

CSPA

Coach 3 Freefly  
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 FF 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

Fax (613) 916-6008

## Overview

This portfolio is meant to be downloaded by the Coach 3 Freely and used to guide you through the C3 Freely endorsement process with the assistance of a current C3 Freely. You can download the reference manual and the [portfolio online](#). Your portfolio is used to record 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](mailto:office@cspa.ca)). Once you have received your updated affiliation card with the Coach 3 – Freely, you become a Coach 3 Freely.

## Prerequisites\*

- Coach 2 Certified.
- 400 Documented Freely jumps (50 of which are 4-way or larger) or 300 documented Freely jumps (50 of which are 4-way or larger ) plus an IBA Static Pro tunnel rating
- Successful completion of the Coach 3 common exam
- Two personal recommendations from a DZO or DZSO and an SSE
- Successful completion of the Two Technical Assessment evaluation jumps

## Training Process & Portfolio Task List

This portfolio's to be completed under the supervision of a certified C3 Freely coach and an SSE. If there is no currently rated C3 Freely in your area, you may complete the portfolio and submit the evaluation jumps on video to the Coaching Working Committee ([cwc@cspa.ca](mailto:cwc@cspa.ca)) for review. All tasks must be completed in a maximum of a one year period.

## Privileges

- Coach freely skills and supervise skydiver progression through the freely skills grid
- Mentor aspiring Coach 3s
- Be recognized within CSPA (and on website) as a subject matter expert
- Administer the B CoP Freely Ground Briefing

## Certification

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

1. The practical component for the C3 FF requires that you complete ALL tasks as laid out in this portfolio while under the direct supervision of C3 FF 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 rating must be certified (i.e. the ratings must show on your affiliation card).
3. You can start the C3 FF portfolio while you are completing a prerequisite rating. However, all prerequisites must be certified at the time your C3 FF 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](mailto:office@cspa.ca).

Once this is submitted and approved, a new affiliation card will be sent to you at which time you will be a certified Coach 3 Freely 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](mailto:cwc@cspa.ca).



## Candidate File Coach 3 Freefly

### **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 Freefly jumps: \_\_\_\_\_ Total Freefly in past 12 months: \_\_\_\_\_

### **Coach 3 Freefly Evaluation Jumps**

Evaluation jumps can be assessed in two manners:

- a. In person with a current certified C3-FF or
- b. Video submission to CWC for review
- c. The evaluation jumps can be found in the Coach 3 Freefly Reference Manual

Date (dd/mm/yy)	Task	Comments / Results	Verification SSE/C3 CP/DSO (Signature / Print Name / CSPA #)
	Verification of C2 rating		SSE
	Logbook proof of 400 Freestyle jumps or 300 Freestyle jumps and an IBA Freestyle static pro rating		SSE/ C3-FF
	50 Freestyle jumps of 4-way or larger		SSE / C3-FF
	Coach 3 Common Exam (Open Book)		SSE / C3-FF
	Evaluation Jump #1		C3 FF
	Evaluation Jump #2		C3 FF
	Personal recommendation #1		SSE
	Personal recommendation #2		DZO / DZSO

### Coach 3 Freefly Evaluation Jump #1

Area	Mark	Comment
Jump Plan		
- Assessed winds and weather	/1	
- Planned appropriate landing pattern	/1	
- Selected appropriate jumpsuit	/1	
- Was wearing appropriate helmet and altimeters	/1	
<b>Spotting and Exit</b>		
- Correct exit order	/1	
- Correct jump run	/1	
- Correct exit point	/1	
- Adequate separation on exit	/1	
- Stable exit	/1	
<b>Freefall</b>		
- Stable controlled freefall	/1	
- Proper execution of planned skills	/1	
- proper hand signals given	/1	
- Proper break off and track	/1	
<b>Overall Mark</b>	<b>/13</b>	<b>Pass mark is 11/13</b>

### Coach 3 Freefly Evaluation Jump #2

Area	Mark	Comment
Jump Plan		
- Assessed winds and weather	/1	
- Planned appropriate landing pattern	/1	
- Selected appropriate jumpsuit	/1	
- Was wearing appropriate helmet and altimeters	/1	
<b>Spotting and Exit</b>		
- Correct exit order	/1	
- Correct jump run	/1	
- Correct exit point	/1	
- Adequate separation on exit	/1	
- Stable exit	/1	
<b>Freefall</b>		
- Stable controlled freefall	/1	
- Proper execution of planned skills	/1	
- proper hand signals given	/1	
- Proper break off and track	/1	
<b>Overall Mark</b>	<b>/13</b>	<b>Pass mark is 11/13</b>

1. Coach 3 Freely comments on candidate's overall performance.

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2. Candidate's comments on the program.

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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- Freely 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