



PARACHUTIST

INFORMATION

MANUAL

PART 1

***Basic Safety Rules
&
Recommendations***

AUGUST 2024

Canadian Sport Parachuting Association
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Rockland, ON K4K 1C7
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LIST OF REVISIONS / CHANGES

<u>Date</u>	<u>Section</u>	
August 2024	1	-Renaming of sportsmanship to spirit
	2.2	-Revision, extension of the reserve repack cycle
	6.1	-Addition of GCI as signing authority to canopy proficiency tasks to coincide with 7.6
	7.2	-Revision of post-course practical requirements
	8.6B	-Addition of Rigger Examiner certification
June 2024	6.2	-Revision of A CoP privileges
	6.3	-Revision of B CoP freefall proficiency item
March 2024		-Please contact the CSPA National Office for a detailed change document. Revisions were made to the following sections: 2.16, 6, 6.2, 6.5, 7.5, 7.7, 7.10, 7.11, 7.12, 8.5, 8.6
May 2023	1	-Change \$3M to \$5M for insurance coverage
April 2023	1.1	-Change of DZSA to DZSO (Dropzone Safety Officer), International Skydiving Commission
	1.22	-Addition of definition of Dropzone Safety Officer
	6.1	-Revision of canopy proficiency requirements
	6.2	-Revision of sport canopy endorsement requirements
	7.3.1	-Revision of prerequisites
	8	-Revision of Rigger Currency requirements
	8.1	-Revision of qualifications and prerequisites
	8.6	-Revision of maintenance of certification
	1.17	-Revision of student coverage
	6	-Addition of C3-FF as a signing authority for certain endorsements and/or CoP requirements
July 2022	6.1	-Revision of freefall proficiency items
	7.3.1	-Revision of prerequisites and currency requirements
	7.3.2	-Revision of currency requirements
	7.3.3	-New rating
	7.11	-Revision of process steps
April 2022	8.5	-New rating, all subsequent sections renumbered
	5	-Revision of canopy control items
	6.2	-Revision of Sport Canopy Endorsement items
	6.3	-Revision of Sport Canopy Endorsement items
	6.7	-Price change
April 2021	7.3.2	-Revision of roles, tasks, and prerequisites
	6	-Addition of C3-CP as a signing authority for certain endorsements
	6.5	-Revision of freefly series requirement
	6.6	-Fee change
	7	-Revision of currency requirements (C2, JM, GCI, SSI, SSE, LF)
	7.3.1	-Revision of prerequisites
	7.3.2	-Revision of prerequisites
	8.5	-Revision of prerequisites and practical requirements
	8.6	-Revision of prerequisites
	March 2020	General
		-Change MLF to Master Coach Developer
1.11		-Change to recognize provincial regulations
2.16		-Specification of <i>technical</i> requirements
8		-Information for foreign rigger conversions
8.6		-Clarification that exams must be administered by an EJR examiner
		-Clarification that C CoP requirement is exempted for judges
1.18, 3.19, 3.2, 6, 6.1, 6.3, 7, General		administrative edits
6		-Revision of CoP process (change to one SSE for Solo, A & B CoPs)
8.6		-Addition of EJR revalidation requirements
December 2019	1.17	-Revision of satellite operations
	5/6	-Addition of Comp Dev Coach to skills grid & CoP signing authority
	7	-Revision of structure of ratings
	7.6	-Revision of requirements
	7.8	-Revision of Currency requirements
	7.12	-Ratings conversion
	Glossary	-Addition of Flight Plan & LTAD
August 2017		-Revision: BSR 2.4 (addition of CP competition)
		-Removal of QE rating from CoP signing authority
July 2017		-Correction of previously approved EJR examiner requirements
May 2017	Introduction (5)	
	6	-CoP exams
	7.7	-Revision of revalidation requirements
	7.9.2	-Revision of C3 CP requirements
	8	-Revision of Judges Ratings
	8.6	-EJR exam score
	9	-Definition of Canopy Formation
March 2017	7	-Addition of Coach 3 and Comp. Dev. Requirements
		-Correction of skills grid

		-Misc. corrections to ratings
		-Reformatting
November 2015	2	-Complete revision of BSR 2.2
	6	-Removed Sport Canopy D briefing
		-Revised foreign CoP conversions, requirements for CoP C & D
		-Revision of EJR examiner requirements
June 2015		Complete revision.
September 2014	8	<i>Rigger courses requirements/prerequisites:</i>
		- <i>Current CSPA affiliation as a Registered Participant</i>
		- <i>B CoP or with prior approval from the T&SC</i>
July 2014	1.17	-Added to satellite schools: <i>A surcharge will also be levied for each change or alteration to Certificate of Insurance that requires the issuance of a new certificate.</i>
	1.18	-A surcharge will also be levied for <i>each change or alteration</i> to Certificates of Insurance that require the issuance of a new certificate
May 2014	3.19, 6.2	
May 2013	Introduction (5., 7., 8., 11., 14), 1.8, 1.11, 1.17, 1.18, 1.21, 3.24, 6, 6.6, 6.7, 7, 7.3, 7.5, 7.7, 7.9, 8, 8.7, 8.7.1)	

PARACHUTIST INFORMATION MANUAL – PART 1

Introduction to CSPA

The Executive and your fellow parachutists welcome you to the sport of parachuting and to our Association.

The Canadian Sport Parachuting Association (CSPA), through affiliation with the Aero Club of Canada (ACC), is Canada's representative to the Federation Aeronautique Internationale (FAI), and is thereby the official sport organization for sport parachuting in Canada.

The following information will introduce you to your Association, and the manner in which we function administratively.

1. Your Association was incorporated under the Canada Corporations Act, Part 2, initially as 'Parachute Club of Canada' in 1956. We voted to change our name to CSPA in 1967, in keeping with our growth and due to the fact that we are an association of Members rather than a club. The Members from across Canada joined together, voluntarily, for our mutual benefits. You, the Registered Participant, have joined a Member; in this way, you are represented by a Member of our Association. The primary object of the CSPA is to promote safe, enjoyable sport parachuting through cooperation and adherence to our self-imposed rules and recommendations.
2. Each Member is entitled to vote on all matters that are discussed at our Annual General Meeting.
3. The chain of communication is from CSPA's National Office, through the Members to the Registered Participant. Consequently, the Executive of your Member or dropzone bears a great responsibility to see that you are kept informed. Communication is a 'two-way' street and the response from the Member is very important. The response from you, the Registered Participant, is no less important; and your input is both necessary and welcome.

This is your Association; it is run in whatever way, and to whatever end the majority of the Members decide.

4. Currently, your National Directors are elected to govern the affairs of the CSPA on your behalf. A Director is elected by individual ballot cast by the Members, every two years at the Annual General Meeting. The elected Director holds the position on the Board for a two-year term. While our Board is not elected by regions, we do try to ensure that each of the following regions are represented:
 - Eastern Region (New Brunswick, Nova Scotia, Prince Edward Island, Newfoundland and Labrador),
 - Quebec Region,
 - Ontario Region,
 - Mid-Canada Region (Manitoba, Saskatchewan and Nunavut),
 - Mid-West Region (Alberta, and the Northwest Territories),
 - Western Region (British Columbia and the Yukon).
5. The CSPA Board of Directors appoints the following Chairs as it deems necessary:
 - Chair, Technical & Safety Committee
 - Chair, Coaching Working Committee
 - Chair, Competition & National Teams Committee
 - Chair, Information Technology
 - Chair, Government Regulatory Committee
 - Chair, Long Term Athlete Development, Competition Development, Sport Canada Liaison
 - Chair, Women's Initiatives Committee
 - Chair, Judging Committee
 - Canadian Forces Liaison
 - Special Projects Coordinator
 - FAI/ISC Delegate and Alternate Delegate
 - Aero Club of Canada Delegate
 - Managing Editor(s) – CanPara Magazine
 - Treasurer
 - Adhoc committee chairs (as it deems necessary)

Currently the CSPA National Office employs two full-time employees; an Executive Director & an Executive Secretary.

6. The CSPA provides the following, for the benefit of all Registered Participants.

- Third Party Liability Insurance Coverage.
- Parachutist Information Manuals.
- Administrative publications.
- Technical information & Safety bulletins.
- Development, maintenance and issuance of ratings for national Coaching, Instructing, Rigging and Judging programs, to provide an extension of safety for our Registered Participants and the Members, through knowledgeable guidance.
- Merchandise such as crests, pins and decals.
- Awards and Certificates.
- CanPara Magazine (for Canada & US only)
- Guidance for conducting local, regional, national and international parachuting competitions, and selection and support for 'Canadian National Parachute Teams' to attend International competition.
- Control and issuance of CSPA/FAI Certificates of Proficiency.
- Representation to Government and related organizations.
- Coordination with Provincial/Territorial Sport Organizations for the further benefit of parachutists in their respective provinces
- Coordination and support for Equipment and Safety Seminars.
- Analysis of development in Technical, Training and Safety aspects, via Committees, in an effort to raise our standards, to the benefit of our Members and Registered Participants.
- Registration of all Coaches with the Coaching Association of Canada.
- Recognition of official CSPA Canadian parachuting records.

7. The following Parachutist Information Manuals are available to download from the CSPA website:

- PIM 1: Introduction, Rules & Recommendations
- PIM 2: A, B & C Skydiving Skills
- PIM 3: Bylaws
- PIM 4: Competition Manual
- PIM 5: Policy & Procedures Manual

These publications cover most phases of CSPA operation, and coupled with notices and bulletins, should provide answers to most questions. PIM 1 is generally revised each even numbered year and other manuals are up-dated on an as-needed basis. For any further information, please contact CSPA's National Office.

8. CanPara magazine is sent directly to your home as long as you maintain your affiliation. It is also available to International Registered Participants and to non-CSPA individuals, on request, for an annual subscription fee. The mailing list for CanPara is maintained by CSPA's Office. You must keep CSPA advised of your current mailing address. No further mail is sent to an address once an issue is returned by Canada Post.

It is your responsibility to notify CSPA of any change of address. Please include your CSPA affiliation number on any correspondence. Change of address can also be [completed online](#).

9. The CSPA Manuals must always be used in conjunction with the advice and guidance of your Group's Coaches, Instructors & Safety Officers.

10. The Basic Safety Rules (BSRs) and Technical Recommendations are for your information and use. These recommendations are meant for all Members and Registered Participants, not just the novice parachutist. Safety is most effectively maintained through mature self-discipline. Discipline through example remains the most effective form of discipline!

11. You can find most forms you will require on the CSPA website. If not, they are available, on request, from the CSPA National Office.

12. All monies must be made payable to CSPA and not to any individual. Do not send cash by mail. CSPA cannot accept responsibility should cash be sent through the mail, or be paid to any individual, as a donation or for services.

13. Public Relations are of great importance to our sport. You are urged to act with maturity, and to avoid actions which may discredit you, your group or DZ, or our sport.

14. CSPA provides skill awards for various levels of achievement other than the formal levels of progression. Awards are given for reaching identified milestones as well as for recognizing volunteer service to our sport. These awards are provided to Registered Participants free of charge in many cases.

Applications for these awards can be found online or through the CSPA National Office. CSPA provides awards for the following:

Accumulated Jump Awards

- 1000 jump Wings
- 2000 jump Wings
- 3000 jump Wings
- plus Wings for each 1000 jumps thereafter

Accumulated Hours of Freefall

- 10 Hour Pin
- 24 Hour Pin
- 36 Hour Pin
- (Plus every 12 hours thereafter)

Years in Sport

- 10 Year Pin
- 15 Year Pin
- 20 Year Pin
- (plus every 5 years thereafter)

Miscellaneous

- CXM Award

Competition Achievement Certificates

These Certificates are presented by the CNTC in recognition of outstanding performance, spirit or achievement.

- National Championships Spirit Award
- National Championships Certificate of Appreciation
- CSPA Canadian Parachuting Records

The CSPA Cathy Johnson Service Award

This award is given to an individual or group in recognition of outstanding and/or long term contribution to the Association.

The Glenn R. Masterson Memorial Award

Awarded for heroic action or contributing to the advancement of our sport.

Your National Office, Directors and Officers are willing to assist you at all times. Please do not hesitate to contact them on any matters pertaining to our sport, or to our Association.

Sincerely,

CANADIAN SPORT PARACHUTING ASSOCIATION

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SECTION 1: ADMINISTRATIVE RECOMMENDATIONS AND INFORMATION

1.1. DEFINITIONS:

- ACC- Aero Club of Canada
- BoD – Board of Directors
- BSRs – Basic Safety Rules
- CAC- Coaching Association of Canada
- CNTC – Competition & National Teams Committee
- CoP – Certificate of Proficiency
- CSPA – Canadian Sport Parachuting Association
- CWC – Coaching Working Committee
- DND – Department of National Defense
- DZO – Dropzone Operator
- DZSA – Dropzone Safety Officer
- EJR – Exhibition Jump Rating
- FAI – Fédération Aéronautique Internationale
- FJC – First Jump Course
- GRC – Government Regulatory Committee
- ISC – International Skydiving Commission
- LTAD – Long Term Athlete Development
- Member – A provincial/territorial association, club, or dropzone that has registered and affiliated with CSPA according to the provisions in PIM 3
- NAC – National Air Sport Control
- Registered Participant- an individual who is registered with CSPA and who registers his/her individual affiliation to a CSPA Member, as per PIM 3
- SC – Sport Canada
- TC – Transport Canada Aviation
- T&SC – Technical & Safety Committee

1.2. Canadian resident sport parachutists are required to hold an affiliation with CSPA for the extension of CSPA privileges. In the case of a dispute as to residential status, the BoD will make the final decision.

1.3. Whereas some Member activities may be run in an irresponsible manner, and whereas the Executive, Officers or Registered Participants may bring pressure on the Member for corrective measures, and the Member fails to do so, the CSPA BoD may suspend CSPA privileges for the Member where the Member has broken or allowed the breaking of CSPA BSRs or other membership rules.

1.4. New Registered Participants and visiting foreign Nationals who do not hold a CSPA/FAI CoP shall perform as many supervised jumps as deemed necessary by the DZ Operator or a CSPA Instructor, before progressing to Solo Certificate status.

1.5. CSPA privileges will only be extended to CSPA Registered Participants and other FAI affiliated organization Members. Amongst other things, this will include:

- Recognition of counter signatures in logbooks;
- Recognition of jumps made where CSPA affiliation is held; and
- Recognition of student training under CSPA auspices.

1.6. CSPA Registered Participants and/or, Members, will not train students for the purpose of making parachute descents, if they do not hold a current CSPA affiliation or an FAI membership.

1.7. No person shall be allowed to jump under the auspices of CSPA Members unless they produce:

- Proof of current CSPA or FAI affiliate membership if non-resident
- Logbook(s); record of jumps completed.
- A CSPA Solo Certificate or CSPA Certificate of Proficiency or equivalent FAI license (Unless on student status—see 1.4)

- 1.8. Following an occurrence, it is strongly recommended to submit an Accident, Incident or Malfunction (AIM) report to CSPA's National Office. The CSPA Registered Participant involved, CSPA Coach, Instructors, Riggers, or other qualified personnel should submit the report directly to CSPA National Office, and we strongly recommend a copy be given to the involved DZ for their records.
- 1.9. In the event of an accident, injury, fatality or 3rd party loss, CSPA requires immediate notification and AIM reports must be filed within ten (10) working days of the occurrence.
- 1.10. For reasons of potential liability, persons under the legal age of majority should not be accepted for training or permitted to make a parachute descent.
- 1.11. In the event a person under the age of legal majority is accepted for training, provincial law applies. CSPA recommends that dropzones seek legal advice in their province of operation.
- 1.12. Registered Participants are classified according to the level of CSPA CoP held. (See CoP Standards Sec. 6) All Registered Participants who have not attained a CSPA Solo Certificate or higher, are classified as 'Student' parachutists.
- 1.13. After jumps have been performed, logbook entries will be certified by a parachutist who actually witnessed the jump(s) and holds at least a CSPA A CoP or other FAI equivalent. Only logged and properly certified jumps are acceptable for issuance of CSPA CoPs.

Jumps used for CoP qualification purposes shall be endorsed by those rating holders indicated by the table in Section 6.
- 1.14. Members should maintain records of all students trained; these records will be made available for CSPA perusal if requested.
- 1.15. Units of Measurement: in this manual, you will find measurements presented in units reflecting the aviation industry standard and conventions of aviation sport.
- 1.16. **Wordings:** The use of 'shall' and 'must' implies that the aspect concerned is mandatory; the use of 'should' implies a non-mandatory recommendation; 'may' indicates what is permitted and 'will' indicates what is going to happen. Words of masculine gender should be taken as including the feminine gender unless the context indicates otherwise.

1.17. **INSURANCE POLICY – ON DROPZONE**

Currently the CSPA maintains an insurance policy with liability limits of five (5) million dollars per occurrence for its Registered Participants and Members.

COVERAGE IS LIMITED TO THIRD PARTY BODILY INJURY AND PROPERTY DAMAGE LEGAL LIABILITY ARISING OUT OF THE ACT OF PARACHUTING ONLY!

The CSPA liability insurance coverage is invalid if alcohol or drugs have been consumed within **eight hours** prior to or during parachuting activities.

Insurance is valid only for jumps occurring at an active CSPA dropzone when affiliations and ratings are current and valid, or when jumping on a dropzone that is affiliated with a recognized FAI National Association or Federation.

While jumping on a CSPA Dropzone participants must follow CSPA BSRs and follow all other such rules as noted within PIM 1 and other PIM's; In the event other PIMs or materials contradict this manual, this manual supersedes all others unless official notice is given by CSPA. When jumping on another FAI recognized National Association or Federation dropzone, rules and regulations of that country's association must be followed.

There is **NO** coverage for injury to skydiving participants.

There is **NO** coverage for damage to jump aircraft in flight.

For insurance eligibility, you **MUST** be a Registered Participant of the CSPA or a student of a Member which has elected to purchase the CSPA insurance coverage for its students. Non-tandem student coverage will cease to be in effect after a maximum of ten jumps and/or the passage of twelve months from the training. If the student has not jumped within 12 months and is required to retake first jump training, the student will be covered for the next 10 jumps and/or the passage of 12 months from the jump after re-training.

The Association policy carries a substantial deductible. Such deductible may be absorbed by the Association's Legal Defense Fund.

An ABSOLUTE requirement of the policy is the (see 1.8 and 1.9) prompt reporting (10 working days) of any incident or occurrence which may result in a claim against the policy. Delay or failure to report such an incident or occurrence may, at the insurance carrier's discretion, result in loss of coverage. Such reports should be submitted in the AIM report format immediately following the incident.

Insurance is valid worldwide for Registered Participants and is in effect while traveling outside of Canada, temporarily i.e. vacation.

Dropzones may operate Satellite Operations but should consult [the CSPA website](#), for the most up to date information on rules for operating a Satellite Operation. A surcharge will also be levied for each change or alteration to Certificate of Insurance that requires the issuance of a new certificate.

Satellite Operations may take place with a Dropzone's current membership if the Satellite Operation is no longer than 10 consecutive days. **Individually licensed CSPA Registered Participants please note that if your dropzone does not comply with the CSPA dropzone requirements, you may not be eligible for individual insurance and/or the Defense Fund, if needed.**

Please note that CSPA may change the rates without notice or not grant a Satellite Operation if the CSPA feels that there is an abuse to the system.

For more detailed information and updates on the CSPA insurance policies and procedures please refer to PIM 5. Please note that the above policy on CSPA insurance may change at the discretion of the CSPA BoD or by the Voting Members at a CSPA AGM or SGM.

Contact the CSPA National Office for the most current policy and procedure.

A copy of the Association's policy is available to Members upon written request to the CSPA National Office.

1.18. INSURANCE POLICY - OFF DROPZONE

The CSPA has arranged insurance coverage for Association-sanctioned off-dropzone activities such as competitions and/or exhibition jumps that occur in Canada.

The CSPA must be notified of such events in advance of the event taking place. Evidence of insurance in the form of a Certificate of Insurance will be issued and a charge may be levied.

Requests for coverage normally requires a minimum of 10 working days' notice in advance of the event. Failure to provide 10 days' notice will result in a surcharge being levied, in addition to the charge for coverage, and may occasionally result in the CSPA National Office being unable to issue a Certificate prior to the event.

The CSPA sanctioning for such events is contingent upon such events having the approval of any relevant regulatory authority (i.e. Transport Canada). Landowner/municipal permissions may also be required. These permissions/authorizations need not be in the possession of applicants prior to requesting insurance coverage.

CSPA will not sanction 'BASE' or 'stunt' jumps.

CSPA insurance coverage is not extended to wind tunnel activities, BASE or stunt jumps.

Exhibition jump insurance will be available only to those Registered Participants of the CSPA who hold a valid Exhibition Jump Rating (EJR) or those with an active USPA Pro Rating with active CSPA affiliation at the time of the jump.

CSPA requires a Demo Request Form for all exhibition jumps requiring a Certificate of Insurance (COI). Requests for coverage must provide the following:

- names and CSPA # of participants on exhibition jumps;
- exact location of competition or exhibition jumps;
- what organization(s) or sponsor(s) may require naming as additional insured on the certificate;
- date(s) of event or competition (and rain date if applicable); description or name of event;
- list of ground crew personnel;
- contact person with phone, e-mail address and fax numbers.
- Payments must be made by credit card only — must provide credit card number, expiry date and the name on the card.
- SFOC's/Land owner permission letters are not required when submitting a request for a COI requests but a copy, once issued, is required to be sent to the CSPA National Office and a copy should be kept in your files (see section 1.20).

In the event of an exhibition jump involving a tandem, CSPA also requires written permission from the tandem manufacturer PRIOR to issuing a Certificate of Insurance. Tandem demonstration jumps must be in accordance with the following Transport Canada exemption: http://www.tc.gc.ca/eng/civilaviation/standards/general-recavi-exemption623_38-2262.htm

Notice of cancellation of an insured event due to weather is required, in writing and accompanied with relevant weather report, within seven days of cancellation. Charges incurred for coverage of events that did not take place as scheduled, will be refunded in the same manner as received; minus a fee for administration. A surcharge will also be levied for each change or alteration to Certificates of Insurance that require the issuance of a new certificate.

1.19. DEFENCE FUND POLICY

A defence fund is maintained by the BoD of the CSPA to assist Members and Registered Participants in defending themselves against lawsuits that may be directed at them as a result of parachuting incidents.

To be eligible for assistance an AIM Report must have been filed within 10 working days of the pertinent accident/incident

Eligibility for the Defense Fund closely follows that of the insurance policy with emphasis on following the BSRs and all other such rules as noted in PIM 1 and other PIM's.

See CSPA Policy & Procedure Manual (PIM 5), and/or contact the CSPA National Office for details of accessing this fund.

1.20. EJER ACCIDENT/INCIDENT POLICY

In the case of an accident, incident, or malfunction during an exhibition jump, participants must inform the CSPA National Office immediately - submitting the appropriate paperwork within 10 working days. Accidents involving injury to participants also require filing of an AIM report within 10 working days. A.I.M reports should be filed and signed by each participant directly involved in the accident, the ground crew, and the organizer of the exhibition jump (i.e. SFOC holder). The SFOC holder must also notify Transport Canada. In the event of an insurance claim, CSPA requires the approved SFOC from Transport Canada. Access to the exhibition jump insurance coverage will be denied until a CSPA investigation has been completed.

An Accident and/or an Incident shall be reported as defined by the AIM report.

The purpose of the preceding is to ensure the safety of the public; to protect the existence of insurance coverage for all Registered Participants; to gather information on exhibition jumps and to ensure that the requirements of the EJER are as stringent as necessary. CSPA investigations will occur within 60 days of the incident/accident and the participant(s) must be given notice of the occurring investigation at least 10 days in advance. Generally, the investigation will be done through conversations with the participants and any witnesses and/or through physical review by the Technical & Safety Committee.

1.21. COACH & INSTRUCTOR RATINGS

This manual uses only the current ratings programs and their respective names and abbreviations. Instructor A and B ratings were converted into JM/GCI and SSI/SSE respectively for all applicable ratings holders.

All ratings held are subject to annual ratings currency requirements that are outlined in Section 7. A Registered Participant, who does not maintain currency by way of revalidating per CSPA policies for one or more of their ratings, loses the rights afforded under each of the expired ratings until such time as they are revalidated by an SSE in accordance with the revalidation

steps listed. Fraudulent ratings revalidations could result in actions by the CSPA up to the removal of ratings and/or the CSPA affiliation.

1.22. DROPZONE SAFETY OFFICER (DZSO)

DZSO: A person appointed by the CSPA School (Dropzone) Owner (DZO) to promote, educate, and enforce safety at a dropzone in collaboration with the DZO.

DZSO Roles and Privileges

- 1) AIM Report
 - Investigation and Identification of contributing factors in Accidents, Incidents, and Malfunctions
 - Recommendations for correction action plans based on contributing factors identified
 - Submission of AIM reports within 10 days
- 2) Disciplinary and Corrective Action Planning in collaboration with the DZO for skydivers, coaches, and instructors within the parameters of the following:
 - CSPA Skills Grid
 - Basic Safety Rules (BSRs)
 - Technical Recommendations
- 3) Organization and facilitation of Dropzone Safety Day
- 4) Dropzone orientation and safety briefing, as well as specialized briefings such as:
 - Night jumps
 - Water jumps
 - Specialized aircraft jumps
- 5) Educate skydivers, coaches, and instructors on the DZ Emergency Activation Plan
- 6) Verification of C3 discipline specific skill competence and safety-orientated attitude
- 7) Verification of active CSPA ratings for coaches and instructors

DZSO Prerequisites

- 1) CSPA C CoP
- 2) Current CSPA affiliation as a Registered Participant
- 3) Strong comprehension of the following CSPA documents:
 - Skills Grid
 - BSRs
 - Technical Recommendations
 - Parachute Information Manuals (PIMs)
 - AIM Reports and Safety Management System (SMS)

SECTION 2: BASIC SAFETY RULES

The Basic Safety Rules (BSRs) are the rules established by the CSPA as the minimum standards for safe parachuting. These are accepted by each Registered Participant and Member as part of the affiliation and membership agreements. The first group of BSRs applies to all sport parachuting activities by CSPA Registered Participants. The second group of rules applies to parachute activities of students and those instructors providing training to students.

BASIC SAFETY RULES — General

- 2.1 No parachutist shall engage in parachuting activities or use parachuting equipment unless trained and endorsed.
- 2.2 A) The reserve parachute to be used or worn by any parachutist making a jump in Canada must have been packed, or had the packing thereof supervised, by a current CSPA Type Rated or FAA certified rigger within the previous 270 days.

B) In the case of a parachutist whose reserve parachute was not packed in accordance with A above, the reserve parachute must have been packed in accordance with the civil aviation regulations of his/her country of residence. In addition, the reserve parachute packing is valid for the duration of its cycle or a maximum of 270 days (whichever is the shorter).

In the event that an Automatic Activation Device (AAD) is installed in the harness/container system, this device shall be serviced and maintained in accordance with the manufacturer's instructions and service directives. Any such AAD installation must not negatively affect nor constrain the function of the reserve parachute system.

- 2.3 When the intended point of landing is within 1 km horizontally of open water, all parachutists shall wear a floatation device capable of supporting themselves and their equipment.
- 2.4 Parachutists shall not jump unless wearing shock absorbing protective headwear throughout the freefall and parachute descent.

Note: At the discretion of DZ Operators, 'D' CoP holders may choose not to wear protective headwear, except while in the role of Coach or Instructor (3.8) or while competing in Canopy Piloting.

- 2.5 The minimum altitudes (AGL) at which the main parachute must be activated are:

- 4500' for all Tandem jumps
- 3000' for all students, Solo & A CoP holders
- 2500' for B, C, and D CoP holders

- 2.6 No jumper shall make, or attempt to make, a parachute descent while under the influence of a drug, alcoholic beverage or other type of intoxicant.

Note: Over the counter substances or prescription drugs that may alter or impair mental, physical, or motor function are also included in this group. If in doubt, check with your doctor.

- 2.7 All sport parachute descents shall be conducted in accordance with the Canadian Aviation Regulations (CARs) pertaining to parachute descents and aircraft usage thereof; TC/ NAVCAN issued certificates and/or authorizations.

BASIC SAFETY RULES — Students and Instructors

- 2.8 Student parachutists must be trained and accompanied throughout all phases of their skydive by a CSPA Instructor until such time as the student has acquired a Solo Certificate. This includes, preparation, in-flight, freefall, canopy, and debrief.
- 2.9 All students and Solo Certificate holders shall use container systems equipped with functional reserve-mounted Automatic Activation Devices until such time that they have acquired an A CoP.
- 2.10 All students shall use container systems fitted with a reserve static line (RSL) to back up the activation of the reserve following release from the main canopy. The reserve static line should be installed regardless of whether the container systems release/reserve activation system is a Single Operation System (S.O.S.), or Two Action System (T.A.S.).
- 2.11 The student's main parachute must be activated at a minimum altitude of 3000 feet AGL.
- 2.12 On jumps where the opening delay exceeds ten (10) seconds, all students shall wear at least one reliable, functioning and visually accessible altimeter capable of accurately indicating the altitude above the ground.
- 2.13 Every student shall receive a safety check by an Instructor or Coach prior to boarding the aircraft.
- 2.14 All Students must be dispatched on parachute systems equipped with 'Ram-air' main canopies.
- 2.15 All student parachutists (except Tandem) shall wear a rigid type helmet during all phases of the parachute jump.

Tandem jumps shall only be performed by those meeting the prerequisites and requirements of the CSPA (as per the manufacturers). Tandem Pilots must have also successfully completed a training and certification course qualifying them as a representative of the manufacturer for the type of equipment being used and all tandem jumps shall be performed according to manufacturer's technical requirements/recommendations. All Tandem systems shall be equipped with a functional reserve-mounted Automatic Activation Device, as per manufacturer's requirements..

SECTION 3: TECHNICAL RECOMMENDATIONS

The following recommendations are generally accepted minimum standards for parachuting operations. While not considered to be absolute minimums like the BSRs, variations from these recommendations must be applied for in writing to the applicable technical committee(s), and written approval obtained.

Waivers to these recommendations may require additional conditions in order that the prescribed deviation does not add an unacceptable compromise to safety.

GENERAL

3.1 DROPZONE CLEARANCES

Areas used for regular parachuting operations shall be unobstructed, with the following minimum distances from the target in every direction to the nearest hazard:

- Student, Solo, A & B CoP holders 325 ft. (100m)
- C and D CoP holders 80 ft. (25m)

Hazards are defined as:

- *transmission lines*
- *open bodies of water*
- *fences, over 2.5 metres in height*
- *towers, buildings, goalposts and lamp standards*
- *well-traveled roadways*
- *trees, above canopy height and large forested areas*

3.2 WINDS

The following are the maximum surface wind speeds, in which sport parachute jumps may be carried out:

- Student Parachutists - 15 mph (7 m/sec.)
- Solo, A & B CoP holders - 18 mph (9 m/sec.)
- C & D CoP holders - 25 mph (11 m/sec.)
- Night & Water Jumps - 10 mph (5 m/sec.)
- Exhibition Jumps - 18 mph (9 m/sec.)
- Tandem jumps – 25 mph (11 m/sec.)

3.3 WIND DRIFT MEASUREMENTS

A method of determining wind drift should be performed to measure the wind strength and direction:

- at the beginning of each days jumping
- when there has been a significant change in wind speed and/or direction
- when 90 minutes or more has elapsed between jumps
- prior to all Exhibition jumps

3.4 INSTRUMENTS

On jumps where the opening delay exceeds ten (10) seconds, every parachutist shall wear at least one reliable and functioning altitude sensing device capable of accurately indicating the altitude above the ground.

3.5 FOOTWEAR

No parachutist shall jump unless wearing suitable footwear.

3.6 TANDEM PILOTS

When Tandem Pilot(s) and passenger(s) are on board an aircraft, no jumper should exit the aircraft below 1220 metres (4000'), except in emergency situations. Tandem passengers should be attached to the Tandem Pilot prior to opening the aircraft door.

RECOMMENDATIONS PERTAINING TO STUDENTS

3.7 DUSK JUMPING

On jumps scheduled close to darkness, students should be dispatched so as their descent and landing takes place prior to official sunset.

3.8 COACH/INSTRUCTOR HEADWEAR

All Coaches and Instructors, while in the role of a coach or instructor, shall wear shock absorbing protective headwear throughout the entire freefall and parachute descent.

3.9 DISPATCHING METHODS

There are two recommended methods for dispatching non-freefall student parachutists (for technical procedures refer to the Jump Master manual); these are:

- Instructor Assisted Deployment (IAD)
- Static Line (S/L)

3.10 FREEFALL TRAINING

- a) Prior to advancement to solo freefall after an IAD or S/L program, student parachutists shall have demonstrated controlled training pulls on two or more jumps.
- b) Prior to advancing to solo freefall within a PFF or TAFF, student parachutists shall have demonstrated two or more controlled training pulls and controlled pulls on two actual jumps.
- c) Student parachutists making their first solo freefall jumps must do so on the same day they complete their last successful freefall training jumps. (IAD, S/L, or PFF jump)
- d) Students in a tunnel PFF program must have completed 20 minutes of tunnel time and demonstrated consistent training pull exercises in the tunnel.

3.11 COMPETENCY/CURRENCY

A student parachutist who has not made a jump within the previous 60 days shall make a check-out jump with an instructor before returning to solo freefall.

All experienced parachutists should contact their dropzone for re-currency requirements and more information.

3.12 STUDENT SUPERVISION - GROUND CONTROL

A Ground Control Instructor (GCI) must be adjacent to the intended student landing area to provide guidance to students in the landing of their canopies, through use of a recognized method of signaling. Recognized signaling methods are:

- radio
- designated point system
- arrow
- arm panels and signals

The student is provided appropriate equipment and is trained to respond to two recognized signaling methods, one of which shall be a radio. Guidance will cease at the discretion of the instructor.

3.13 STUDENT PROGRESSION

All students should follow (and coaches/ instructors use) the CSPA Skills Grid system of progression.

3.14 PARACHUTE PACKING

Main parachutes used by students shall be packed by an individual holding a current Main Packing Endorsement or failing that, a person under direct 1:1 supervision of someone holding, as a minimum, a Coach 1 or CSPA/FAA Rigger rating.

Individuals packing equipment for student use must be properly instructed and endorsed (as per PIM 2B-Section 3) for the specific parachute system(s) in use.

RECOMMENDATIONS - ADVANCED

3.15 PREPLANNED INTENTIONAL CUTAWAYS

CSPA Registered Participants may perform in air practice of intentional cutaways, provided they hold a CSPA A CoP or higher and have completed at least 50 jumps in the past 12 months and have completed an Emergency Procedures Review no more than 30 days prior to the intentional cutaway. A second reserve parachute, with no pilot chute installed, (a tertiary system with meshed modifications if using a ram-air reserve) must be worn on a single harness which has correctly installed D-rings on the main lift web. The procedure for manual reserve deployment must have been practiced. See an experienced SSE or a certified rigger who has experience with intentional cutaways for the necessary instruction.

Actual separation from the main parachute shall be made at a minimum altitude of 900 metres (3000') AGL with due consideration for other open canopies and ground hazards. The jump aircraft pilot must be advised if the main canopy is to be released at a higher altitude.

3.16 WATER JUMPS

Parachutists, possessing at least an A CoP, and a Water Jump endorsement should review the recommended procedures prior to taking part in water jumps (see PIM 2B). In addition to general equipment recommendations and BSR requirements, participants should be able to swim and must wear running shoes, a personal floatation device, and a rig that allows unrestricted exit from the harness.

All first-time water jump participants should be supervised regardless of CoP level.

Parachutists who do not have a water endorsement and have no intention of engaging in water jumps are still highly encouraged to seek out information pertaining to possible unintentional water landings as a part of their Emergency Procedures Review(s).

3.17 NIGHT JUMPS

Parachutists possessing at least an A CoP and a Night Jump endorsement should review the recommended procedures prior to taking part in night jumps (see PIM 2B). Night jumps are to be performed wearing a steady or flashing light visible through 360 degrees. Visual instruments should be illuminated with a steady light. Parachutists must have good canopy control skills and be capable of performing reliable standup landings prior to participating in night jumps.

All first-time night jump participants should be supervised regardless of CoP level.

Parachutists who do not have a night jump endorsement and have no intention of engaging in night jumps are still highly encouraged to seek out related information pertaining to landing in low light conditions as part of their Emergency Procedures Review(s).

Those participating in night group skydiving activities shall hold a CSPA B CoP, a night endorsement, and be proficient at equivalent tasks performed during daytime group freefall.

3.18 GROUP FREEFALL

Group Freefall/Relative Work (RW) refers to all skydiving activities where in freefall, two or more individuals engage in close proximity and/or interaction with each other in any way. Examples include Formation Skydiving, Sit-Flying, Vertical Formation Skydiving (VFS), Freeflying, Freestyle, Sky Surfing, Wingsuit Flying, etc.

For all group freefall activities, as a minimum, participants shall hold a B CoP.

The A CoP holder may participate in 2-way 1:1 relative work with a B CoP holder experienced in that discipline (minimum of 100 jumps and Coach 2 approval). (Note: with an additional three jumps coached by a Coach 2, A CoP holders may jump with another A CoP holder who also has the additional three coached jumps. Both must demonstrate safe separation and approaches and have Coach 2 approval for each jump.)

A Solo Certificate holder may participate in 1:1 Formation Skydiving in a belly to Earth orientation with a rated Coach 2, for the sole purpose of obtaining the 2-way FS Endorsement.

Minimum break-off altitude for Formation Skydiving (belly to Earth orientation) is 3,500 feet AGL. Minimum break-off altitude for VFS, Free-flying, Sit-Flying, Freestyle, Sky Surfing, Wingsuit Flying, etc. is 4,000 feet AGL due to higher freefall speeds. After obtaining a B CoP, it is the responsibility of each participant engaged in any group freefall activity to be informed of the specific safety practices, equipment concerns and other relevant information that pertains to that freefall discipline.

3.19 FREEFLY

Participants must have received the Freefly Ground Briefing. The following safety guidelines should be followed:

- Ensure your equipment is freefly friendly.
- The use of an audible altimeter is highly recommended.

It is highly recommended that participants jump with a qualified freefly Coach 2 for their first jumps and when transitioning to head down.

3.20 CANOPY FORMATION (CF)

Participants must hold a CSPA B CoP and have demonstrated competence with a ram-air canopy. The following safety guidelines should be followed:

- if not already docked, do not attempt to dock lower than 600m (2000') AGL
- minimum break-off altitude for a canopy formation is 300m (1000') AGL unless the intention is to land the canopy formation.

Participants shall do their first 5 to 10 jumps with a Coach 2, who has reasonable canopy formation experience. Reasonable experience is defined as demonstrating the following:

- 10 completed 4-stacks
- the ability to safely perform a side-by-side and a down-plane

3.21 CANOPY PILOTING

Introduced as an ISC competitive discipline in 2003, Canopy Piloting is a new, exciting facet of our sport, with a potential for serious injury to the uninitiated. Skydivers entering a canopy piloting competition should have at least 500 high performance landings—100 of which should have been in the 12 months prior to the competition.

3.22 SKY SURFING

Parachutists must hold a CSPA C CoP. Participants engaging in Sky Surfing must be aware of the inherent dangers involved when using equipment which may be beyond their level of experience. Different size boards can drastically affect aerodynamic stability in the air.

Ideally, jumps with boards should be made from large-door aircraft. Jumps can be made from light aircraft such as a Cessna and should be thoroughly pre-planned. All jumps should be discussed with the pilot of the aircraft and the other parachutists on board. Extra care must be taken during exit so as bindings do not release prematurely.

3.23 CAMERA JUMPS (Videographers)

Experienced skydivers must possess a minimum of a B CoP and 200 jumps. They should be competent in the freefall discipline in which they wish to participate as a videographer, should seek advice from experienced freefall videographers regarding the type of equipment to be used in order that they may safely engage in this activity. At least one functioning audible altimeter must be used, and an Automatic Activation Device should also be used.

3.24 WINGSUIT JUMPS

Experienced skydivers must possess a minimum of a B CoP and 200 jumps. They should receive one-on-one instruction from an experienced* wingsuit jumper. This instruction should include training in gear selection, rigging and proper wearing of the suit, pilot briefing, aircraft exit, heading awareness, basic flight techniques, deployment and emergency procedures.

Wingsuits that restrict and/or modify a manufacturer's intended use of emergency handles are strictly forbidden. Modifications of any part of a rig and/or wingsuit to function together must only be done with the explicit permission and guidance of the

affected equipment manufacturer and only by persons with the required training and ratings to do so.

*Wingsuit manufactures should be consulted as their definition of “experienced” may vary based on the wingsuit model in use. Wingsuit schools recognized by the manufacturers are an excellent source of information that should be utilized as a means of getting into this ever developing segment of skydiving.

CSPA recommends the following pieces of equipment as a minimum when participating in wingsuit jumps: audible altimeter, active AAD, and an appropriately lengthened bridle.

3.25 EXHIBITION (DEMONSTRATION) JUMPS

Participants shall:

- a) be in possession of a valid EJR.
- b) use ram-air parachutes for both main and reserve, and
- c) use a main parachute which meets the wing loading and performance characteristics of the parachute on which EJR qualification jumps were performed.

In order to ensure the safety of both parachutists and spectators, it is strongly recommended that caution be employed if utilizing high wing loaded main canopies (in excess of 1 lb: 1 sq. ft.) on exhibition jumps. Exhibition jump organizers must verify that there is a sufficiently clear, unobstructed, landing area for the parachute types used. Small, highly loaded, high speed main parachutes should not be used on exhibition jumps into small (less than 50 metre radius) or obstructed landing areas.

If using pyrotechnics (smoke) during Exhibition Jumps, participants should be thoroughly briefed on the safe storage, handling and the extra precautions needed when using these devices. See the T&SC section of the CSPA website for particulars.

3.26 HIGH ALTITUDE JUMPS

Optional use of oxygen on the aircraft:

No jumps shall be made from an aircraft that has flown for more than 30 minutes between 10,000 and 13,000 feet ASL unless there is, on board, a system that supplies breathable oxygen sufficient for the duration of the flight above 10,000 feet. There should be a minimum of one mask, for up to 10 jumpers, with an additional mask for every additional 10 jumpers.

Mandatory use of oxygen on the aircraft:

No jumps will be conducted from an altitude above 13,000 feet ASL unless there is, on board, a system that supplies breathable oxygen sufficient for each jumper for the duration of the flight above 13,000 feet. There should be one mask for each person on board the aircraft.

Oxygen for descent (Freefall or CF):

No exits shall be made above 15,000 feet ASL for canopy descents or 20,000 feet ASL for freefall descents unless the jumper(s) are each wearing bail-out bottles and masks proven as acceptable for use during parachuting descents.

Additional training requirements:

All participants involved in parachuting activities above 20,000 feet ASL should have attended a Physiological Flight Training session within the previous 24 months.

All participants involved in parachuting activities above 20,000 feet ASL shall be equipped with a functional Automatic Activation Device.

3.27 STUNT JUMPS

The CSPA does not consider stunt jumps conducted for the media or entertainment industries as a normal part of the sport of parachuting. The Association neither condones nor condemns such activities.

Sport parachutist intending on participating in stunt jumps are urged to adhere to the CSPA Basic Safety Rules and Technical Recommendations as the absolute minimum requirements and should also take into consideration the possible need for additional time and/or altitude when performing with costumes or props which could impair the operation of emergency equipment or obscure vision required for the safe operation of all components. Props or equipment modifications must not

interfere with, or delay, the orderly deployment of emergency equipment.

While the CSPA does not attempt to regulate stunt or BASE jumps, the participants should be aware that many other entities will attempt to do so, i.e. local Workers Compensation Boards, Transport Canada, NAVCAN, Unions, Guilds and various law enforcement agencies.

CANADIAN AVIATION REGULATIONS

[623.37 Parachuting](#)

Information Note:

(i) Parachuting, when properly organized and conducted by qualified and experienced parachutists, can be an asset to an air show or other aviation event.

(ii) Parachute descents, other than emergency descents, have to be authorized in accordance with the provisions of section 603.37 of the CARs. Where parachuting, by other than military personnel, is to be conducted at a special aviation event, application may be made in accordance with the special flight operations standards - parachute descents, by the certificate holder on behalf of the parachutists.

Pursuant to section 603.38 of the CARs, a parachute descent, at a Canadian special aviation event is made in accordance with a special flight operations certificate - parachuting, issued under section 603.38 of the CARs; and

(a) parachutists may exit the jump aircraft over any primary spectator area, secondary spectator area, built-up area or occupied building, provided the exit is made in conditions such that, in the event of a parachute malfunction, the parachutist or associated equipment will not land within any of these areas;

(b) once under a fully functioning parachute canopy, the parachutist may glide and descend to an altitude no lower than 100 feet above a primary spectator area or secondary spectator area;

Information Note:

The above minimum altitude requirement means 100 feet from the lowest part of any equipment the parachutist is carrying (i.e. flag or smoke canisters).

(c) an aircraft may circle the jumpers as part of the demonstration, subject to the following conditions:

(i) the pilots of the jump aircraft and circling aircraft have determined the procedures to be followed by each pilot in order to ensure that adequate separation is maintained between the aircraft and the parachutists,

(ii) all pilots and parachutists participating in the demonstration have been briefed and understand the procedures to be followed,

(iii) the pilot of the circling aircraft does not begin circling the parachutists until

(A) he or she has been notified that all jumpers have exited the jump aircraft, and

(B) all canopies are open and clearly visible to the pilot, and

(d) a two-way radio communication is maintained between the aircraft involved in the demonstration, air traffic control personnel and the landing zone supervisor or the flight operations director or other person responsible for flight operations until the demonstration is completed.

Please also refer to [623.38 for SFOC information](#).

SECTION 4: PARACHUTE EQUIPMENT POLICY

4.1 GEAR RENTAL

No CSPA Member or Registered Participant will loan or rent parachute equipment for the purpose of making a parachute descent to any person, experienced or not, who has not been trained and endorsed for the use of that equipment.

4.2 USE OF EQUIPMENT

A parachutist shall have equipment type certification recorded in his or her personal logbook, signed by an appropriately qualified individual.

4.3 AIRWORTHINESS

Any parachutist, suspecting equipment of being sub-standard, will not use the item until it can be inspected by a qualified and certificated individual.

4.4 INSPECTION

Every parachutist, prior to boarding the aircraft for a parachute descent, shall have their equipment safety-checked by another CoP/FAI rated parachutist.

4.5 PILOT CHUTES

All reserve parachutes must be fitted with a pilot chute unless used as a secondary reserve parachute in a chest mounted configuration.

4.6 CROSS CONNECTORS

A detachable reserve parachute (front mounted) must be equipped with a cross connector strap sufficient to sustain a direct shock load of at least 1350 kg (3000 lbs.)

4.7 PULL TEST

A ripcord pull test shall be conducted at each reserve repack, using a suitable testing device. The pull force required for movement of the ripcord pins must fall within the acceptable range, as follows:

- Conventional Gear: between 5 and 22 pounds
- Chest Mounted: between 5 and 15 pounds

4.8 PACKING DATA CARD

Every reserve parachute container will have located in suitable pocket a 'packing data card' on which the following information is recorded:

- Date, packing location and repair
- Rigger's signature and certificate number
- Canopy type and serial number
- Manufacturer's name
- Date of Manufacture
- Owner's name and address
- Pull force test results
- AAD serial number & DOM
- AAD maintenance information

In the case of commercially operated dropzones, where the equipment will not leave the normal place of operation, the above required information may be kept in an easily accessible master log.

4.9 RESERVE SEALING

After packing a reserve parachute, a certificated parachute rigger is required to seal the container in accordance with the manufacturer's recommendations.

A recognized dropzone may choose to maintain a master repack log for its own equipment, rather than seal each reserve container, providing this equipment does not leave the normal place of operation.

4.10 AUTOMATIC ACTIVATION DEVICES

A record log of the performance, maintenance and testing (in accordance with the manufacturer's specifications) should be maintained for each individual AAD device mounted on equipment used by students or experienced parachutists.

4.11 ACCESSORY EQUIPMENT

No person shall jump with accessory equipment unless properly trained to do so. Accessory equipment shall be evaluated for suitability, compatibility, function and safety. Accessory equipment consists of items such as: skysurfing boards, video cameras, flags, tubes, wing suits, and other accessories that may cause safety problems.

SECTION 5: PROGRESSION

SKILL TECHNIQUES:

In this section you will find information about the order in which the basic skills should be learned. It is a multi-stage program that is detailed in PIM 2A and PIM 2B, taking a person from the second jump up to the point that they can manage their own skydiving direction. The Skydiving Skills Model has divided the skydive into five skill areas:

1. Preparation
2. Equipment
3. In-flight
4. Freefall
5. Canopy Control

These five skill areas and Technical Knowledge make up the progression model. The model groups the skills into three categories of difficulty:

1. Basic - PIM 2A Manual and Grid
2. Recreational - PIM 2B Manual and Grid
3. Advanced - PIM 2C Manual

The Skydiving Skill Grids show the five skill categories with vertical breaks indicating the suggested stages of progression (see pages following). This modular approach has many benefits. The main one is that it provides a structured program that still allows for individual flexibility for each participant. Flexibility within reason is allowed so long as no skill or group of skills is omitted. Major deviations from the program are not recommended for safety reasons. Consult a qualified CSPA Coach or Instructor for more information.

CSPA SKILLS PROGRESSION GRID

Progression of each of the 6 areas are independent of each other, however all stages must be completed prior to receiving your CoP.

PREPARATION Section 1	EQUIPMENT Section 2	IN-FLIGHT Section 3	FREEFALL Section 4	CANOPY CONTROL Section 5	TECHNICAL KNOWLEDGE Section 6
PRE-LEVEL.....First Jump Introduction.....SSI					
Physical rehearsal	Components and function Activation of reserve <Emergency procedures Endorsement>	Seating and movement Assisted exit	Wide spread arch	Canopy identification Flight control check Guidance response Observation of surface winds Landing techniques Ground Control Assisted	Unusual situations: in-flight under canopy on ground
Student Progression to Solo.....Jump Master or PFFI					
Relaxation Mental Rehearsal Recall and Awareness Self-evaluation Self-directed instruction	Altimeter setting and mounting Gearing-up procedures and adjustments Setting audible altimeter Setting AAD Full Gear Checks Packing: introduction	Pre-exit handles check Verbal Review Ground Orientation Spotting - Observed Spotting assisted Pilot briefing Spotting unassisted	Box position Observation circle Altimeter use Activation Heading control Arm exercise Leg exercise 90/180 Turn left/right (Vertical axis rotational control) 360 Turn left/right (Vertical axis rotational control)	Full glide turns above 2000' Ground Control - Partial Assistance Observation of drift Ground Control – Unassisted Rear riser turns Basic Landing pattern Flat Turn Turbulence	Box position Unusual situations in freefall Theory models: spotting freefall control freefall math canopy flight (straight, turns, stalls) freefall control 360° turns
SOLO Check-out ... Jump Master, PFFI					
Goal Setting	Component Identification	Ride the Slide	Solo Check-out Jump	Basic Landing pattern	<Solo Emergency Procedures Review>
SOLO CERTIFIED					

PREPARATION	EQUIPMENT	IN-FLIGHT	FREEFALL	CANOPY CONTROL	TECHNICAL KNOWLEDGE
Novice Progression - The Basics.....Coach 1					
Warm-up & Stretching Concentration Anticipation Solo dirt dive (Sequence preparation)	Packing: assisted Packing: unassisted (observed) Packing: clearing entanglements Equipment Inspection while packing	Exits (e.g. dive, rear float) Exits (e.g. poised, front float) Intentional unstable exit WDI, Meteorological Report	Back loop(360° lateral axis rotation) Front loop (360° lateral axis rotation) Barrel Rolls R/L (360° longitudinal rotation) Delta, Delta Dive	Rear riser turns (above 2000') Line of Flight Approach Set-up assessment Front riser turns Flat turns Set-up assessment with line of flight	Theory models: freefall control-back loops line of flight approach freefall control-front loops freefall control-rolls <Night Endorsement> [optional training]
Novice Progression - Advanced.....Coach 2					
Fitness Dive planning Relaxation - advanced Mental training techniques	<Packing Endorsement> Deployment control techniques Accessory equipment Jumpsuit selection Use of weights	Dive to delta exit Floater track exit Rate one turn Downwind spotting Spotting for FS 1:1 tight exits Rehearsal with relaxation	Basic Solo Free Style, Artistic and Inverted Flight E.g. French roll, stag, T, daffy, sit, stand-up Combined manoeuvres Style and manoeuvre series 1:1 Formation Skydiving Pin practice with proximity Break off procedures Level control Docking procedures	Stall practice & Recovery (above 2000') Stall turns Angle control on approach Assessing/critiquing a canopy approach Riser manoeuvres Front Riser turns Rear Riser Flare/Stalls (above 2000 feet) Avoidance techniques	<water endorsement> Angle control on approach Assessing/critiquing a canopy approach Riser manoeuvres Front Riser turns Rear Riser Flare/Stalls (above 2000 feet) Avoidance techniques <not required for CoP> Model for accuracy approach Advanced FS body position (mantis) <Sport Canopy Review A> <Emerg. Procedures Review A>
A - CoP completed					

PREPARATION	EQUIPMENT	IN-FLIGHT	FREEFALL	CANOPY CONTROL	TECHNICAL KNOWLEDGE
Intermediate Skydiver Progression.....Coach 2 / Coach 3 / Competition Development Coach					
Memorization Group Dirt diving Dive planning (review) Stress control Self-directed skill development Dirt diving - review Goal setting techniques review: SMART, short, long term goals	Variations to packing techniques (LIST variations) Routine maintenance Storage practices Equipment seminar	1:1 tight exits (variations) (LIST variations) Exit order Small group exit, no grips Small group exit, with grips First formation exits Large aircraft loading and spotting	Freefall grips Turn and dock Side slide and dock Diagonal dock Super positioning Relativity control Flying base Partner sequential Advanced solo skills E.g. Sit/Inverted 360 deg Flat track Group FS Long swoop Floater tracking Recovery <Group Endorsement>	Riser flared landing Assessing weather Assessing terrain FS approach/rules, group approach S-turn Sashay Parallel canopy flight Large group pattern approach	Model for three turn types Model for group freefall Model for group exits FS rules and courtesies in freefall Equipment servicing Maintaining the fall rate Safety for Group FS Equipment characteristics and selection <Sport Canopy Review B> <Emerg.Procedures Review B>
B-CoP completed					

SECTION 6: CERTIFICATES OF PROFICIENCY

The CSPA is authorized by the Aero Club of Canada to issue parachuting certificates on behalf of the FAI, in the general interest of sport aviation in Canada. The CSPA issues Certificates of Proficiency (CoPs) to recognize ability and knowledge, separated into classes to represent different levels of competence. These CoPs are a reflection of demonstration of proficiency in a variety of skill sets combined with technical knowledge through all stages of the skydiving skills grid. They are not merely licenses, records of achievement or accumulations of jumps. Within this section, you will find:

1. how to qualify
2. how you are evaluated
3. how to apply

1. How to Qualify:

You must demonstrate your ability in the following skill areas:

- a) Preparation
- b) Equipment
- c) In-flight
- d) Freefall
- e) Canopy Control
- f) Technical Knowledge

a) Preparation: as per Skills Grid

b) Equipment: as per Skills Grid

c) In-flight: as per Skills Grid

d) Freefall: Freefall jumps that are to be counted for CoP purposes must be controlled. The term controlled refers to the parachutist having unassisted control over the attitude of the body from exit to canopy inflation. Control must be maintained during parachute activation.

When recording freefall manoeuvre performance times, the actual time plus any penalties (corrected time) must be shown in the logbook. Similarly, recording of all other skill sets in freefall and under canopy must be recorded, logged and signed by the correct authority in the logbook.

The exit altitude and freefall time must also be recorded for every jump in addition to recording the accumulated time.

e) Canopy Control: Accuracy jumps counted for CoP purposes must be controlled. The term controlled refers to the parachutist having a controlled approach on a pre-determined target, executing turns with a minimum amount of oscillation.

All accuracy landings must be a safe, standup landing. The distance of landings from the centre of the target must be recorded in the logbook. Precision landings are required for the different levels of CoP. Record every distance that can be reasonably measured.

These jump and landing demonstrations must be self-spotted and performed without assistance - that is without instruction or coaching. Landing made while receiving direct instruction or coaching do not count.

f) Technical Knowledge: As well as performing skills there is an amount of knowledge that must accompany those practical skills. You will be tested on that information prior to applying for your Certificate of Proficiency.

You will find study information in the following texts: PIM 1, PIM 2A, B & C, the most current CSPA logbooks and on the CSPA website at www.cspa.ca. The type of information that you will be tested on can be found in the information about the endorsements needed to fulfill the CoP requirement; information pertaining to the privileges of each CoP level; Rules and Recommendations of the CSPA, and; competition, equipment and general parachuting knowledge.

Skill requirements for a CoP must be verified by a person designated by CSPA as qualified to perform that function. Qualified individuals holding signing privileges include Coaches, Instructors, Riggers (for packing), Judges and Qualified Evaluators. A few requirements can only be signed by senior rating holders. Criteria for signing privileges are shown under the Endorsements heading near the end of this section.

2. **How you are Evaluated:**

All written/verbal examinations and demonstrations of practical skills will be directed to a skill level appropriate to that of the certificate being applied for.

Endorsement	Required for	Signed By
Solo checkout Jump	Solo	JM/JMR, PFFI,
Emergency Procedures Review Solo	Solo	JM/JMR, SSI
2 Way FS	A	C2
Emergency Procedures Review A	A	JM/JMR, SSI, C2
Main Packing	A	JM/JMR, SSI, C2, RA
Sport Canopy A	A	C2, C3-CP
Emergency Procedures Review B	B	C2, SSE
Group FS	B	C2
Sport Canopy B	B	C2, C3-CP
Emergency Procedures Review C	C	C2, SSE
Sport Canopy C	C	C2, C3-CP
Endorsements not required for any CoP:		
Night Jumps	Night Jumps	SSE
Water Jumps	Water Jumps	SSE

There are four areas to be evaluated, these are:

- a. Freefall and Canopy Proficiency
- b. Endorsements
- c. Technical Knowledge
- d. Other Requirements

a. Freefall and Canopy Proficiency:

There are performance standards for each Certificate. These standards are identified later in this section. All practical skills for the respective CoP must be achieved prior to writing the CoP Exam.

These practical requirements must be witnessed and signed in the logbook by the Coach/Instructor who has the proper rating. A list of the rating holders required for each task is indicated in Section 6.1 to 6.5. During processing of your application, your logbook entries are reviewed with special attention being paid to the specific practical qualifications for that certificate.

b. Endorsements:

Endorsements are administered by written testing, verbal questioning, briefing and/or practical testing; or a combination of these. The endorsement must be obtained prior to writing the CoP exam.

Endorsements are part of the Freefall Proficiency, Canopy Proficiency and Technical Knowledge aspects of the CoP requirements.

Completion of endorsements should be recorded as a separate entry in your log book and/or initialed on the CoP application form. You may also use the [CSPA endorsement card](#).

Logbook entries for jumps used to meet certificate requirements must be countersigned by a CoP holder who has witnessed the actual jump. Entries must include name and CSPA #.

Note: The above endorsements are only valid when signed in the logbook, on the endorsement card, or on the CoP application form by an appropriate rating holder, as shown in the previous table. Signatures of foreign rating holders will not be accepted on applications for CoPs.

It is the responsibility of persons holding signing privileges to ensure that the candidate has the required proficiencies and technical knowledge, to a satisfactory degree, prior to signing the candidate's endorsement card or logbook.

c. Technical Knowledge:

An exam will be written for each certificate. A pass mark of 80% must be achieved on the exam.

Exams are written under the supervision of an SSE. Results of written exams will be immediately entered on the application section of the exam booklet, by the SSE. Failure of a written exam will require a minimum waiting period of 14 days before re-examination can take place and must be done using the alternate version of the exam.

Written exams are prepared by the CWC. They are distributed, on request, to SSEs. The SSE may only receive the D CoP if they, themselves have their D CoP. Dropzones are sent exams automatically every year by the CSPA National Office.

d. Other requirements

This includes, but is not limited to, required jump numbers and freefall time.

3. How to Apply:

- a) Contact a SSE, so as to determine if requirements and qualifications have been met, prior to applying for a CoP. Each Member normally has at least one SSE.
- b) The SSE will complete the pertinent items on the application form and verify all the required information. The practical demonstrations must be witnessed by appropriate Coaches/Instructors. General qualifications and endorsements must be identified by the SSE from a properly verified logbook and endorsement card, prior to signing the CoP application form.
- c) Bring the following items
 - logbook(s), with proof of practical requirements
 - endorsement card or logbook with required items signed by appropriate rating holder
 - CSPA affiliation card or completed application form
 - applicable fees

Write the applicable CoP exam and review the results with your SSE.

Retain all of the above items before forwarding to the CSPA National Office:

- For all CoPs, have the requirements verified, the application form initialed and signed by the SSE who administered your exam.
 - For Solo, A & B CoPs, have the requirements verified, the application form initialed and signed by the SSE
 - For C and D CoPs, please photocopy or scan the pages of your logbook that correspond to the jumps on your application form. Notarization is not required.
- To ensure that all requirements are met, please use the following tips for logging your jumps:
 - Indicate the exact skill performed, as required on the CoP application form
 - Ensure the signature of the appropriate rating holder is legible, and BOTH their CSPA # and rating are signed on EACH jump in your logbook, NOT their CoP #.
- Forward required items to the CSPA.

Written exams are normally kept on file for 30 days. If the applicant fails to submit all required items and documentation to CSPA within 30 days of the written exam, the application will be rejected and they may be asked to rewrite.

The office does not accept ANY forms that are not the current versions and will not be held responsible for delays in processing. All current forms are available on the CSPA website and/or upon request from the office.

Please Note:

A FAI license holder may apply to achieve a CSPA Certificates of Proficiency providing the individual meets the requirements for the level of CoP applied for. FAI license holders holding at least an “A” level CoP of a nation other than Canada, are not required to obtain a SOLO certificate.

All CSPA certificates, “Solo” through “D”, must be obtained in sequence.

Proof of highest foreign CoP must be submitted with the level of CSPA CoP being applied for. All exams of previous levels of CSPA CoPs must be written and submitted at the same time but only highest level of CoP requires payment and full application.

CSPA/FAI Certificates of Proficiency, once issued, may not be withdrawn, unless obtained by fraudulent means; and **are only valid with an active CSPA affiliation.**

CSPA Certificates of Proficiencies are recognized by FAI as meeting FAI minimum standards for each of the CoP levels, however, CSPA CoPs and ratings are the product of CSPA and as such reserve the right to make changes without notice to our requirements.

6.1 CLASS SOLO

Applicant must have:

Freefall Proficiency	Signed By
Performed one solo freefall delay greater than 30 seconds	JM, PFFI
Performed one 5 second solo freefall delay from between 4000 ft and 6000 ft.	JM, PFFI
Demonstrated in freefall, belly to earth, a figure 8 turn (360° turns in both directions)	JM, PFFI
Perform an intentional unstable exit (such as “Ride the slide” exit) and recover within 5 seconds.	JM, PFFI
Canopy Proficiency	
Completed three self-spotted (unassisted) jumps with controlled self-guided, stand-up, safe, canopy landings to within 50 meters of the target	GCI, JM, PFFI
Under canopy, demonstrate a 90° flat turn in both directions (above 2000ft)	CI, GCI
Under canopy, demonstrated a rear riser turn (above 2000 ft)	GCI, JM, PFFI
Technical Knowledge	
Completed the Emergency Procedures Review Solo endorsement	JM, SSI
Correctly answer all Solo test questions	JM, SSI, PFFI
Other Requirements	
Completed the Solo Checkout Jump endorsement	JM, PFFI
Accumulated 10 jumps and a minimum of 3 minutes of freefall with stable activation at the prescribed altitude on the last five jumps	JM, PFFI

Privileges:

The holder of a Solo Certificate may:

- Participate in solo skydives
- Participate in 1:1 FS training with a Coach 2 for the 2-way FS endorsement.
- Participate at Provincial and National Competitions (in qualified disciplines).

6.2 CLASS A

Applicant must have:

Freefall Proficiency		Signed by:
Performed in freefall, a back-loop, front-loop and barrel roll on the same jump.		C1, CDC
Performed the 5 jumps required for completion of the 2-way FS endorsement		C2
Sport Canopy Endorsement A		
Complete the Sport Canopy "A" ground briefing		C2, C3 – CP
Complete 10 self-guided, stand-up, safe accuracy landings to within 30 m of target.		C1, CDC
Conduct the "sweet spot" drill (above 2000 ft.)		C2, C3 – CP
Demonstrate a 180° flat turn in both directions (above 2000ft)		C1, C3 – CP
Demonstrate a 360° front riser turn (above 2000 ft.)		C1, CDC
Demonstrate a 360° rear riser turn (above 2000 ft.)		C1, CDC
Demonstrate a canopy stall and recovery with toggles (above 2000 ft.)		C2, C3 - CP
Demonstrate a rear riser flare (above 2000 ft.)		C2, C3 - CP
Demonstrate a canopy stall and recovery with rear risers (above 2000 ft.)		C2, C3 - CP
Demonstrate harness turns of more than 90 degrees		C2, C3 – CP
Demonstrate a crosswind landing in winds greater than 7mph		C2, C3 – CP
Demonstrate a landing in no wind conditions		C2, C3 – CP
Demonstrate low turn recovery (above 2000 ft.)		C2, C3 – CP
Technical Knowledge		
Completed the Emergency Procedures Review A endorsement		JM, C2, SSI
Completed the Main Packing endorsement		RA, JM, SSI, C2
Achieved a pass mark of a least 80% (and corrected to 100%) on a written exam administered by a CSPA SSE		SSE
Other Requirements		
Completed 25 jumps and accumulated 10 min FF time		SSE

Privileges:

The holder of a Class A Certificate of Proficiency may:

- Participate in 2-way 1:1 horizontal relative work with a B CoP holder or higher
- Participate in 2-way 1:1 horizontal relative work with another A CoP Holder (with both A CoP holders having completed the Group FS endorsement (including the Track), coached by a Coach 2. Both must demonstrate safe separation and approaches and have Coach 2 or DZSO approval)
- Participate in 3-way horizontal relative work provided all participants have received the Group FS endorsement (including the Track) and at least one participant is a certified coach. All jumpers must have Coach 2 or DZSO approval.
- Participate in intentional night and water jumps, once briefed and signed off by an SSE as per section 3.16 and 3.17.
- Verify by signature, CSPA # and CoP #, witnessed jumps by other certified skydivers

Note 1: Prior to participating in 2-way formation skydiving the individual must be in possession of the A CoP.

6.3 CLASS B

Applicant must have:

Freefall Proficiency	Signed By
Completed 15 – 2-ways or 3-ways since A CoP, in the horizontal configuration (in accordance with the A CoP privileges)	C2, CDC
Performed a manoeuver series, consisting of right 360 turn, left 360 turn, front-loop, back-loop, right barrel roll, left barrel roll in less than 16 sec.	C2, CDC
Performed the 3 evaluation jumps and completed the Group FS endorsement	C2
Sport Canopy Endorsement B	
Review all canopy control skills covered in Sport Canopy “A” Endorsement.	C2, C3 – CP
Complete the Sport Canopy “B” Ground Briefing	C2, C3 – CP
Complete 10 self-guided, stand-up, safe accuracy landings to within 15 m of target.	C1, CDC
Land on, or discuss landing on, an upslope or downslope	C2, C3 – CP
Land downwind	C2, C3 – CP
Braked approach	C2, C3 – CP
Coordinated turns	C2, C3 – CP
Technical Knowledge	
Completed the Emergency Procedures Review B endorsement	C2, SSE
Completed the Freefly Ground Briefing	C2, C3-FF
Achieved a pass mark of at least 80% (and corrected to 100%) on the written exam administered by a CSPA SSE	SSE
Other Requirements	
Completed 50 jumps and accumulated 30 min FF time	SSE

Privileges:

The holder of a Class B Certificate of Proficiency may participate in:

- Group formation skydiving activities
- Group night jumps, once briefed and signed off by an SSE.
- A CSPA Coach 1 course and Rigger A course

6.4 CLASS C

Applicants must have:

Freefall Proficiency	Signed By
Completed ONE of the following THREE tasks:	
5 FS 4 way jumps with 5 or more completed formations within 35 sec. of exit using a minimum of 4 different FAI formations per jump	C2, FS Judge Video, CDC
Style Cross series in less than 13 seconds (LT, RT, BL, RT, LT, BL)	C2, Judge, CDC
Freely series in less than 16 seconds (From the sit, back-loop, front-loop, 360 right turn, 360 left turn, cartwheel right, cartwheel left)	C2, C3-FF, judged using Air to Air Video, CDC
Canopy Proficiency	
Completed ONE of the following THREE tasks:	
Less than 15 cm scored on an electronic scoring pad on 5 precision accuracy jumps	C2, Judge, CDC
5 CF 4 way jumps with 4 rotations (5 points) within 2 min 30 sec of aircraft exit	C2, Judge, CDC
Performed 10 self-guided standup accuracy jumps within 10 meters of the target	C2, Judge, CDC
Sport Canopy Endorsement C	
Sport Canopy Briefing	C2, C3-CP
Demonstrate Canopy skills appropriate for a C CoP	C2, C3-CP
Technical Knowledge	
Completed the Emergency Procedures Review C endorsement	C2, SSE
Achieved a pass mark of a least 80% (and corrected to 100%) on a written exam administered by a CSPA SSE	SSE
Other Requirements	
Completed 200 jumps and accumulated 60 min FF time	SSE

Privileges:

The holder of a Class C CoP may:

- Qualify for the position of DZ safety officer
- Qualify for an EJR, having met the prerequisites

6.5 CLASS D

Applicant must have:

Freefall Proficiency	Signed By
Completed ONE of the following FOUR tasks:	
On 5 FS 4-way jumps, score 7 points within 35 seconds of using a minimum of 5 different FAI formations per jump	C2, FS Judge video, CDC
On 5 FS 8-way jumps, score 7 points within 50 seconds from exit using a minimum of 5 different FAI formations per jump	C2, FS Judge video, CDC
Style series in less than 11.5 seconds, including penalties. (LT, RT, BL, RT, LT, BL)	C2, Judge, CDC
2 way freefly series consisting of: <ul style="list-style-type: none"> • HU-A – Single Grip • HD-03 – Grip – Carve – Grip • HD-01 – Sixty Nine – Cartwheel – Sixty Nine • HD-05 – Grip – Half Eagle – Grip • HD-F – Double Spock (any hand) The CoP candidate being evaluated must be the red flyer taking the grips. See website for formation diagrams.	This jump may be done with inside video worn by the second flyer, or judged on video by a C2, C3-FF, a Competition Development Coach, or an FS Judge.
Canopy Proficiency	
Completed ONE of the following FOUR tasks:	
Completed 15 consecutive pre-planned canopy standup landings to within 2 meters of a target	C2, C3-CP, Judge, CDC
Successfully complete the two technical assessment jumps as specified in the Coach 3 – Canopy Piloting portfolio.	*See C3-CP portfolio
5 CF 4 way jumps with 8 rotations within 2 min 30 sec of aircraft exit	C2, Judge, CDC
Less than 5 cm scored on an electronic scoring pad on 5 precision accuracy jumps	C2, Judge, CDC
Sport Canopy Endorsement D	
Completed 10 consecutive pre-planned canopy standup landings to within 5 meters of a target	C2, C3-CP, Judge, CDC
Demonstrate Canopy skills appropriate for a D CoP	C2, C3-CP
Technical Knowledge	
Achieved a pass mark of a least 80% (and corrected to 100%) on a written exam administered by a SSE	SSE
Other Requirements	
Completed 500 jumps and accumulated 180 minutes (3 hr) of freefall time	SSE

Privileges:

The holder of a Class D Certificate of Proficiency may:

- Choose not to wear protective headwear, with the permission of the DZ Operator, as long as not in the Coach/Instructor role
- Participate in a CSPA Learning Facilitator Training Seminar

6.6 CERTIFICATE FEES

Solo, A, B, C, and D CoP Fee: \$50.00

6.7 SPORTING LICENCE

A Sporting License is required to attend events sanctioned by the FAI under the FAI/ISC Sporting Codes. These events include World Air Games, World Games, International Parachuting Championships, World Cups, Continental Championships and World Record Attempts.

An FAI Sporting License issued by the Aero Club of Canada is valid in all nations having membership in the FAI.

APPLICATION PROCEDURES

1. Obtain application form from the CSPA National Office or in the CSPA Forms section [online](#). *Note, applicants must have a current affiliation with CSPA in order to apply for an FAI sporting license.
2. Complete the form and forward to the CSPA National Office by email or mail enclosing the annual fee, allowing at least 30 days to process the application.
3. All FAI Sporting Licenses issued by the Aero Club of Canada are valid from the date of issue until December 31st of the issuance year.
4. Annual Sporting License Fee: \$80

6.8 RESTRICTED CoPs

Under extraordinary circumstances, such as physical disabilities, a CSPA restricted CoP may be issued to applicants who are unable to meet all of the specific requirements of the CSPA CoP requirement.

Applicants must:

1. Hold a current CSPA affiliation
2. Submit a petition to the T&SC that includes:
 - Level of CoP requested.
 - CoP requirements that can be met and the provisions of those requirements.
 - CoP requirements that cannot be met and the circumstances that prevent compliance with these requirements.
 - Specific privileges being requested that normally apply to the level of CoP requested.
 - Specific privileges being relinquished that normally apply to the level of CoP requested.
3. Submit completed CoP exam, administered by a SSE that relates to the equivalent level of CoP requested.

Privileges:

Restricted CoPs shall have individual privileges as granted by CSPA. These privileges shall not exceed those granted for the equivalent level of CSPA CoP. Such privileges shall be listed on affiliation card in the same manner as Certificates of Proficiency.

SECTION 7: COACH, INSTRUCTOR & LEARNING FACILITATOR RATINGS

CSPA's instructor and coach ratings system has been developed over the years by the CWC with assistance from the Coaching Association of Canada's (CAC) National Coaching Certification Program (NCCP). The NCCP is a coach training and certification program offered in over 60 sports in Canada. The principal objective of this program is to develop the abilities of coaches working with athletes at all levels, from community to high performance sport. Our long-term association with the CAC has provided CSPA with national certification for our coaches and access to coaching resources.

The ratings system is designed to:

1. provide participants with a positive sport experience
2. meet the needs of participants
3. facilitate participants with opportunities to achieve their potential in and through skydiving

The structure of the ratings system is based on two streams: **Instruction** and **Competition**.

1. **Instruction: Instructors** who teach student skydivers the basic lifesaving skills necessary to participate and **Coaches** who refine skills of the solo to advanced level skydiver.
2. **Competition: Competitive Development** and **Competition Coaches** who develop and refine the skills of competitive skydivers.

Relevant training is geared towards the following broad outcomes:

- Skill improvement
- Plan a practice
- Analyze performance
- Provide support to participants
- Make ethical decisions
- Safety

Accreditation follows three stages in all ratings:

1. **In Training** - candidate has begun training by meeting the prerequisites of the rating
2. **Trained** - completion of all required evaluations at a training course
3. **Certified** - completion of all practical requirements for the rating

Make up(s) may be assigned, within the course and can be assigned for a number of reasons, such as weather, lack of time, unsatisfactory performance etc. and must be completed within the time specified by the LF. Until the makeup has been processed by CSPA the candidate may not exercise the privileges of the rating as the course has not been completed. NCCP numbers are not generated (for CAC programs) until the makeup(s) has been completed. The specific contexts within each stream are:

Coach 1 (C1): The C1 coaches novice skydivers in the stage of Novice Progression – Basic on the Skills Grid. This is the entry level rating for all other CSPA ratings. Training is provided in a 3-day course at a local dropzone. Completion of an online Ethics Evaluation with the CAC is required for rating certification.

Coach 2 (C2): The C2 primarily coaches recreational skydivers developing skills outlined in the stage of Novice Progression – Advanced in the Skills Grid. Training is provided in the form of a 3-day course at a local dropzone.

Coach 3 (C3): The C3 primarily coaches advanced skydivers developing discipline-specific skills once they've reached Advanced Progression. The training for this rating is self-directed under the guidance of the CWC.

Competition Development Coach (CDC): The CompDev coach primarily coaches athletes developing their competitive skills from the Learn to Compete stage through to the Train to Compete stage (refer to [Flight Plan](#)). The training for the CompDev rating is a 3-day course, the completion of Make Ethical Decisions course and six NCCP modules.

Jump Master (JM): The JM dispatches students via the IAD or SL methods. Training is a 3-day course at a local dropzone. Training is tailored to equipment, aircraft, and progression sequence used at that DZ.

Jump Master Restricted (JMR): This JM is restricted to dispatching freefall students only. The CWC has established this restricted rating to recognize those dropzones where IAD or SL dispatching is not used. The training is the same as for JM excluding the dispatching of IAD/SL students.

Ground Control (Radio) Instructor (GCI): The GCI provides ground control of student parachutists using the approved communication methods described in Technical Recommendations 3.13. Technical training is provided on the JM, Coach 1 or SSI course. Further specific training is completed at the dropzone under direct supervision.

Skydiving School Instructor (SSI): The SSI provides ground school training to students of the FJC, GFF, and PFF programs. Training is completed on a 3-day course. Course content is oriented to DZ-specific techniques and facilities.

Progressive Freefall Instructor (PFFI): The PFFI develops students in the PFF program. The training for this rating is a 5-day course. Training is specific to the equipment, aircraft, and progression used at that DZ.

Skydiving School Examiner (SSE): The SSE is trained in the administration of exams and Endorsements as well as the verification of logbooks.

Learning Facilitator (LF): A LF trains candidates for coach and instructor ratings. Training is provided initially in the form of a Learning Facilitator Training Seminar. The orientation takes three days, under the direction of a Master Coach Developer (MCD). To enroll in a program, contact the CWC.

Rating Currency:

In order to ensure a minimum standard of currency in the critical skill sets, Instructors & Coaches are required to maintain annual currency activities (outlined in each rating sections 7.1 through 7.8) Verification of currency will be done by completing the Annual Rating Revalidation Form to be signed by a SSE.

Information on ratings currency is available at www.cspa.ca/ratings.

7.1 COACH 1 (C1)

Roles and Tasks

Assist any Instructor with students on Basic Skills Grid, under direct supervision

Assist any Coach 2 with novices

Coach Solo Certificate skydivers progressing through Novice Progression – Basic on the Skills Grid

Sign off accuracy, solo manoeuvres, and canopy control for A CoP

Assist with **training** toward Main Packing endorsement

Prerequisites

B CoP

Observe role of a Coach 1 on a dropzone

Provide a video tape of a Manoeuvre series for evaluation before the course. The jump must be within the last 12 months (confirmed by a logbook entry and signed by the cameraman), in which the following are demonstrated (as per PIM 2A) on the same jump (within 30 seconds).

- Dive out to the camera (half second delay)
- Back Loop
- Front Loop
- Right Barrel Roll
- Left Barrel Roll
- Delta
- Back Slide
- 180° Turn and Track

Emphasis is placed on proper execution of each rotation and the **precision** of headings rather than the speed of rotations

Age of Majority

Evaluation on Course

Complete 3 evaluation jumps in air coaching role

Evaluated on performance on freefall and canopy control

Teach a freefall and technical knowledge task and debrief performance

Demonstrate separation through tracking

Demonstrate close proximity exits

Manoeuvre series (video)

Demonstrate controlled accuracy approach

Demonstrate systematic main packing

Teaching task Lesson Plan

Written Quiz

Post Course Practical Requirements

Complete 3 “Hello to Good-bye” Coach Contacts. The Final Contact is to be observed and debriefed by a certified Coach 2 on the ground and in air

Have a Minimum of 75 jumps of any kind

Pass the NCCP Make Ethical Decisions online evaluation

Complete all tasks within one Calendar year

Complete and submit C1 portfolio

Currency Requirements

Annual: After certifying your C1 rating, each year you must perform

- 10 coach 1 coaching contacts, in air or on ground.
- 25 skydives

Revalidation requirement up to 5 years: Complete an evaluation jump with a certified Coach 2. The evaluation jump is to be the same as the evaluation jump in the C1 portfolio.

Revalidation requirement after 5 years: Complete the final evaluation jump from the C1 course with a certified C1 LF. Pass the C1 written exam.

Qualify for:

JM, SSI, and Tandem Master (manufacturer’s rating)

C2 (with certified C1 rating)

Further C1 information is [available online](#).

7.2 COACH 2 (C2)

Roles and Tasks

Coach skydivers progressing through the Novice Progression – Advanced on the Skills Grid

Supervise skill development programs for skydivers at a dropzone

Supervise development of Coach 1's

Certify 2 way and Group FS endorsements

Certify Sport Canopy A, B, C endorsements

*May only administer D if the C2 has a D CoP themselves

Certify Main Packing endorsement

Certify Emergency Procedures Review A, B, and C endorsements

Prerequisites

Coach 1 Certified

C CoP

Evaluation on Course

Complete 4 evaluation jumps in a coaching role

Evaluated on performance on freefall and canopy control

Perform a technical knowledge presentation

Perform a complex skill presentation

Demonstrate landing within 10m on 75% of jumps

Demonstrate proper packing technique

Provide a lesson plan

Post Course Practical Requirements

Perform 50 jumps

Perform 12 1:1 coaching jumps with a minimum of three different Solo or A CoP holders

Perform one coaching jump observed and debriefed by a certified Coach 2

Assist/co-deliver the following endorsements, under supervision of an appropriate signing authority:

- Main Parachute Packing
- One of:
 - Sport Canopy A
 - Sport Canopy B
 - Sport Canopy C
- One of:
 - Emergency Procedures Review A
 - Emergency Procedures Review B
 - Emergency Procedures Review C
- One of:
 - 2way Formation Skydiving
 - Group Formation Skydiving

Complete all tasks within one Calendar year

Complete and submit C2 portfolio

Currency Requirements

Maintaining Coach 2 Currency will also Maintain Coach 1 Currency

Annual:

After certifying your C2 rating, each year you must

- Perform 10 C2 freefall jumps with a solo, A or B CoP certificate holder. A minimum of five jumps must be with a 1:1 solo or A certificate holder working towards 2-way or group FS endorsements.
- Complete 25 jumps

Revalidation requirement up to 5 years:

Complete an evaluation jump with a certified Coach 2. The evaluation jump is to be the same as the evaluation jump in the C2 portfolio.

Revalidation requirement after 5 years:

Complete the final evaluation jump from the C2 course with a certified C2 LF. Pass the C2 written exam.

Qualify For:

C3 Discipline Specific programs, Competition Development coach

7.3.1 COACH 3 – WINGSUIT

Roles and Tasks
Coach advanced wingsuit programs
Conduct first-flight / initiation jumps
Mentor aspiring Coach 3s
Be recognized within CSPA (and on website) as a subject matter expert
Prerequisites
Succeed at one recognized wingsuit manufacturer first flight instructor course
SSE verification that the candidate is a subject matter expert in wingsuit flight with a safety orientated attitude
DZO or DZSO verification that the candidate is a subject matter expert in wingsuit flight with a safety orientated attitude.
Submission of Technical Assessment Jump #1 and Jump #2 as per C3 – WS Portfolio
OR
Participate in two judged events or competitions (e.g. Nationals, Provincials, acrobatics or performance competitions)
Coach 2 certified
Minimum 100 wingsuit flights
Complete the Coach 3 Common exam (open book)
Complete the Wingsuit Safety Exam (open book)
Currency Requirements
Coach at least 5 candidates (1:1 or in seminars)
25 wingsuit flights in previous 12 months.

7.3.2 COACH 3 – CANOPY PILOTING

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
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)
Currency Requirements
Coach at least 5 candidates (1:1 or in seminars)
25 high performance canopy landings in previous 12 months

7.3.3 COACH 3 – FREEFLY

Roles and Tasks

Coach freefly skills and supervise skydiver progression through the freefly skills grid

Mentor aspiring Coach 3s

Be recognized within CSPA (and on website) as a subject matter expert

Administer the B CoP Freefly Ground Briefing

Sign off C and D CoP freefly requirements

Prerequisites

SSE verification that the candidate is a subject matter expert in freefly

DZO or DZSO verification that the candidate is a subject matter expert in freefly with a safety orientated attitude.

Submission of Technical Assessment Jump #1 and Jump #2 as per C3 – FF Portfolio

Coach 2 certified

400 documented freefly jumps (50 of which are 4-way or larger)

OR

300 documented freefly jumps (50 of which are 4-way or larger) plus an IBA Static Pro tunnel rating

Complete the Coach 3 Common Exam (open book)

Currency Requirements

Coach at least 5 candidates (1:1 or in seminars)

25 freefly jumps in previous 12 months

7.4 COMPETITION DEVELOPMENT COACH

Roles and Tasks

To coach individuals and teams with a desire to compete locally, nationally and internationally

Signoff all skills and endorsements as a C2

Prerequisites

Coach 2 and 3 years' National competition experience AND

- NCCP Make Ethical Decisions (on-line)

OR

2x National Team member AND

- NCCP - Plan a Practice 1
- NCCP - Design a Basic Sport Program
- NCCP - Make Ethical Decisions (on-line)

Evaluation on Course

In development

NCCP Multi Sport Module Requirements

NCCP Developing Athletic Abilities

NCCP Injury Prevention and Recovery

NCCP Coaching and Leading Effectively

NCCP - Psychology of Performance

NCCP - Managing Conflict

NCCP - Leading Drug Free Sport

Currency Requirements

In development

Qualify For:

Competition Development Coach trained. Completion of all components (course requirements and portfolio) leads to Competition Development Coach certified.

7.5 JUMP MASTER (JM) and JUMP MASTER RESTRICTED (JMR)**

Roles and Tasks

Dispatch students using the IAD or SL methods
Dispatch freefall students
Supervise students from Student Progression on the skills grid in the GFF Program
Assist SSI under direct supervision
Sign off practical requirements for the Solo Certificate
Administer Solo Certificate Test
Certify Main Packing endorsement
Certify and perform Solo Checkout Jump endorsement
Certify Emergency Procedures Review Solo and A endorsements

Prerequisites

Coach 1 trained (Note: must be C1 certified prior to receiving the JM portfolio)
Observe role of JM on two different loads
Complete JM pre-course workbook
Have 125 jumps

Evaluation on Course

Have JM pre-course workbook completed
Evaluated on performance on freefall and canopy control
Perform a technical knowledge presentation
Perform a complex skill presentation
Perform a spot within 10 degrees of flight line and with consideration for wind strength
Show 100% compliance on all equipment checks
Minimum of 80% on the JM written exam
Minimum of 100% on the BSR written exam

Post Course Practical Requirements

Must dispatch 25 IAD or S/L students after first dispatching 6 students under the direct supervision of a senior JM.
Must dispatch 25 freefall students after first dispatching 6 students under the direct supervision of a certified JM or PFFI **(JMR ONLY)
Complete all tasks within one Calendar year
Complete and submit JM portfolio

Currency Requirements

JM and JMR currency maintains Coach 1 currency.

Annual:

After certifying your JM rating, each year you must

- Dispatch 10 students, 5 of which must be IAD or S/L
- Complete 25 jumps
- IF JM restricted, dispatch 10 freefall students

Revalidation requirement up to 5 years

Dispatch 2 jump IAD or SL students under direct supervision of certified JM.
If JM restricted, dispatch 2 freefall students under the direct supervision of a certified JM/PFFI.

Revalidation requirement after 5 years

Complete final evaluation jump from JM course with a certified JM LF. Pass written exam.
If JM restricted, complete an evaluation dispatch with a certified JM LF.

**The JM (Restricted) rating does not allow for the JM to dispatch IAD/SL students. All other privileges of the JM are retained.

7.6 GROUND CONTROL (RADIO) INSTRUCTOR (GCI)

Roles and Tasks

Conduct student canopy guidance
Supervise student canopy guidance progression
Signoff canopy control tasks for Solo Certificate

Prerequisites

Coach 1 trained
Completion of GCI module (found within C1, SSI or JM courses, or stand-alone)
B CoP
Observe 25 students being guided by an experienced and certified GCI
Familiar with Ground Control system use

Evaluation

Complete guidance of 25 students landing while being directly supervised by an experienced GCI

Practical Requirements

Complete all tasks within one Calendar year
Complete and submit GCI portfolio

Currency Requirements

Annual:

After certifying your GCI rating, each year you must

- Conduct ground control for 10 students

Revalidation requirement up to 5 years

Conduct 2 ground controls under direct supervision of a certified GCI

Revalidation requirement after 5 years

Obtain a GCI briefing from a Learning Facilitator.
Complete full GCI portfolio issued by a current LF.

7.7 SKYDIVING SCHOOL INSTRUCTOR (SSI)

Roles and Tasks

Conduct ground school training for all CSPA student training programs
Administer Solo Certificate Test
Certify Main Packing endorsement
Certify Emergency Procedures Review Solo and A endorsements

Prerequisites

Coach 1 trained (Note: must be C1 certified to receive the SSI portfolio)
Observe 2 complete FJC within last year
Teach 2 different modules of the FJC on different courses under direct supervision of a senior SSI
Have 200 jumps

Evaluation on Course

Teach all FJC modules
Minimum of 80% on the SSI written exam
Minimum of 100% on the BSR written exam

Post Course Practical Requirements

Teach minimum of 3 FJC, solo taught with a minimum total of 10 students while being directly supervised by a senior SSI.
Complete all tasks within one Calendar year
Complete and submit SSI portfolio

Currency Requirements

SSI currency maintains Coach 1 currency if 25 jumps are also made.

Annual:

After certifying your SSI rating, each year you must

- Teach or co-teach one first jump course, including at least one Emergency Procedures module.

Revalidation requirement up to 5 years

Teach one first jump course under the direct supervision of a Certified SSI.

Revalidation requirement after 5 years

Obtain and SSI briefing from an SSI Learning Facilitator.
Complete the full SSI portfolio issued by a certified SSI LF.

7.8 PROGRESSIVE FREEFALL INSTRUCTOR (PFFI)

Roles and Tasks

Conduct PFF training programs
Supervise progression of PFF students and jumps
Certify Solo Checkout Jump endorsement
Administer Solo Certificate Test
Conduct FJ PFF jump training, if a Skydiving School Instructor

Prerequisites

Coach 2 Certified
Either JM, or SSI certified, or completed the pre-course journal
Observe 2 complete FJC within last year
Have 600 jumps (recommended 800 jumps)
Have 6 hours of accumulated Freefall time (recommended 8 hours)
Completed GCI module (GCI certified recommended)

Evaluation on Course

Performance of the PFF Main Side and PFF Reserve Side and PFF 1:1 Roles
Teach PFF Levels
Teach PFF Ground school
Evaluated on performance on freefall and canopy control
100% compliance on all equipment checks
Minimum of 80% on the PFFI written exam

Post Course Practical Requirements

Perform 25 PFF Jumps with a certified PFFI, of which at least 10 must be in the RSI role
Perform one 1:1 PFF jump observed, debriefed and signed off by a certified PFFI
Complete all tasks within one Calendar year
Complete and submit GCI portfolio
Complete and submit PFFI portfolio

Currency Requirements

Maintaining PFF Currency will also maintain both Coach 2 & Coach 1 Currency

Annual:

After certifying your PFFI rating, each year you must

- Perform 10 PFF Jumps
- Complete 50 skydives

Revalidation requirement up to 5 years

Complete 10 PFF jumps under the supervision of a certified PFFI, the first 5 must be 2:1.

Revalidation requirement after 5 years

Complete 2 evaluation jumps with a certified PFFI LF. Pass written exam

7.9 SKYDIVING SCHOOL EXAMINER (SSE)

Roles and Tasks

Administer endorsements

Verify logbooks

Administer the Night Jump endorsement

Administer the Water Jump endorsement

Administer the Exhibition Jump Rating Exam (if already possessing an EJR).

Administer the A, B, C CoP Exams (and D CoP exam only if the SSE has that CoP themselves)

Sign off on rating currencies

Prerequisites

GCI Certified

SSI Certified

Certified any of JM, C2 or PFFI

Evaluation

Complete the portfolio tasks

Practical Requirements

Complete all tasks within one Calendar year

Complete and submit SSE portfolio

Currency Requirements

Annual:

After certifying your SSE rating, each year you must

- Administer 1 CoP , ratings portfolio or revalidation form.

Revalidation requirement up to 5 years

Administer 1 CoP, ratings portfolio or revalidation form under the direct supervision of a certified SSE.

Revalidation requirement after 5 years

Redo SSE portfolio.

7.10 LEARNING FACILITATOR (LF)

Roles and Tasks

Conduct coach/instructor training at level certified
Recommend other coaches/instructors for LF training
Certify all endorsements
Certify all CoP requirements
Certify all CoP applications
Examine all logbooks required for CoPs

Prerequisites

Coach 2, SSE, GCI Certified
Either JM or PFFI Certified
D CoP
Have 1000 jumps
Have observed and assisted on a C1 course in the last 2 years
Completed the [LF Nomination/Application form](#) for consideration for acceptance on the next LF Training Seminar

Evaluation on Course

Facilitate a simulated C1 course

Post Course Practical Requirements

Follow the recommendation of the Master Coach Developer to either assist a LF on one more C1 course or proceed to challenging a C1 course under the direct supervision of a Master Coach Developer.
Complete all tasks within two Calendar years

Currency Requirements

Teach each course the LF is rated for at least once and complete 75 jumps (for freefall ratings) in a 3-year period.
Maintaining currency as an LF maintains currency as a SSE.

Qualify For:

LF rating to teach C1, C2, JM, SSI, PFFI
Master Coach Developer

7.11 CANADIAN FORCES MILITARY INSTRUCTOR CHALLENGE

For challenges from military instructor certifications, please view the conversion process below:

1. Static Line Square Parachute Instructor → Challenge to SSI

- a. Prerequisites –
 - CSPA Affiliation
 - CSPA B CoP
 - 200 Jumps (Square Parachute)
- b. Process – Complete the following in sequence -
 - i. Contact CSPA Learning Facilitator with proof of SLSPI Rating
 - ii. Payment of \$45 CSPA Ratings Fee
 - iii. Approval by Ratings Processor to start the Challenge Process
 - iv. Completion of SSI Learning Journal including signatures
 - v. Completion of SSI Exam with Learning Facilitator
 - vi. Present two sections of the First Jump Course (one ‘usual situations’ section and one ‘unusual situations’ to a CSPA Learning Facilitator for evaluation
 - vii. Completion of SSI Portfolio (including signatures)
 - viii. Submission of SSI Portfolio to CSPA

2. Military Square Parachute Instructor → Challenge to SSI

- a. Prerequisites –
 - CSPA Affiliation
 - CSPA B CoP
 - 200 Jumps (Square Parachute)
- b. Process – Complete the following in sequence -
 - i. Contact CSPA Learning Facilitator with proof of MSPI Rating
 - ii. Payment of \$45 CSPA Ratings Fee
 - iii. Approval by Ratings Processor to start the Challenge Process
 - iv. Completion of SSI Learning Journal including signatures
 - v. Completion of SSI Exam with Learning Facilitator
 - vi. Present two sections of the First Jump Course (one ‘usual situations’ section and one ‘unusual situations’ to a CSPA Learning Facilitator for evaluation
 - vii. Completion of SSI Portfolio (including signatures)
 - viii. Submission of SSI Portfolio to CSPA

3. Military Square Parachute Instructor → Challenge to C2

- a. Prerequisites –
 - CSPA Affiliation
 - CSPA C CoP
 - 250 Jumps (Square Parachute)
- b. Process – Complete the following in sequence -
 - i. Contact CSPA Learning Facilitator with proof of MSPI Rating
 - ii. Payment of \$45 CSPA Ratings Fee
 - iii. Approval by Ratings Processor to start the Challenge Process
 - iv. Completion of NCCP Making Ethical Decisions Module
 - v. Completion of Jump 4 from the C2 Course with a Learning Facilitator
 - vi. Completion of C2 Exam with Learning Facilitator
 - vii. Completion of C2 Portfolio (including signatures)
 - viii. Submission of C2 Portfolio to CSPA
 - ix. Will receive CSPA C1 and C2 on completion of process

4. Military Square Parachute Instructor → Challenge to PFFI

- a. Prerequisites –
 - CSPA Affiliation
 - CSPA C CoP
 - 600 Jumps (Square Parachute)
 - 6 Hours Freefall Time
- b. Process – Complete the following in sequence -
 - i. Contact Learning Facilitator with proof of MSPI Rating
 - ii. Payment of \$45 CSPA Ratings Fee
 - iii. Approval by Ratings Processor to start the Challenge Process
 - iv. Make an appointment with a LF with a PFFI Rating
 1. Completion of PFFI Exam (marked by LF)
 2. Completion of Jump Level 4 (Standard Training Program) from PFF Course
 3. Completion of Jump Level 6 (Standard Training Program) from PFF Course
 4. LF to Issue PFFI Portfolio to Challenger
 - v. Completion of PFFI Portfolio (including signatures)
 - vi. Submission of PFFI Portfolio to CSPA

7.12 RATINGS CHALLENGE

CSPA recognizes that coaches and instructors from other countries bring FAI certifications and valuable experiences to Canada. To facilitate conversion of those ratings to their CSPA equivalencies, the following process has been established.

The challenge process is much more than recognizing flying skills. Coaches and instructors will demonstrate the ability to teach skills, evaluate performance, plan skydives, safely supervise in-flight procedures, and debrief. Knowledge of the coaching and instructor system and CoP certification requirements will also be evaluated.

Recognizing the skills from another country is one thing but to educate to the Canadian standards is quite another. The CSPA wants to facilitate the transition and integration of experienced foreign instructors without creating a parallel system that would encourage Canadian skydivers to go across the border to take courses.

The CSPA system is based on the National Coaching Certification Program (NCCP) model. The NCCP model distinguishes between training and certification. To become "certified" in a coaching context, coaches are evaluated on their demonstrated ability to perform in areas such as planning a jump, skill analysis, and support to participants during training.

In order to start the process, contact a Learning Facilitator in your area to arrange a time and location. The LF will obtain a challenge package from the CSPA National Office and will evaluate the candidate's coaching, instructing and flying abilities. There is a \$45 ratings fee per rating converted, payable to the CSPA National Office. There will also be a fee for the Learning Facilitator's time and jumps.

Once converted, all certification requirements per the ratings Portfolios apply and must be completed prior to receiving a certified rating.

Unsuccessful challenge attempts

Unsuccessful candidates will not become temporary instructors or coaches. The evaluator should direct the candidate to the next course for that rating, and request that the candidate take the complete training. The candidate can appeal the outcome of the unsuccessful evaluation in a letter to the Chair of the Coaching Working Committee (cwc@cspa.ca).

Coach 1 Challenge

Prerequisites
CSPA Affiliation
CSPA B CoP
Proof of equivalent FAI coach rating
Challenge Process
Complete minimum 1 evaluation jump (Jump # 3 per Coach 1 course)
Teach (PAF) minimum of two skills, one canopy control, one freefall
Pass the evaluation jump criteria with a score of at least 80%
Pass the Coach 1 course exam with a score of at least 80%
If successful, the candidate will receive a Coach 1 portfolio.
Post Challenge
Complete NCCP Making Ethical Decisions (MED) module
Complete and submit Coach 1 Portfolio

Coach 2 Challenge

Prerequisites
CSPA affiliation
CSPA C CoP
Proof of equivalent FAI coach rating
Complete the CSPA endorsements and CSPA CoP evaluation training modules
Complete the Making Ethical Decisions online module
Challenge Process
Complete minimum 2 evaluation jumps (Jumps # 3 and 4 per Coach 2 course)
Teach (PAF) minimum of four skills from different areas of the skills grid
Pass the evaluation jump criteria with a score of at least 80%
Pass the Coach 2 course exam with a score of at least 80%
Pass the CSPA Endorsements and CoP evaluations with a score of at least 80%
If successful, the candidate will receive a Coach 2 portfolio.
Post Challenge
Complete and submit Coach 2 Portfolio

PFFI Challenge

Prerequisites
CSPA affiliation
CSPA C CoP
Be an active jumper (minimum 50 jumps in past 12 months)
Proof of equivalent FAI instructor rating
Minimum 600 jumps and 6 hours of freefall time
Provide proof of more than 50 AFF jumps (MSI, RSI or 1:1)
Complete GCI module (GCI certified recommended)
Challenge Process
Complete 2 evaluation jumps (Jumps # 5 and 6 per PFFI course)
Pass the evaluation jump criteria with a score of at least 80%
Pass the PFFI course exam with a score of at least 80%
If successful, the candidate will receive a PFFI portfolio.
Post Challenge
Complete and submit PFFI Portfolio. Reference the CSPA website for portfolio requirements.
Complete and submit GCI portfolio
Privileges
Administer the PFF student program
Perform 2:1 and 1:1 PFF jumps levels
Sign logbooks for PFF students

Note that challenge to PFFI does not grant the candidate the privileges of a Coach 2 nor of an SSI. The PFFI challenge specifically does not confer the privilege of teaching the first jump course.

SECTION 8: JUDGES, RIGGER, EXHIBITION JUMP, & TANDEM RATINGS

JUDGES RATINGS

There are four levels of Judges' Ratings issued by CSPA. They are Provincial, Provincial with Portfolio, National and FAI Parachuting Judge. These ratings are issued for each separate parachuting disciplines.

The Provincial rating is the first level of rating acquired after successfully completing a Level 1 Judge's Course for one of the disciplines.

Successive ratings at the Provincial with Portfolio, National and FAI levels are obtained by completing additional written exams and completing mandatory levels of experience.

An FAI Parachuting Judge must also meet the requirements of Section 5 of the FAI Sporting Code.

As higher levels of ratings are obtained Judges enjoy greater privileges. The privileges of a FAI Judge include being able to:

- Represent Canada at any FAI 1st or 2nd Category Event, having met the current FAI/ISC qualification requirements.
- Acting as a Principal, Event or Chief Judge at any competition.
- Certifying all levels of Judge rating applications.
- Conduct a Level I Judge's Course.
- Conduct Training and Evaluation seminars.
- Conduct Re-Evaluation Tests.

In order to ensure that a rated Judge remains active and current, certain minimum annual activity requirements are imposed in order for the rating to remain valid.

For a complete summary of the program including qualification requirements, privileges and annual revalidation requirements see the complete text of the CSPA Judge Rating Program in PIM 4E.

RIGGER RATINGS

The aim of the CSPA rigging program is to train dedicated individuals who wish to have the knowledge, experience and personal integrity to act as parachute technicians for our sport, keeping the average skydiver's equipment safe and functional.

The goal for the 4 courses would be to rotate through on a 2-year cycle running sequentially from RA to RB. Candidates do not have to complete the entire program consecutively and can re-enter the program at the next level at any time as long as they have maintained their currency.

The Rigger Aviation rating is a standalone rigging certification developed for specific uses not pertaining to skydiving.

Canadian Forces Riggers and FAA riggers may cross over into the CSPA program either as a RA1 or RB. Military Parachute Systems Packers and FAA Senior Riggers are able to challenge CSPA RA; and Military Parachute Rigger Specialists and FAA Master Riggers are able to challenge CSPA RB. A challenge to CSPA ratings will include packing, written exams and demonstrating sewing proficiency. Please consult with the CSPA office to arrange a challenge.. Riggers certified through another foreign body other than the Canadian Forces and the FAA should consult the CSPA National Office for further information.

RIGGER CURRENCY

Riggers require 24 hours of rigging activity within the last 12-month period to maintain their annual currency. This can include, physical rigging duties, co-teaching courses, attending symposiums or knowledge-based activities.

A rigger's re-currency will depend upon the number of years they have been un-current.

- **Annually** –
 - 1.Perform a minimum of twenty-four (24) hours of rigging activity*
 - 2.Complete a minimum of three (3) hours of repair work and/or the repair focused activities such as seminars and online videos
 - 3.Current CSPA affiliation as a Registered Participant
 - * Rigging activity is defined as any combination of the following:
 - Canopy & gear inspections,
 - reserve repacks,
 - repair work as defined by Rigger Rating,
 - sharing of education specific to equipment with other riggers, packers, and/or skydivers,
 - assisting on CSPA rigger courses,
 - attending symposiums such as PIA,
 - attending knowledge-based activities such as seminars, rigger safety day, and T&SC approved rigger focused online videos.
- **1 to 5 years** –
 - Currency can be regained by working with a rigger that is current of the same level or higher. Once complete the rigger supervising the currency will notify the T&SC Chair that the training is complete and the individual is cleared to rig again.
- **5+ years** – Required to start from the RA course and work up regardless of previously held rating.

8.1 RIGGER A (RA)

Conduct
Assist on Rigger “A” courses, under direct supervision of a qualified Rigger Instructor
Supervise
Rigger “A” candidates
Certify
Main packing endorsement
Rigger A pre-course packing
Conduct re-currency training for un-current RAs
Qualified to
Inspect and pack sport reserve parachutes
Remove and replace component parts of the parachute
Make minor hand repairs to sport parachuting equipment
Certify Main Packing endorsement
Prerequisites
Current CSPA affiliation as a Registered Participant
Endorsements
Main packing
Practical
Inspect and repack, under direct supervision, 10 ram-air reserve parachutes, of various manufactures and methods, prior to issuance of rating(s)
Assigned, practical tasks requiring minimum performance level of 90%
Written
Score at least 80%, corrected to 100% on the written open book test

8.2 RIGGER A1 (RA1)

Conduct
Assist on RA and RA1 courses, under direct supervision of a qualified RI
Supervise
RA and RA1 candidates
Certify
Main packing endorsement
Rigger A pre-course packing requirements
Conduct re-currency training for un-current RAs and RA1s
Qualified to
Inspect, assemble and pack sport, tandem parachute assemblies, main and reserves
Machine sew basic patches and re-sew
Replace suspension lines
Manufacture simple components
Prerequisites
Current CSPA affiliation as a Registered Participant
RA rating
Endorsements
Main packing
Practical
Inspect, assemble and pack the complete tandem parachute system
Clean and operate a sewing machine
Install a simple patch
Re-sew containers
Manufacture simple components
Written
Score at least 80%, corrected to 100% on the written open book test

8.3 RIGGER A2 (RA2)

Conduct
Assist on RA, RA1 and RA2 courses, under direct supervision of a qualified RI
Supervise
RA, RA1 and RA2 candidates
Certify
Main packing endorsement
Rigger A pre-course packing requirements
Conduct re-currency training for RAs, RA1s and RA2s
Qualified to
Inspect, assemble and pack sport, tandem parachute assemblies, main and reserves
Inspect assemble and pack pilot emergency parachutes
Do advanced parachute repairs
Simple harness repairs
Manufacture components
Prerequisites
Current CSPA affiliation as a Registered Participant
RA1 rating
Endorsements
Main packing
Practical
Inspect, assemble and pack the pilot emergency parachute
Basic sewing machine repair
Complex canopy patching
Simple harness repairs
Manufacture components
Written
Score at least 80%, corrected to 100% on the written open book test

8.4 RIGGER B (RB)

Conduct
Assist on RA, RA1 and RA2 courses, and on RB courses under direct supervision of a qualified RI
Supervise
All rigger course candidates
Certify
Main packing endorsement
Rigger A pre-course packing requirements
Conduct re-currency training for all rigger levels
Qualified to
Inspect, assemble and pack sport and tandem parachute assemblies, main and reserves
Inspect, assemble and pack pilot emergency parachutes
Inspect, assemble and pack other types of parachute systems
Do advanced parachute repairs
Harness modifications and major repairs
Blueprint, design and manufacture components
Prerequisites
Current CSPA affiliation as a Registered Participant
RA2 rating
Endorsements
Main packing
Practical
Inspect, assemble and pack other parachute systems
Advanced sewing machine repair
Complex canopy patching
Harness and container repairs and modifications
Manufacture components
Written
Score at least 80%, corrected to 100% on the written open book test

8.5A RIGGER AVIATION – ROUND RESERVE (RAV-R)

Conduct
Assist on Rigger “Aviation” courses, under direct supervision of a qualified Rigger Instructor
Supervise
Rigger “Aviation” candidates
Qualified to
Inspect, assemble and pack pilot emergency parachutes
Inspect, assemble and pack parachutes related to aircraft (ex. drogue chutes)
Remove and replace component parts of the parachute
Make minor hand repairs to pilot emergency parachutes
Machine sew basic patches and re-sew
Replace suspension lines
Prerequisites
Current CSPA affiliation as a Registered Participant
Practical
Inspect, assemble and pack the pilot emergency parachute
Clean and operate a sewing machine
Install a simple patch
Re-sew containers
Manufacture simple components
Written
Score at least 80%, corrected to 100% on the written open book test

8.5B RIGGER AVIATION – SQUARE RESERVE (RAV-S)

This may be taught as an additional endorsement to the Rigger Aviation – Round Reserve (RAV-R) course. It is not meant to be a standalone certification.

Everything in 8.5A plus:
Qualified to
Inspect, assemble and pack square pilot emergency parachutes
Make minor hand repairs to square pilot emergency parachutes
Practical
Inspect, assemble and pack the square pilot emergency parachute

8.6A RIGGER INSTRUCTOR (RI)

Conduct
All courses of the rigger training system
Supervise
All students riggers and rigger student instructors
Certify
Main packing endorsement
Rigger A pre-course packing requirements
Conduct re-currency training for all rigger levels
Qualified to
Instruct all courses of the rigger training system
Conduct re-currency training for other RIs
Prerequisites
Current CSPA affiliation as a Registered Participant
5 years of rigging experience
Endorsements
Main packing
Practical
Demonstrate organizational abilities, technical knowledge & instructional skills on at least two rigger courses for the level of rating desired
Act as Course Administrator on at least one course per rating desired
Written
Submit lesson plans for each course of the cycle
Other
Be recommended by another RI and confirmed by the T&SC
Currency Requirements
1. Instruct and/or observe a minimum of one (1) Rigger Course, every two years.
2. Current CSPA affiliation as a Registered Participant
3. Current CSPA Rigger Rating equivalent or greater than the Rigger Course Level being instructed
Signing Authority: Chair of CSPA Technical & Safety Committee provided all requirements are met

8.6B RIGGER EXAMINER (RE)

Everything from 8.6A Rigger Instructor, plus:

Supervise
All rigger instructors
Certify
Rigger instructors
Qualified to
Recommend candidates for Rigger Instructor positions
Recommend instructors for Rigger Examiner positions
Conduct re-currency training for other Rigger Instructors
Prerequisites
Current CSPA affiliation as a Registered Participant
Rigger B
5 years of rigging experience
At least 3 years' experience as a Rigger Instructor
Other
Be recommended by another Rigger Examiner and confirmed by the T&SC

8.7 EXHIBITION JUMP RATING (EJR)

Privileges

Participate in Exhibition Jumps in accordance with clearances/authorization issued by Transport Canada and Navigation Canada

Participate in Exhibition Jumps observing all Basic Safety Rules and Recommendations of the CSPA.

Prerequisites

Current CSPA affiliation as a Registered Participant

C CoP

Minimum 500 ram-air parachute jumps

Minimum 50 jumps in the previous 12 months, 10 of which must have been within 5 metres of target centre, not necessarily consecutive, using a parachute which meets the wing loading and performance characteristics of the main parachute intended for use on exhibition jumps. Verification of prior jumps completed by an EJR examiner.

Age of majority

Practical

Perform 10 consecutive pre-planned accuracy jumps. Each landing must be standing up, and the jumper must make first contact and stop within a designated 10 metre diameter circle. These pre-planned accuracy jumps must be witnessed and signed as follows:

- Jump #1 – 7 (by a Coach 2 or EJR Examiner)
- Jump #8 – 10 (by an EJR Examiner)

Written

Score at least 22/27 answers correctly on the written exam which must be administered by an EJR Examiner.

Currency Requirements

- Current CSPA affiliation
- 50 parachute jumps within the previous 12 months—10 of which must have been within a designated 5 metre circle, using a main parachute which meets the wing loading and performance characteristics of the parachute intended for use on any exhibition jumps.
- if requested, photocopies of logbook verifying required jumps have been performed
- verification by an EJR Examiner

8.8 EJR EXAMINER

Privileges

Certify Exhibition Jump Rating applications and revalidations

Prerequisites

Current CSPA affiliation as a Registered Participant

C CoP (*exempted for CSPA Judges)

SSE with active EJR Rating

OR

C2 with active EJR Rating

OR

CSPA Judge (Jump signoff only)

8.9 CANADIAN TANDEM PILOT REQUIREMENTS

Privileges
Tandem jumps in accordance with equipment manufacturer's instructions and directives and CSPA Rules and Recommendations.
Prerequisites
Current CSPA affiliation as a Registered Participant
C CoP
CSPA Coach 1 Certified
Minimum 500 Freefall Jumps with 50 Jumps in the previous 12 months
Age of majority
Practical
Complete a training and certification course conducted by the manufacturer of the equipment for which the rating(s) is required. This means a course of instruction under the direct supervision of a "tandem examiner" (or equivalent title), that includes both knowledge and practical demonstration of competence to carry out tandem jumps. The tandem examiner must also be qualified by the equipment manufacturer to instruct others in the use of the specific equipment.
Currency
Per Manufacturer's Currency Requirements

8.9.1 FOREIGN FAI TANDEM PILOT REQUIREMENTS

Privileges
Tandem jumps in accordance with equipment manufacturer's instructions and directives and CSPA Rules and Recommendations.
Prerequisites
Per manufacturer's instructions and directives
Maintain current membership in FAI affiliated National Organization where FAI CoP was issued; or obtain a CSPA C-CoP
Ratings per manufacturer's instructions and directives
Minimum 500 Freefall Jumps with 50 Jumps in the previous 12 months
Age of majority
Currency
Per Manufacturer's Currency Requirements

8.10 RATING FEES

The CSPA charges a nominal fee for manuals and administrative processing for the preceding courses and ratings. A Provincial/Territorial Sport Organization, Member or the conductor hosting the course may add a surcharge to help cover their costs. For current information regarding CSPA course fees, contact the CSPA National Office.

SECTION 9: GLOSSARY

The following is a list of abbreviations, terms and phrases that are commonly associated with the ‘language’ of Sport Parachuting. Although each geographical region has its own expressions and phrases, this list contains most of those generally in use nationally and throughout the world.

ABBREVIATIONS:

AAD	Automatic Activation Device
ACC	Aero Club of Canada
ACPS	Association Canadien de Parachutisme Sportif
AE	Artistic Events (FS/SS/FF)
AGL	Above Ground Level
AGM	Annual General Meeting
AFF	Accelerated Freefall (USA)
A.I.M	Accident, Incident, Malfunction Report
APF	Australian Parachute Federation
ASL	Above Sea Level
BMI	Bird-Man Instructor
BOC	Bottom of Container
BoD	Board of Directors
BPA	British Parachute Association
BSRs	Basic Safety Rules
C1	Coach 1
C2	Coach 2
C3	Coach 3
C-10	Canadian Ten Way Star
CAC	Coaching Association of Canada
CARs	Canadian Aviation Regulations
CASI	Commission d'Aeronautique Sportive Internationale
CAVU	Ceiling and Visibility Unlimited
CF	Canopy Formation (CRew or CRW)
CGE	Club de Grande Etoile (France)
CNTC	Competition and National Teams Committee
CompDev	Competition Development
CoP	Certificate of Proficiency
CP	Canopy Piloting
CSPA	Canadian Sport Parachuting Association
CWC	Coaching Working Committee
DZ	Dropzone
DZSO	Dropzone Safety Officer
DZO	Dropzone Owner
EJR	Exhibition Jump Rating
FAA	Federal Aviation Agency (USA)
FAI	Fédération Aéronautique Internationale
FPS	Feet Per Second
FS	Formation Skydiving (a RW event)
GCI	Ground Control (Radio) Instructor
GFF	Gradual Freefall

IA	Instructor A (replaced by JM)
IB	Instructor B (replaced by SSI and SSE)
IAD	Instructor Assisted Deployment
ISC	International Skydiving Commission
JM	Jump Master Instructor
MBS	Minimum Breaking Strength
M/S	Metres per Second
MCD	Master Course Developer
MSI	Main Side Instructor (PFFI)
MSL	Mean Sea Level
NAS	National Aircraft Standards (USA)
NAV/CAN	Navigation Canada
NCCP	National Coaching Certification Program
NOTAM	Notice to Airmen
NSCR	Night SCR (USA)
OC	Operating Certificate
PFF	Progressive Freefall
PFFI	Progressive Freefall Instructor
PIM	Parachutist Information Manual
P.O.P	Pull-out Pilot Chute
P.O.P.S.	Parachutist over Phorty Society
PP	Practice Pull
PSO	Provincial Sport Organization
RSI	Reserve Side Instructor (PFFI)
RSL	Reserve Static Line
RW	Relative Work (also FS)
S&A	Freefall Style & Accuracy Landing
SCR	Star Crest Recipient (8-way Star - USA)
SCS	Star Crest Solo (8th or higher entry - USA)
SFOC	Special Flight Operations Certificate
S/L	Static Line
SOS	Single Operation System
SSE	Skydiving School Examiner
SSI	Skydiving School Instructor
TAFF	Tandem Accelerated Freefall
TAS	Two Action System
TC	Transport Canada Aviation
TPCT	Training Pilot Chute Throw (or Toss)
TRCP	Training Ripcord Pull
T&SC	Technical & Safety Committee
USPA	United States Parachute Association
WDI	Wind Drift Indicator
WPC	World Parachuting Championships
WSCR	Woman’s Star Crest Recipient (USA)
XX	20-way Crest (USA)

DEFINITIONS:

A

Accident:	Situation in parachuting that results in an injury requiring medical attention.
Accuracy:	Manipulating your canopy to land on a pre-determined target, currently a disc 3 cm in diameter
Accumulated:	The sum of your freefall time
Activate:	An action to initiate the deployment sequence, or the arming of an AAD.
Adapter:	Quick-Fit: Adjustable hardware found on most parachute harnesses
Airborne:	A term applied to personnel and equipment delivery from aircraft in flight (military)
Aircraft	The most commonly used device for attaining jump attitude
Air-locks:	High performance design feature
Airspeed:	The speed at which an object is traveling, relative to the surrounding air.
Airway:	Designated airspace for air traffic.
Alteration	A major change to any portion of the parachute assembly which alters the original manufacturing specifications
Altimeter:	An instrument which gives an indication of height above ground or sea level
Anchor Point:	The structural point in an aircraft to which the static line is attached.
Aneroid:	A metal capsule which senses pressure at found in altimeters and some AADs.
Anemometer:	An instrument used to measure wind velocity.
Anoxia:	Oxygen starvation, total lack of oxygen; usually fatal.
Antihistamine:	A medicine used for the treatment of colds and allergies
Apex:	The upper lateral band of a round parachute canopy.
Argus:	an AAD manufactured by Aviacom SA
Artistic Event:	A competition event comprised of all or some artistic disciplines which may be freestyle, skydiving or freeflying.
Assembly:	A group of components used for a specific purpose.
Automatic Activation Device (AAD):	A device designed to initiate the main or reserve deployment sequence at a pre-determined time

	or altitude
Automatic Measuring Device (AMD):	An electronic scoring system used for measuring the first point of body contact with the surface, during accuracy landing competition.
Auxiliary Parachute:	Please see reserve parachute.
Axis:	A straight line passing through the centre, about which a body rotates.

B

Back Loop:	Backwards rotation about the lateral axis through 360°
Back Pack:	A parachute which is worn on the back and shoulders.
Bag:	A deployment device designed to contain a parachute canopy until suspension lines have been stretched out in the sequence.
Barrel Roll:	Rotation to the left or right through 360° about the longitudinal axis.
Basic Safety Rules (BSRs):	Minimum guidelines set by CSPA to ensure safe parachuting procedures and practices.
Belly Band:	A waistband strap portion of a parachute harness.
Bias Cut:	Canopy fabric cut on the bias and so assembled that both warp and fill threads run at a 45 degree angle to the vertical centre line of the gore; Normally used on military round parachutes.
Blast Handle:	Small ripcord handle found on early Security piggybacks and B5 military parachutes. (Banned for sport use).
Block:	Competitive FS routine comprised of a first formation, a specified inter and a second formation.
Block Construction:	An arrangement of gores such that the warp threads are parallel to the peripheral hem. Seen on some round sport reserves.
Blossom:	Term used to describe the inflation of a canopy.
Blown Panels:	Canopy damage sustained during canopy deployment due to high speed opening, out of sequence staging, body position, old age, etc.
Boogie:	Gathering of skydivers for fun activities. Usually with large or different aircraft.
Booty:	The part of a jumpsuit covering the foot, intended to act as a rudder during freefall.

Box:	Freefall position used in Formation Skydiving.
Bowline:	The non-slip knot used during field repairs.
Bowl:	A prepared landing area usually filled with pea gravel, used for competition accuracy landing. Gradually being replaced by foam or air “tuffet”
Brain Lock:	Forgetting the next formation in the jump sequence-usually a momentary event.
Braking:	Manipulating the steering control lines to slow or halt the inherent forward speed of a parachute canopy.
Breakaway:	The same as a Cutaway or Canopy Release.
Break-off:	Term used to describe the aerial separation Of skydivers performing FS manoeuvres—usually 3500’ or higher.
Breathing:	Description of a canopy which partially closes, momentarily, just after inflation.
Bridle Cord:	Line which attaches the pilot chute to the parachute
Buffer:	A light piece of webbing positioned between a load bearing webbing and a piece of hardware—acting as a buffer between the two.
Butterfly Snap:	A piece of hardware used to attach the reserve to the harness D-rings on conventional equipment.

C

Canopy:	The umbrella-like surface of a parachute and its suspension lines, from which the load is suspended. The canopy assembly is comprised of all the components from the riser releases to the bridle attachment point.
Canopy Control:	The action of guiding a parachute from the opening point to landing on a pre-determined target.
Canopy Formation (CReW/CRW):	A skydiving activity in which two or more participants “dock” while under canopy
Canopy Piloting:	A competitive event which may combine speed, distance and/or accuracy while flying high performance canopies through a designated course.
Canopy Releases:	Hardware, which joins the canopy assembly to the harness assembly,

	at the shoulder. Most are designed to allow separation of the canopy from the harness while suspended.
CanPara:	‘Canadian Parachutist’— CSPA’s magazine.
Capewell:	A hardware manufacturing company which produces parachuting hardware used in North America. Parachutists, often erroneously, refer to one type of canopy release as “Capewells”.
Carelessness:	Negligence or indifference that could abruptly end your participation in sport parachuting.
Caution:	Should be used in our approach to parachuting.
Coach:	An individual who has obtained the relevant rating and is able to refine the skills of a parachutist.
Competition:	An event scheduled to measure the skill and proficiency levels of parachutists.
Confluence Wrap:	Webbing found running laterally around a support web, usually at a point where a peel or shearing action may damage stitching.
Conical:	Term used to describe the profile of a specific round canopy design.
Connector Link:	Hardware used to join suspension lines to the riser.
Container:	Portion of the parachute assembly, which contains and protects the canopy while not in use.
Control Lines:	Lines attached to parachute canopy or lines for steering purposes.
Controlled Air:	Air space, which is designated as such by Transport Canada, for the controlled movement of air traffic.
Controlled Freefall:	Parachutist having effective control over the position of the body, during freefall.
Conventional:	Refers to a parachute assembly incorporating a chest-mounted reserve and back-mounted main.
Count:	Verbal time measure by counting, during the deployment sequence or freefall.
Crabbing:	Directing the canopy at an angle in relation to the wind direction—facing the canopy across the wind.
Crash & Burn:	Term used to describe a badly controlled landing under a parachute—an unusually hard landing
Creeper:	A wooden or synthetic material board on wheels, cut in a shape that

	supports the torso and legs, that a jumper can lie on to simulate the belly-to-earth position of freefall.
Creeping:	Rolling sequence of formations on a horizontal plane using creepers.
Cross-braced:	Design feature of high performance sport canopies.
Cross Connector:	Safety strap found between the snaps or risers on a chest-mounted reserve parachute.
Cross Pull:	Ripcord mounted on the left side facing inward so that the parachutist has to reach across the chest to pull.
Curve:	The term used to describe the flat, arched or reverse arched form of a body in freefall.
Cutaway:	The mid-air separation from a canopy, by means of a canopy release system. (Also Breakaway)
CYPRES:	“Cybernetic Parachute Release System”—an AAD.

D

Danger:	The effect of a haphazard approach to parachuting.
Daisy Chain:	A method of coiling the suspension lines of a canopy when field packing, in order to minimize the possibility of their becoming entangled.
Delayed Fall:	A freefall jump where activation of the parachute is delayed in excess of three seconds
Delta:	Placing the body in a head-down attitude, or similar position, in order to achieve vertical descent & horizontal movement.
Demo Jump:	An Exhibition Jump.
Deployment Brakes:	A mechanical arrangement involving the steering loops and located on the rear risers; the brakes, when set, slow a ram-air canopy’s forward movement, ensuring a more reliable opening.
Deployment Device:	A device, which facilitates “lines first” deployment of the canopy to reduce the shock by staging the deployment sequence.
Diagonal Seam:	A seam, which runs at an angle to the skirt of a round canopy, separating the panels.
Diameter:	The greatest distance across a round canopy, from skirt to skirt, measured when the canopy is lying flat. This measurement designates

	the size of a round parachute.
Direct-Bag Deployment:	A system using a static line/bag combination for the main deployment, rather than a pilot chute and bag/sleeve combination.
Dirt Dive:	On ground practice of planned freefall activities prior to the jump.
Dive:	Modified delta position used to attain maximum vertical speed. Also slang for Formation Skydiving jump.
Docking:	Term used to describe a skydiver making contact with a freefall or canopy formation.
Door Exit:	Leaving the aircraft by going straight from the door, without the aid of a wheel, step or strut.
Drag:	The resisting or retarding force of air which restrains a body’s or canopy’s movement through the air; the amount of drag present increases in proportion to the increase in surface area.
Drag Off:	A linked-formation exit of the aircraft.
Drift:	Effect on moving air on any object suspended or falling through the air.
“D” Ring:	Hardware shaped like the letter “D”, normally seen on main lift web of conventional equipment, for attaching reserve.
Dropzone (DZ):	Landing area for parachutists - usually selected for lack of obstacles and hazards, as required for safety.
DZ Safety Officer (DZSO):	A person appointed by the CSPA School (Dropzone) Owner (DZO) to promote, educate, and enforce safety at a dropzone in collaboration with the DZO.
Dummy:	Torso-shaped dummy of variable weight used for testing parachute equipment.
Dummy Pull:	TRCPs are sometimes referred to as “dummy pulls”.

E

Elevation:	The height of ground level, as compared to sea level.
Emergency:	An unusual situation requiring immediate action.
Entanglement:	The involvement of both the main and reserve canopies - usually caused by improper reserve

	deployment.
Entry:	Term used to describe the writing of a jump in the individuals logbook. Also docking on a formation.
Equipment Check:	A systematic safety check of the parachutist's equipment, given prior to boarding the aircraft.
Exhibition Jump:	A jump made for the enjoyment and information of spectators. Usually away from a recognized DZ.
Exhibition Jump Rating (EJR):	Rating required by CSPA to perform exhibition jumps with insurance coverage.
Exit:	Act of leaving the aircraft.
Exit Point:	Ground reference point over which the parachutist exits the aircraft.
Expert:	Expert Parachutist - "D" CoP holder

F

Field Packing:	System used by parachutists to temporarily stow the parachutes during transportation between landing and packing areas.
Fill Time:	Elapsed time between full elongation of canopy and lines to the inflation of the canopy to its fullest extent.
Finger Trap:	A method of fastening braided line around a piece of hardware or joining two pieces of line.
Fitchet:	Marker used by judges in accuracy event to record first point of contact.
Flare:	Action to slow canopy for landing. (Also line attachment method)
Flight Plan:	The Long Term Athlete Development plan for skydiving.
Floation Gear:	Equipment which, when attached to parachutists and inflated, will keep them and their equipment afloat in water.
Formation:	A grouping of skydivers in freefall or under canopy, where each skydiver has physical contact with one or more skydiver(s). When all required contacts exist, the formation is 'complete'.
Formation Dive Pool:	A series of illustrations depicting various formations from which are selected a sequence of five or - forming each round of competition or practice.

Formation Skydiving:	Commonly referred to as relative work by recreational skydivers whereby two or more participants work in relation to each other to form various formations in freefall.
Freefall:	A jump where the parachute is activated manually by the parachutist, after exiting the aircraft.
Freestyle:	An individualized freefall discipline in which participants are usually accompanied by a freefall videographer while performing various advanced manoeuvres.
Front Loop:	Forward rotation through 360°, about the lateral axis.
Flat Spin:	Continuous rotation about the vertical axis. Usually unintentional.
FXC 12000:	A model of AAD manufactured by FXC Corp

G

G or G-Force:	The measure or value of the gravitational pull of the earth as modified by the earth's rotation, equal to acceleration of a freely moving body at the rate of 32.16 fps.
Gear:	Term used in reference to a complete set of parachuting equipment.
Glide Angle:	Angle of descent for a canopy, under set conditions.
Goggles:	Protective equipment for the eyes.
Gore:	Portion of a round parachute enclosed by two radial seams and the upper and lower lateral bands.
Gravity:	Force of gravitation, which tends to pull bodies toward the centre of mass of the earth, giving them weight.
Ground Level:	A point at which altimeters should be referenced so that accurate height indication is available to the skydiver.
Ground Rush:	An optical effect created by looking at a fixed point while low enough for objects (horizon) to be picked up by peripheral vision. The ground appears to be spreading out, or rushing outward initially and at extremely low altitudes, the opposite occurs. Both sensations indicate dangerously low altitude and you should activate your parachute immediately.

Ground Speed:	The speed at which an object is traveling, relative to the ground beneath it.
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H

H.A.L.O.:	High Altitude Low Opening. Military tactic utilizing sport freefall techniques.
Hand Deploy:	System of parachute activation employing an all fabric pilot chute to initiate deployment-alternative to ripcord.
Handle:	Portion of the ripcord, which is grasped by the hand.
Harness:	A combination of webbing and hardware sewn together to form a secure and comfortable cradle to suspend the body beneath the canopy.
Hardware:	The metal fittings and snaps used in construction of the parachute assembly.
Hazards:	Any object or obstacle that could endanger the parachutist on landing.
Helmet:	Protective equipment for the head.
Hill (The):	The sub-terminal portion of a skydive just out the door, until the formation is parallel with the horizon.
Holding:	Facing the parachute into the wind so inherent speed of the canopy is opposing the direction of wind.
Hook-up:	Term used to describe contact by two skydivers in freefall.
Hook Turn:	Aggressive turn of greater than 90° onto final approach.
Horizontal:	Direction or movement parallel to the horizon or surface.
Horseshoe:	A malfunction where the pilot chute or portion of the parachute is snagged on the body or equipment causing the canopy to extend in a “U” shaped configuration above the parachutist.
Housing:	The protective casing for ripcord/release cables.
Human Error:	The most dangerous element in parachuting. A simple mistake caused by inattentiveness, could have serious results. The major cause of serious accidents.
Hyperventilation	Breathing faster than the normal rate in an attempt to super saturate the body with oxygen; or short, rapid breathing in an attempt to

	compensate for lack of oxygen content in the air. A warning signal of the onset of hypoxia.
Hypoxia:	Effect of having insufficient oxygen absorbed by the body to meet its normal demands, resulting in the loss of normal body function. Commonly associated with high altitude; unconsciousness can result.

I

Incident:	An Incident shall be considered as any occurrence during parachuting activities which could have resulted in a situation leading to injury or fatality.
Indicator:	Reference to Wind Drift Indicator (WDI).
Instructor:	Teacher, person responsible for the safe training of student parachutists.
Instructor Assisted Deployment (IAD):	A technique where the student's main canopy is activated through the placement of a pilot chute into the air rather than using a static line.
Inter:	An intermediate requirement during formation skydiving sequences - maintained during transition from one formation to another.
Instruments:	Term usually used in reference to altitude sensing devices.
Intentional:	Deliberate action.
Intermediate:	“B” CoP holder, between novice (“A”) and advanced (“C”) parachutist.
Inverted:	Upside down in reference to a body in freefall, or inside out in reference to a round parachute.

J

Jumpmaster:	A parachutist responsible for safety, supervision, and dispatching of an aircraft load of parachutists.
Jump run:	The manner in which the aircraft is flown - usually straight and level from the target to the exit point (into wind) to allow the parachutist to exit the aircraft in the correct place.
Jumpsuit:	Protective clothing worn by a parachutist. Usually designed to

	enhance certain flight characteristics, depending on type of discipline being performed.
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K

Keepers:	Elastic used to hold harness straps in place.
Knot:	Method of joining two pieces of material.

L

Lag:	Slow or late reading on an altimeter indicating a reading higher than actual.
Landing:	An “arrival” at ground level, under the parachute.
Landmark:	A familiar or easily seen object in relation to the DZ, which can be used for orientation during the aircraft flight or parachute descent.
Lateral:	Cross axis of the body (loops are performed about this axis).
Lift:	Aerodynamic lift created by the air flowing around the shape of the canopy.
Line Over:	A malfunction whereby one or more suspension lines pass over the canopy, distorting the canopy from its usual profile and creating a rotational mode.
Line Stretch:	The point at which the suspension lines are fully extended during deployment - associated with snatch force.
Lineup:	Aligning the aircraft on jump-run so it will pass over the exit point. In FS, positioning of persons near the door, prior to exit.
Link:	Connector Link—hardware joining suspension lines to risers.
Linked Exit:	The action of maintaining contact and grips among a group of skydivers during exit from the aircraft.
Load:	Group of parachutists required to fill the aircraft. Also, the mass being supported by the parachute, when open.
Loading Area:	Area set aside on the DZ for receiving safety checks and for aircraft boarding.
LTAD:	Long Term Athlete Development
Loft:	An area equipped for the inspection, packing and

	maintenance of parachutes and associated equipment.
Logbook:	A book used for the recording of all jumps or the recording of parachute maintenance data.
Longitudinal:	Lengthwise axis of the body (rolls are performed about this axis).

M

Main Lift Web:	Section of the harness running from the shoulder to the leg strap/lateral junction.
Malfunction:	Any abnormal or incomplete deployment or operation of the parachute equipment, which results in the intentional deployment of the reserve parachute.
Manifest:	The listing of intended aircraft or jump load order.
Master Parachutist:	An expert in all phases of parachuting (“E” CoP holder – prior to June 2001).
Master Log:	A record showing parachuting activities - used for statistical purposes.
MBS:	Minimum Breaking Strength - the rated strength at which a material will not break or become permanently deformed.
Mock-Up:	A structure built to resemble the doorway of a particular aircraft and used for making practice exits.
Modification:	A change in basic design.

N

Night Jump:	A parachute jump made between one hour after sunset and one hour before sunrise.
Non-Momentum:	“Low-speed” manoeuvring during RW, sequential FS.
Novice Parachutist:	An “A” CoP holder. A person with an experience level between student and “B” CoP

O

Opening Altitude:	Height above ground at which the parachute is activated, either manually or automatically.
Opening Point:	Ground reference point as determined by the WDI, over which the parachutist wishes to open his parachute.

Opening Shock:	Term used to describe the force experienced as the canopy opens and decelerates.
Orientation:	To align or position oneself relative to the ground or horizon.
Oscillation:	Pendulum effect caused by harsh manipulation of the steering controls.
Over-confidence:	No perceived limits to ones abilities.
Over-control:	Harsh manipulation of the steering controls, or excessive movement of the extremities while in freefall

P

Pack:	Term used to describe the container - minus the harness.
Packing:	The procedure of folding the parachute and placing it in the container.
Packing Data Card:	A record of parachute maintenance and packing—stored in small pocket on reserve container.
Packing Table:	A long table often comprised of several pieces, to facilitate the packing of round parachutes.
Parachute:	A device designed to trap a large volume of air in order to slow the descent of the load attached to the device. The word “parachute” is formed from the French words “para” for shield and “chute” to fall. Thus, a “parachute” literally means “to descend from a fall”.
Parachutist:	A person who is actively engaged in parachuting and wearing a parachute system.
Parabolic:	Canopy profile where the greatest diameter is not at the skirt. i.e. T-10 military main canopy.
Partial Malfunction:	A malfunction of the canopy, having an adverse effect on the rate of descent - requiring the use of the reserve parachute.
Pea Gravel:	The most common material used in construction of a “bowl” or “pit” used for landing.
Piggyback:	A parachute harness/container system having both main and reserve containers on the back of the jumper.
Pilot Chute:	The small parachute which acts like an anchor in the air to initiate deployment of the parachute.
P.L.F.:	Parachute Landing Fall. A method of landing under a parachute.

Poised Exit:	Exit from an aircraft where the parachutist positions themselves standing on the wheel of the aircraft, holding onto the wing strut.
Positive Pull-out System:	Static line system where the static line is attached to the pilot chute bridle with break cord or velcro tape, in order to position the pilot chute in the air immediately upon activation - reducing the possibility of pilot chute hesitations or entanglements.
Pull-out Pilot Chute:	A hand deployed system with springless pilot chute. Pulling the handle extracts the container locking pin allowing manual placement of the pilot chute into the air stream.
Procedure:	Approved method of doing things.
Protector Flap:	A flap which protects an important part of the parachute assembly - such as ripcord pins.
Pull Force:	The force necessary to activate a parachute.
Pull-up Cord:	Cord of varying length used to assist in closing the parachute container.

Q

Questions:	To be asked whenever there is doubt - especially when doing something new.
Quick Ejector:	A quick release snap found on some parachute harnesses.

R

Random:	Formations used in FS and CF.
Rate of Descent:	The vertical velocity in fps or mps of a fully open parachute, governed by canopy performance and load.
Reefing Device:	A device designed to slow the opening of the canopy - intended to reduce opening shock.
Relative Plane:	The geometric plane a formation is on during a jump, usually referred to when the formation is on the hill, or at sub-terminal.
Relative Wind:	The source or change of source of the airflow during a freefall. Initially, the relative source of the wind is from the front as the body’s movement parallels the aircraft’s flight, later the source is from

	below, as the body falls towards the earth.
Relative Work:	A global term describing jumps where two or more parachutists intentionally work in relation with each other whether in freefall or under canopy, to perform hook-ups/contact grips and other manoeuvres in freefall.
Reserve:	The second, or emergency, parachute worn by all parachutists as a safety back-up in the event of a main parachute malfunction.
Reserve Static Line (RSL):	A fabric cord linking a main canopy riser to the reserve activation system so that separating from the main parachute will cause the reserve to be activated.
Rig:	Term used to describe a set of gear.
Rigger:	A technician, who inspects, maintains repairs and packs parachutes.
Ripcord:	Activation device for a freefall parachute, consisting of a handle, cable and locking pin(s).
Ripstop:	A method of weave in the manufacture of some parachuting fabric - resistant to tearing.
Ripstop Tape:	Ripstop fabric backed with adhesive. Used for small field repairs on main parachutes.
Riser:	Main support webbing which runs from the canopy release to the connector links.
Running:	Directing the canopy so that it is driving in the same direction as the wind.
RW Stable:	A freefall body position requiring a medium stance and a positive curve of the torso.

S

Saddle:	Seat sling portion of the harness.
Safety Tie:	Lightweight cotton thread used for sealing reserve pin(s).
Sashay:	A vigorous repetition of turns to the left and right intended to allow the parachutist to quickly lose altitude while under canopy.
Seal:	Combination of thread and lead seal placed on reserve pin(s) by a rigger, to verify responsibility for packing the unit and to maintain integrity of the rig.

Senior Parachutist:	Most experienced parachutist - generally the jumpmaster when referring to loading, or the most experienced person on the DZ.
Sentinel 2000:	A type of AAD for the reserve parachute. Barometrically fires a charge that activates the reserve ripcord pins.
Sequential (FS):	Forming several formations, consecutively, during one jump. (Non-momentum)
Shock Load:	The maximum force exerted on the canopy by inflation.
Shot Bag:	A bag filled with shot used to hold the canopy in place while packing.
Side-Body:	When a jumper has an arm grip and a leg grip on the same jumper of a formation.
Single Operation System (SOS):	A system allowing separation from the main canopy, having a single activation (control) device.
Skill:	A single action or set of actions which when correctly performed form a required ability for the sport. Skill examples are: turns, back loops, diving exits, flaring a canopy and packing a parachute.
Skill Area/Category:	A group of skills which are said to be related because they occur at a similar point during the skydive and can be sequenced by level of difficulty.
Skydiving:	The normal term used to describe the sport of freefall parachuting.
Skydiving Model:	A system which groups skydiving skills into 6 skill categories and 3 major levels of difficulty.
Sleeve:	A deployment device used on some parachutes.
Slider:	A reefing device found on most ram-air parachutes.
Slide/Slipping:	Sideways movements in freefall.
Slot:	Term used to describe each participants position in a freefall formation.
Snatch Force:	The shock produced on the load when the parachute has been strung out and rapidly accelerates to the speed of the load—just prior to opening shock.
Sport Parachuting:	All types of recreational skydiving.
Spot/Spotting:	Used to describe the exit point, or the act of guiding the aircraft to the exit point.

Spotting Circle:	The circle which confines the extremities of variation allowable, by a steerable canopy, using the exit point as centre.
Square:	A ram-air parachute.
Stability:	Control of body attitude in freefall.
Stabilizer Panels:	Panels mounted just below the end cells of a ram-air parachute to assist stability in various braking positions.
Stage:	One aspect of the skydiving model; skills from each skill category are grouped together in a package for the improving skydiver; he or she will attempt and refine the skills at a stage over one or more jumps before proceeding to the next stage.
Stall:	Reducing the forward speed of the canopy to a point where the parachute stops flying and a higher descent rate is experienced.
Stance:	A term used to describe the width and extension or compactness of a body's position in freefall.
Stand-up:	Landing without falling down.
Star:	Freefall formation of three or more parachutists holding grips in a circular fashion.
Static Line:	A device used to activate a student's parachute. Normally anchored in the aircraft, it activates the parachute immediately after exit from the aircraft.
Steerable:	Canopies having directional control.
Steering Lines:	Lines used to guide, or control the direction of, a steerable parachute.
Steering Loops:	Fabric loops attached to the container end of the steering lines.
Style:	Specified sequences of manoeuvres performed in freefall, on heading, in the minimum amount of time.
Suspended Harness:	A harness rigged to allow practice of aerial procedures; a simulator used for training.
Sub-terminal:	Airspeed that is less than terminal velocity—found after exit, on the hill.
Suspension Lines:	The lines running from the connector links to the parachute canopy.

T

Tacking:	Hand stitching usually concentrated
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	at a single point or around a certain point.
Tandem:	A parachute system utilizing a dual harness configuration. Used for carrying a passenger who is attached to the front of the harness/container system - worn and controlled by a Tandem Pilot/Instructor.
Tandem Master: (Tandem Pilot)	A manufacturer's rating authorizing an individual to conduct tandem jumps with a passenger. It is not a granted CSPA rating.
Target:	The intended landing area i.e. Bowl, tuffet, etc.
Technical Standard Order (TSO):	FAA document which dictates that certificated parachuting equipment meet minimum performance standards (TSOC23D/AS8015B).
Temporary Pin:	Locking pin used to hold a container closed until the ripcord pin can be inserted. Must be removed before use!
Terminal Velocity:	The maximum attainable falling speed, for any given body position, when force of gravity; force of aerodynamic drag (approximately 120 mph).
Tertiary Parachute:	A third parachute (round) normally used as a back-up when doing intentional break-aways from main parachute. Also, has been used by Canopy Formation jumpers in case of canopy "wraps".
Throw-Out:	See hand deploy.
Three (3)-Ring:	A system of main canopy release used on most sport equipment.
Tilt:	A term describing a body's angle or twist in freefall; the resulting deflection of air generates movement.
Total Malfunction:	A situation where the main parachute system fails to leave the container resulting in a "high-speed" malfunction.
Toggle:	A wooden or plastic knob attached to the steering lines. Also see Steering Loops.
Trim:	The process to adjust the line lengths of a parachute.
Track:	Body position used to attain maximum horizontal velocity in freefall, with minimum increase in vertical velocity.
Training Ripcord:	Ripcord handle used for training student jumpers the proper technique for pulling the reserve

	ripcord.
Tumble:	Uncontrolled rotation about any axis.
Type-Rated:	A rigger who has gained experience on specific types of equipment and has been endorsed for same.

U

Uncontrolled:	Falling out of control - unintentional manoeuvres.
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V

Validation:	An act of ratification or official approval. In CSPA terms, the act of approving a performance or an element of one.
Velcro:	Hook and pile (touch) fastener.
Velocity:	Rate of motion. Speed—rate of change of position.
Vent:	Openings in the canopy to allow the controlled escape of air.
Verification:	The process of checking and assembling evidence with a view to validating performances.
Vertical:	Straight up and/or down.
Vigil:	AAD manufactured by Advanced Aerospace Designs

W

Water Jump:	A jump where the intended landing area is water.
Webbing:	Nylon support material used in construction of parachute harnesses.
Wind:	Air in motion.
Wind Cone:	Area contained by the extremities of lateral movement (crabbing) of a steerable canopy, with the apex at the centre of target.
Wind Drift Indicator (WDI):	A streamer, usually made of crepe paper, dropped over the target area. It should have the same rate of descent as a canopy so as to reveal the amount of drift a non-steerable canopy would encounter during descent between opening altitude and the surface.
Wind Line:	An imaginary line, parallel to wind direction and intersecting the centre of the landing area, or apex of the wind cone.
Wind Sock:	Elevated cone of material which indicates the direction and approximate wind velocity.

Working Time:	The time allowed for turning points in a competition dive. i.e. 4-way FS = 35 seconds.
Wrist Mount:	Used for mounting instruments on the wrist.

Z

Z:	Lack of control of the body, out of control.
Zap:	To intentionally throw another parachutist out of control during a group jump. To pull another parachutist's ripcord above normal opening altitude (dangerous stunt).
Zero-momentum:	See non-momentum.

WE HOPE THIS GLOSSARY WILL HELP YOU TO BETTER UNDERSTAND THE LANGUAGE OF PARACHUTING

Note: Italicized text has been used for explanatory notes