

CSPA

Coach 3 Canopy Piloting Portfolio and Candidate File

for

Candidate Name: _____

CSPA # _____



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

VISA / MASTERCARD : _____

EXP : ____/____ CVV: _____

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 Piloting process with the assistance of a current C3 Canopy Pilot. You can download the manual and the portfolio [online](#). 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 the CSPA National Office (office@cspa.ca). Once your rating is processed you will receive confirmation from the National Office and your name will be listed on the CSPA website as a C3-CP rating holder.

Prerequisites

- SSE verification that the candidate is a subject matter expert in High-Performance Canopy Piloting with a safety orientated attitude
- DZO or DZSO verification that the candidate is a subject matter expert in High-Performance Canopy Piloting with a safety orientated attitude
- Submission of Technical Assessment Jump #1 and Jump #2 as per C3 – CP Portfolio (video and Flysight data required with submission)
OR
Participate in two judged events or competitions (e.g. Nationals, Provincials, FLCPA)
- Coach 2 certified
- 500 jumps on a high-performance canopy verified by a SSE
- Complete the Coach 3 Common Exam (Open Book)
- Complete the Sport Canopy Endorsement and High-Performance Canopy Piloting Safety Exam (Open Book)

Training Process & Portfolio Task List

Candidates obtain portfolios [online](#) and then work on completing the portfolio tasks under the guidance of a current C3 – CP. Upon completion, send the portfolio to the CSPA National Office for certification. A one (1) year period is allowed to complete all tasks.

Portfolio Task List (Under Direct Supervision)

1. Write the Threshold Knowledge Exam - Sport Canopy Endorsement and High-Performance Canopy Piloting Safety.
2. Write the C3 Common Exam.
3. Submit portfolio and appropriate signatures.
4. Understand the source references for Sport Canopy Endorsement and C3 CP manual.
5. Submission of Technical Assessment Jump #1 and Jump #2 as per C3 – CP Portfolio (video and Flysight data required with submission)
OR
Participate in two judged events or competitions (e.g. Nationals, Provincials, FLCPA)
6. Act as a supervising Coach 3 CP and understand the process: Preparation, Supervision, Examination correction, Debrief and Documentation.

Roles and Tasks

- Coach High-Performance canopy piloting programs
- Mentor aspiring Coach 3s
- Be recognized within CSPA (and on website) as a subject matter expert
- Administer the Sport Canopy Endorsement
- Sign off A, B, C, and D CoP accuracy requirements

Currency

- Teach 2 courses in two years consisting of 10 candidates or proof of intensive training or ten one-on-one candidates trained.
- 25 High-Performance canopy landings in previous 12 months

Certification

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

1. The practical component for the C3 - CP requires that you complete ALL tasks as laid out in this portfolio while under the supervision of C3 - CP within a 12-month period. Keep a record of your activities on the form in this portfolio and when complete, have it signed by a Certified SSE.
2. Your C2 ratings must be certified (i.e. the ratings must show on your affiliation card). You can start the C3 - CP portfolio while you are completing a prerequisite rating. However, all prerequisites must be certified at the time your C3 CP 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 your rating is processed you will receive confirmation from the National Office and your name will be listed on the CSPA website as a C3-CP rating holder. You will have to renew your CSPA Affiliation and your rating as per currency requirements outlined in PIM 1.

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 office@cspa.ca.



Candidate File
Coach 3 Canopy Piloting

General (please print clearly)

Name _____

CSPA # _____ Expiry Date _____ Highest CoP (circle) C D

Email _____

NCCP CC# _____

Member of Canadian Armed Force ☐ No ☐ Yes

Language Preference ☐ English ☐ French

Total Jumps: _____ Total High Performance CP jumps: _____ Total Jumps in past 12 months: _____

Coach 3 Canopy Pilot Technical Assessment Jumps

Technical jumps can be assessed by two manners:

- a. In person with a current C3 - CP for a review of the video and Flysight data of the jump for evaluation against the below assessment forms.
- b. Video submission to CWC for a review of the video and Flysight data of the jump for evaluation against the below assessment forms.

Both helmet camera and ground video must be submitted with Flysight data.

Technical Assessment Jump #1

Canopy Task: 90 Degree Turn

Canopy Type: _____ Wing Loading: _____

C3 - CP Evaluator's Name _____ C3 - CP Evaluators CSPA #: _____

Area	Mark	Comment
Flight Planning		
• Assessed altitude winds ground winds	/ 1	
• Indicated appropriate pattern turn points	/ 1	
• Indicated appropriate altitudes for turn points	/ 1	
• Indicated lowest altitude to initiate final turn (hard deck)	/ 1	
• Indicated safe exit points if required to abort turn	/ 1	* Mandatory
• Manifested on a "hop and pop" load	/ 1	
• Organized Load in correct exit order (wingloading, turn type, direction of patterns and landing, colours of canopies etc)	/ 1	* Mandatory
Spotting		
• Correct Exit order	/ 1	* Mandatory
• Correct jump run	/ 1	
• Correct exit point	/ 1	
• Correct exit separation (5-10 secs)	/ 1	* Mandatory
• Included appropriate freefall delay	/ 1	
Landing Pattern Flight		
• Smooth flight from entry to downwind leg	/ 1	
• Arrived at proper altitude for downwind (+/- 100ft)	/ 1	
• Smooth flight from downwind to base leg	/ 1	
• Arrived at proper altitude for base leg (+/- 100ft)	/ 1	
• Smooth flight from base to final leg	/ 1	
• Arrived at proper altitude for final leg (+/- 100ft)	/ 1	
• Made proper control inputs to reach intended altitude and locations	/ 1	
Final Turn		
• Started within 50ft of planned altitude	/ 1	
• Did not start below predetermined turn hard deck	/ 1	* Mandatory
• Smooth inputs (bump, fronts, release etc)	/ 1	
• Appropriate rate of rotation	/ 1	
• Recovery from turn is on heading (within 10deg)	/ 1	
Rollout to landing		
• Safe Roll out altitude (or input to do so)	/ 1	
• Appropriate use of rear risers	/ 1	
• Proper transition from rears to toggles	/ 1	
• Toggle recovery (if required)	/ 1	
• Strong finish of flare with toggles	/ 1	
• Proper landing, safe stand up or proper slide landing	/ 1	
• Depth Accuracy (within 50ft of predetermined target)	/ 1	
• Line Accuracy (within 10 ft of center line of planned lane)	/ 1	
Summary of Flying Skills (Planning, Spotting, Pattern Flight Final Turn, Rollout to landing) E G S NI:		
Overall Rating	/ 3 2	Pass Mark is 25 or 80%

C3 - CP Signature: _____

Candidate's Signature _____ Date: _____

Technical Assessment Jump #2

Canopy Task: 270 (or larger) Degree Turn

Canopy Type: _____ Wing Loading: _____

C3 - CP Evaluator's Name _____

C3 - CP Evaluator CSPA #: _____

Area	Mark	Comment
Flight Planning		
• Assessed altitude winds ground winds	/ 1	
• Indicated appropriate pattern turn points	/ 1	
• Indicated appropriate altitudes for turn points	/ 1	
• Indicated lowest altitude to initiate final turn (hard deck)	/ 1	
• Indicated safe exit points if required to abort turn	/ 1	* Mandatory
• Manifested on a "hop and pop" load	/ 1	
• Organized Load in correct exit order (wingloading, turn type, direction of patterns and landing, colours of canopies etc)	/ 1	* Mandatory
Spotting		
• Correct Exit order	/ 1	* Mandatory
• Correct jump run	/ 1	
• Correct exit point	/ 1	
• Correct exit separation (5-10 secs)	/ 1	* Mandatory
• Included appropriate freefall delay	/ 1	
Landing Pattern Flight		
• Smooth flight from entry to downwind leg	/ 1	
• Arrived at proper altitude for downwind (+/- 100ft)	/ 1	
• Smooth flight from downwind to base leg	/ 1	
• Arrived at proper altitude for base leg (+/- 100ft)	/ 1	
• Smooth flight from base to final leg	/ 1	
• Arrived at proper altitude for final leg (+/- 100ft)	/ 1	
• Made proper control inputs to reach intended altitude and locations	/ 1	
Final Turn		
• Started within 50ft of planned altitude	/ 1	
• Did not start below predetermined turn hard deck	/ 1	* Mandatory
• Smooth inputs (bump, fronts, release etc)	/ 1	
• Appropriate rate of rotation	/ 1	
• Recovery from turn is on heading (within 10deg)	/ 1	
Rollout to landing		
• Safe Roll out altitude (or input to do so)	/ 1	
• Appropriate use of rear risers	/ 1	
• Proper transition from rears to toggles	/ 1	
• Toggle recovery (if required)	/ 1	
• Strong finish of flare with toggles	/ 1	
• Proper landing, safe stand up or proper slide landing	/ 1	
• Depth Accuracy (within 50ft of predetermined target)	/ 1	
• Line Accuracy (within 10 ft of center line of planned lane)	/ 1	
Summary of Flying Skills (Planning, Spotting, Pattern Flight Final Turn, Rollout to landing) E G S NI:		
Overall Rating	/ 3 2	Pass Mark is 25 or 80%

C3 CP Signature: _____

Candidate's Signature _____ Date: _____

Coach 3 Canopy Piloting Practical Training Record

Date (dd/mm/yy)	Task	Comments / Results	Verification (Signature / Name / CSPA #)
	Verification of C2 rating		SSE
	Logbook proof of 500 High Performance landings		SSE
	Coach 3 Common Exam (Open Book)		SSE
	Sport Canopy Endorsement and High-Performance Canopy Piloting Safety Exam (Open Book)		C3 - CP
	Technical Assessment Jump #1 (video and Flysight data required with submission) OR Proof of having competed in two (2) recognized CP competitions (e.g. Nationals, Provincial's, FLCPA)		C3 - CP
	Technical Assessment Jump #2 (video and Flysight data required with submission) OR Proof of having competed in two (2) recognized CP competitions (e.g. Nationals, Provincial's, FLCPA)		C3 - CP
	Understand the administration of the C3 CP rating and how to assist future C3 CP's.		C3 - CP
	Dropzone Owner or Dropzone Safety Officer verification that the candidate is a subject matter expert in High Performance Canopy Piloting with a safety orientated attitude.		DZO / DZSO
	SSE verification that the candidate is a subject matter expert in High Performance Canopy Piloting with a safety orientated attitude.		SSE
	Candidate file complete and attached.		SSE

1. Coach 3 - CP comments on candidates 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 #

Verification by Certified SSE: I certify that the above-named candidate has trained as a Coach 3 Canopy Piloting 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 #