1	
☐ Correct jump run and aircraft speed	/ 1	
☐ Correct exit point	/ 1	
☐ Correct exit separation	/ 1	
☐ Stable poised exit	/ 1	
Canopy Formation Flight		
☐ Correct turn in to formation (45°)	/ 1	
☐ Stops at Setup and target position	/ 1	
☐ Altitude and formation heading awareness	/ 1	
<i>The following 4 maneuvers are mandatory</i>		
☐ Building of 3 or more stack or stair step formation	/ 1	
☐ Correct heading as a formation pilot	/ 1	
☐ Clear Communication	/ 1	
☐ Breakoff at correct altitude (2000 feet)	/ 1	
<i>Choose 2 of the following 3 maneuvers</i>		
☐ Rotations	/ 1	
☐ CF Large Formation Build	/ 1	
☐ 2x 4 Way Sequential blocks	/ 1	
Canopy Formation Landing		
☐ Appropriate handling of Canopy Formation low to the ground	/ 1	
☐ Safe predictable landing pattern (multiple jumpers on final)	/ 1	
☐ On target landing at LZ	/ 1	
Debrief		
☐ Correct recall of events	/ 1	
Summary of 4 Way CF skills:		
Overall Rating	/ 2 5	Pass Mark is 20 or 80%

C3 CF Signature: _____

Candidate's Signature _____ Date: _____

Coach 3 Canopy Formation Practical Training Record

Date (dd/mm/yy)	Task	Comments / Results	Verification SSE/C3- CF/DSO (Signature / Print Name / CSPA #)
	Verification of C2 rating		SSE
	Logbook proof of 400 Canopy Formation Jumps		SSE / C3-CF
	Coach 3 Common Exam (Open Book)		SSE
	Coach 3 Canopy Formation Exam		SSE / C3-CF
	Technical Assessment Jump #1		C3-CF or submission to CWC
	Technical Assessment Jump #2		C3-CF or submission to CWC
	Evidence of participated in two judged events or competitions		SSE
	Dropzone Owner or Dropzone Safety Officer verification that the candidate is a subject matter expert in Canopy Formation with a safety orientated attitude.		DZO / DZSO
	SSE verification that the candidate is a subject matter expert in Canopy Formation with a safety orientated attitude.		SSE

1. Coach 3 Canopy Formation comments on candidate's overall performance.

2. Candidate's comments on the program.

I acknowledge the above training and evaluation of my abilities by the signing instructor below and certify that the information in this portfolio is a true and accurate representation of my experience as a rating holder.

Candidate's Signature

Date (day/mon/year)

Candidate's Name (Print)

CSPA #

Email

Verification by Certified SSE: I certify that the above-named candidate has trained as a Coach 3 Canopy Formation and has completed the practical requirements as recorded in this portfolio within a one-year period.

Verification Signature

Date (day/mon/year)

Verification Name (Print)

CSPA #

Email