



# ***SKYDIVING SCHOOL EXAMINER REFERENCE MANUAL***

**CSPA Role: Skydiving School Examiner**

**Sections: 1. The SSE and CSPA  
2. Role of the SSE**

Last Updated: January 2024

## FOREWORD

The Canadian Sport Parachuting Association (CSPA) is pleased to provide this Skydiving School Examiner (SSE) Reference Manual as part of the overall program of for Sport Parachuting in Canada.

This 2018 version of the Skydiving School Examiner (SSE) Reference Manual is an update to the 2010 version. If you have questions, suggestions, corrections or additional material relevant to this or any CSPA manual, please forward them to [cwc@cspa.ca](mailto:cwc@cspa.ca) so that your ideas can be considered.

This SSE manual is based on many years of experience from programs across Canada and has been rewritten to account for the many changes that have occurred in the sport since the change to the ratings system in 2005. Considerable financial and human resources were expended to refine this program to meet the needs of the skydiving community.

The SSE Reference Manual is designed to assist senior instructors to learn how to conduct examinations and complete paperwork for all levels of student and novice skydivers.

The CSPA Coaching Certification Program is one of the most comprehensive in sport parachuting in the world. We sincerely hope that you will take full advantage of the benefits offered through both this manual and Canadian skydiving certification courses.

## DISCLAIMER

The CSPA wishes their readers to note that this publication has been prepared for general information only. The publication of the information contained herein is not intended as a representation or warranty that this information has been approved or tested by the CSPA and is suitable for any general or particular use by its readers. Readers are advised that the information published herein should not be relied upon unless competent advice has been obtained with respect to its suitability for a particular application.

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Acquisition of the skills necessary for the safe performance of sport parachuting activities is not a process whereby self-instruction is either recommended or considered satisfactory. The same holds true of the process of acquiring the necessary skills for coaching or inspection of sport parachuting and skydiving techniques. Anticipation in gaining programs offered by individuals certified to be properly qualified is recommended whether you are learning the skills for the first time or learning how to teach the skills to others.

Note: In all cases, the information contained in the current version of PIM 1 supersedes and overrides any information contained within this document. Please refer to the latest version of PIM 1 that can be found on the CSPA website <http://www.cspa.ca/>

## **ACKNOWLEDGEMENTS**

The 2018 update to this manual was provided by Daniel Grant, Burk Reiman and the CWC. The update included removal of references to the old Certificate Administrator and Logbook Examiner appointments, and general clarifications to make recent changes to the rating and CoP systems.

This manual was originally based in large part on the Instructor B Manual (February 2000), which was written between 1995 and 1998 by the CWC, with contributions by Tony Mercer, Tom Pfeifer, Rob Hutchinson, and Marc Andre Simard. CSPA would like to acknowledge the following people who contributed to the development of the first version of the Instructor B Manual: Joe Ablitt, Gary “Duff” Boyd, Eric Bradley, John Davies, Duncan Grant, Tom McCarthy, Howard Summerfeld, Bob Wright and Mike Zahar.

This manual was originally compiled and edited by Scott McEown. The 2008-2009 Skydiving School Examiner (SSE) Reference Manual and the development of the SSE program was sponsored by the CWC, Derek Orr, Mario Prevost, Rob Hutchinson and Scott McEown.

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## **REVISION HISTORY**

2024 – Addition of Appendix III – Logbook Verification

2018 – New publication

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## WELCOME TO THE SKYDIVING SCHOOL EXAMINER

The Skydiving School Examiner (SSE) position serves to provide the authority and training in providing the following services to the Canadian skydiving community not covered by the other instructor / coach ratings:

- Administer CoP Exams,
- Administer Endorsements,
- Endorse the completion of CoP Applications
- Endorse the completion of certain practical requirements for coach and instructor candidate portfolios,
- Eligible to apply for the Learning Facilitator learning seminar (upon completion of additional prerequisites),
- Help to oversee coach and instructor currency requirements.

There is no course for a qualified applicant (see prerequisites) to become a SSE. Interested and pre-qualified applicants shall work under the mentorship of an existing SSE in the field on several tasks. Candidates are advised to seek out an experienced and responsible mentor who will take the appropriate time to show and explain exactly what needs to be done, so that the candidate may benefit from their knowledge and experience.

Once these tasks are complete, the corresponding portfolio is to be sent into the CSPA National Office for verification and certification, along with the current rating processing fee as set by the CSPA. Once processed, the CSPA National Office will issue an updated affiliation card and the applicant is deemed to be a Certified SSE.

### Skydiving School Examiner Training & Certification Pathway

Prerequisites	Portfolio	SSE Evaluation
C-CoP	Review the SSE Reference Manual	See <a href="#">website</a> for further details
SSI Certified	A-CoP Exam open book	
GCI Certified	B-CoP Exam open book	
One of: JM Certified, or PFFI Certified, or C2 Certified	C-CoP Exam open book	
	Receive training on administering Night Endorsement	
	Receive training on administering Water Endorsement	
	Receive EPR B & C CoP Briefing	
	Administer a CoP Exam under supervision	
	Receive training on examining documents	

## SECTION 1: THE SSE AND CSPA

By the time you have worked through this section, you should be well prepared to do the following:

- Outline the CSPA Instructing and Coaching model and explain how it blends with the National Coaching Certification Program (NCCP) administered by the Coaching Association of Canada (CAC)
- Discuss the benefits from taking a CAC NCCP theory course
- Identify the criteria necessary to qualify for the CSPA SSE rating
  - Prerequisites required to partake in the mentorship
  - Practical requirements needed to obtain a certified rating
- State the privileges, authority and responsibilities associated with the SSE rating
- State the skills, knowledge and qualities needed to be a SSE

### 1.1 INTRODUCTION AND OVERVIEW

#### a) Introduction

During the SSE mentorship, you will learn information that will allow you to continue on the path toward managing the administrative activities pertaining to ratings and CoPs around your dropzone and to improve your own skydiving knowledge and awareness. The following section outlines the prerequisites required for certification, evaluation requirement, privileges, practical requirements, and the process to become certified as a SSE.

#### I) Prerequisites:

- Current Registered Participant with CSPA
- C-CoP
  - May only administer CoP Exams to the same level of achievement; in order to administer a D-CoP Exam, the SSE must hold a D-CoP
- Certified:
  - SSI
  - GCI
  - Either:
    - JM, or
    - PFFI, or
    - C2

#### II) Practical Requirements:

- Write the A, B & C CoP exams, open book. Corrected by supervising SSE to 100%
- Administer a CoP exam (and record in Portfolio the name of person taking exam, date, score, supervising person)
- Receive the Night & Water Endorsement (if the candidate has not received them before) by the supervising SSE
- Receive instruction on administering the Night & Water Endorsement briefings through practical demonstration of giving the endorsements

- Receive EPR endorsement briefing/info from the supervising instructor relevant to EPR B & C through practical demonstration of giving the endorsements
- Receive training on completing logbooks, portfolios, and other documentation
- Demonstrate a high level of technical knowledge throughout the mentorship

### III) Certification:

- Complete the SSE Portfolio:
  - Within one (1) year
  - Perform 50 skydives (to show currency)
  - Submit the completed Portfolio, along with the ratings processing fee, to the CSPA National Office

**Note:** If the practical requirements are not completed within one year from commencing work on

You are not permitted to act or sign as a SSE until the portfolio is completed and you receive your updated CSPA affiliation card from the National Office.

the portfolio, you must file a written request for a rating extension, using the extension page on the portfolio, detailing why the practical was not completed, otherwise your attempt will be voided.

When you mail in a request for extension to the CSPA, please include the following:

- Photocopy of your SSE portfolio to show your progress to date
- Extension request page on the portfolio filled out with supervising SSE signature
- The CSPA rating processing fee for extension request must be included with the extension request (which goes toward funding future development)

Failure to file the request or completing the requirements before the extension expiry date will result in you having to retake the practical components for future consideration.

### IV) Privileges of the SSE:

- Act as the Chief Instructor for a CSPA Skydiving School
- Assist:
  - Instructors and coaches in completion of their portfolios
  - Students and novices in preparation and completion of exam requirements
- Administer:
  - All privileges of current ratings held
  - Exams for A, B and C CoP (may also give D CoP exam but only if they have a D CoP)
  - May give Exhibition Jump Rating exam (EJR) if held
  - Night Jump Endorsement
  - Water Jump Endorsement
- Sign off on rating currencies

## V) Maintenance of Certification:

As with all other CSPA coach and instructor ratings, a SSE must meet the requirements of the ratings currency program as outlined below:

Annually:

- Administer 1 CoP

Revalidation requirement up to 5 years:

- Administer 1 CoP under the direct supervision of a SSE

Revalidation requirement after 5 years:

- Complete the full SSE portfolio

## VI) Professional Development Opportunities:

New information and updates may be communicated through the CanPara Magazine or the CSPA website and emails. Coaches and instructors are strongly encouraged to participate in as many as possible any of the following events:

- Bi-annual Skydiving Symposium hosted by the PIA (Parachute Industry Association)
- Sport Leadership Conference
- NCCP related workshops and online courses
- CWC open houses and workshops
- CSPA instructional courses
- Manufacturer's courses



## 1.2 CSPA AND CAC COACHING MODEL

The CSPA has been in partnership with the NCCP program since the early 1980's and was one of the first sports to integrate the NCCP model into coaching. The Coach 1 Reference Manual has the CSPA and CAC Coaching Model, and it is recommended that the SSE review that material as they go through the mentorship process. In addition, the NCCP website should be reviewed periodically for current information.

The NCCP Locker can be set up to send NCCP emails to individual coaches and instructors. If the SSE candidate has not looked at their Locker in some time, it is recommended that they review their file. Please contact the CSPA Ratings Processor for user name and password resets.

SSE's should refer to the current PIM 1 and current coach/instructor manuals for guidance and current information.

### **CSPA/NCCP Ratings**

**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.

**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.

### **Additional CSPA Instructional Ratings**

*Note: The following ratings presently fall outside the scope of the CSPA / CAC and as such do not result in a NCCP accreditation.*

**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.

**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.

**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 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.

**Skydiving School Examiner - SSE:** This is an examiner rating where the SSE can administer endorsements, CoP exams, and sign off on ratings portfolio completions and currency requirements. The SSE can also serve as Chief Instructor for CSPA school affiliation purposes.

**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.

**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 LF. To enroll in a program, contact the Coaching Working Committee.

**See PIM 1 for current Ratings prerequisites, portfolio and currency requirements**

## SECTION 2: THE ROLE OF THE SSE

The SSE must have a very high level of technical knowledge in all areas of sport parachuting. They must be thoroughly acquainted with the content of the progression sequence of the CSPA Skills Grid and the relevant Endorsements required at each level of progression.

What qualities are desirable in a SSE? As a minimum, you will need to be a responsible individual, setting a positive example with a high standard of professionalism, ethics and integrity, skill and personal safety. The responsibilities of the SSE are to make the experience for each skydiver enjoyable and meaningful without compromising their safety. Maximize each person's learning experience by setting clear and realistic goals.

The SSE must have a sincere interest in working with student and novice parachutists in helping with their progression.

An instructor as part of the CSPA is a representative of CSPA. There is a responsibility toward the CSPA to support, abide by, and role model the Basic Safety Rules and Technical Recommendations (PIM 1), as well as all other aspects of the sport of the Association, and to encourage others to do the same.

The bottom line is that you must be professional in your approach. You must always have the best interests of the skydivers in mind, especially the students, who need to learn the basic life-saving skills to skydive safely.

### 2.1 THE SSE ROLE IN SKYDIVING

The SSE is a highly experienced instructor who has the necessary skills and knowledge to take on the responsibilities of supervising the progression of novices, new coaches, and instructors. This role represents our sport to our most valuable asset – the new student and up-and-coming skydivers. The SSE is a guide for other coaches and instructors who might someday follow in the same footsteps. An instructor's attitude is reflected in the attitude and achievements of your students and fellow instructors. You will have a great deal of influence because training is the key to the future of sport parachuting in Canada. It will be important to keep fully up to date with developments and changes within the sport and use the most current information in the CSPA Parachutist Information Manuals (PIMs) and CSPA website. Every opportunity should be taken to continue development as a skydiver and a coach/instructor.

Your first responsibility will be towards the student, whose safety and enjoyment is paramount. In addition, you must ensure that the instructors and staff working with you live up to their responsibilities, towards their students, the dropzone and towards CSPA and the Basic Safety Rules (BSRs) and Technical Recommendations. You have a particular responsibility to CSPA for maintaining the integrity of the progression, endorsements, Certificate of Proficiency (CoP) and ratings systems.

**Your signature on a document means that the skydiver has the skills and knowledge required for that endorsement, CoP or rating. Do not sign off a document if the skydiver does not have the skills or knowledge.**

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### 2.1.1 THE SSE AS A ROLE MODEL

As a SSE, students, novices, coaches and instructors will look to you for the correct ways to behave. Other jumpers will watch you. This can include, the way in which you prepare for the jump, the care and attention directed towards your equipment, the caution shown towards the dangers of the jump and your general attitude and demeanour. If they see your behaviour as callous and negative, they may not want to come to you for help.

Think about some of the following:

- Your method of working with inexperienced people (Do you support and encourage new jumpers? Or do you ridicule and gossip behind their back, mocking them around the fire, after they have left?)
- Your interactions with other experienced skydivers (Do you respect their experience, or do you think you can do better?)
- The ways in which you respond to questions from spectators and non-participants (do you answer each question with sincerity? Or do you put them down and discredit what they are saying because they are a “whuffo”?)
- Your behaviour towards the pilots, the dropzone owner, other Coaches and Instructors. (Do you show respect for others and their position?)
- Your comments pertaining to the club, dropzone, the provincial and national organizations and systems. (Are you reflecting a positive image? Are you acting in the best interest of the dropzone/club and sport?)
- Your sincerity in helping others to achieve.

The ideal behaviours are summarized by the term "professional", showing respect for both individuals and organizations alike. These are the types of behaviour that are sought in your novices. It is of considerable importance for you and your fellow coaches to provide this type of leadership in order for the novices to learn the correct ways to skydive and to interact with others whom they will encounter. Failure to show professionalism in everything you do will very likely result in people not seeking your advice, or avoiding you altogether. One way to know how to act and behave is to remember the days when you were receiving instruction and what it is you liked or most admired about your favourite Instructors.

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### 2.1.2 ROLE OF THE SSE ON THE DROPZONE

The SSE plays an important and vital role on the dropzone, and as such wears a number of different hats. The SSE will assist recreational skydivers to achieve an advanced level of overall skill development by encouraging participation and by setting goals for performance in order to pass the certification exams. The SSE works with individuals and groups at the dropzone, helping them to improve their knowledge by giving seminars on various topics, such as endorsements, and safety. This is the “practical” section where the instructor gains experience in applying

information directly to the skydiver. The SSE plays a major role in helping the Solo student through to the C or D CoP to achieve their next certification level.

The list of roles of the SSE would include, but not limited to:

- assist and supervise less experienced Instructors and Coaches in achieving certification
- verify and sign off annual coach and instructor currency requirements
- evaluate applicants for CSPA's Certificates of Proficiency
- help to develop and administer a dropzone progression program
- give seminars on skill development or safety
- provide leadership on the dropzone
- promote CSPA
- assist recreational skydivers to advance their level of overall skill development
- assist recreational skydivers in goal setting
- ensure CSPA and dropzone policies are followed

## 2.2 ROLE OF THE SSE IN THE CSPA COP SYSTEM

### 2.2.1 CERTIFICATES OF PROFICIENCY

#### Introduction

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 certificates or "licenses" -- A, B, C and D -- benefit the traveling skydiver and all dropzone owners with one standard of FAI Certificate of Proficiency. Additionally, CSPA grants a nationally recognized "Solo" certificate that updates the former self-supervision endorsement.

The CWC through its system of coaches and instructors is responsible for developing programs that help skydivers achieve the tasks required at each level. In most cases, these coaches and instructors verify the completion of these tasks.

The SSE's role in the administering of CoP exams include:

- Ensure that assessments are objective – to maintain the national standard, everyone must meet the minimum criteria
- Make sure the candidate is qualified and knowledgeable before they write the exam
- Direct candidates to use the study guides so that they know what is required beforehand
- Administer, mark and review the exams
- Review and sign off that the CoP applications are complete, correct, and all logbook entries are correct and signed off by the appropriate ratings holders including all required endorsements for that CoP

#### **PIM 1 contains the specific requirements for obtaining each CoP and the Solo Certificate. How to Qualify**

Skill requirements (skydiving skills) 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), and Judges.

The standards for the CoPs have been developed over a number of years. They are designed to test both technical knowledge and skills appropriate to the jumper at each level. You should provide every encouragement and assistance to each jumper so that they can attain these certificates, as attaining a CoP is a significant achievement. These certificates are recognized around the world and compromises to the standards should never be made.

You have 2 major roles in the CoP system: administering and evaluating style and manoeuvre series. Remember that before a candidate performs any evaluation jumps, it is important that you fully explain what is expected and state the evaluation criteria.

The candidate must demonstrate their ability in the following skill areas:

1. Preparation

As per the Skills Grid

2. In flight

As per the Skills Grid

3. Free fall

Freefall jumps that are to be performed 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.

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

4. 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.

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.

5. Equipment

As per Skills Grid

6. Technical Knowledge

As well as performing skills there is an amount of knowledge that must accompany those practical skills. Candidates will be tested on that information prior to applying for their Certificate of Proficiency. Study information found in in the most current versions of PIM 1, 2A, 2B and 2C.

## Evaluations

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.

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 can be found in the Endorsement section, below. During processing of your application, your logbook entries are reviewed with special attention being paid to the specific practical qualifications for that certificate.

Prior to allowing an individual to write a CoP exam, you must ensure that they have met all of the practical jumping requirements and that all the relevant endorsements are signed. It may be useful to ask the candidate a few introductory questions on must know material. If the person cannot give the correct answers, you should advise that they study further, and provide them with appropriate references and guidance, before allowing them to take the exam.

The exams are designed to test a candidate's knowledge in each of the six skydiving skills areas. Most of the material for the exams has been taken from PIM 1, 2A and 2B. Study guides are available from the CSPA office or from the Learn section of the web site ([www.cspa.ca](http://www.cspa.ca)).

Some notes:

- Exams are written under the direct supervision of the SSE. The results of written exams will be immediately entered on the application section of the exam booklet. Failure of a written exam will require a minimum waiting period of 14 days before re-examination can take place. Finished Applications are only good for 30 days, after which time they expire, and must be re-written.
- Place the candidate in a comfortable, quiet setting, away from aircraft noise or landing areas.
- Some recommendations for giving the exams are:
  - Advise the exam applicant to PRINT their answers in CAPITAL letters, e.g. A, B, C, D. This will help avoid confusion between letters
  - Advise that NO MARKS are to be made on the Exam Question sheet.
  - If they do not understand what a question is asking, advise them to leave the answer blank, and proceed to the next question. Sometimes it will become clearer later on, or after looking at other questions.

- They are allowed to ask for clarification of a question. However, the SSE is NOT to direct them toward an answer in any way. If they do not understand the technical words or definition, this may be an indication that more studying is required.
  - It should take no longer than 2 hours to write the exam. Longer than this, it is questionable how well they know the material.
  - If you are dealing with someone who is illiterate, or English or French is not their first language, such that they cannot read the questions or they cannot write their answers, then you may give the exam verbally or have someone, including yourself, scribe for them. Caution should be stated that no help can be given in soliciting the answers if using a scribe. Clarifying remarks should only come from the SSE.
- The SSE determines if requirements and qualifications have been met, prior to applying for a CoP. Each Member normally has at least one SSE. The duties of the SSE are to ensure that the CoP application form is correctly filled in and to systematically check and verify all the Endorsement signatures and jumps related to the application. The practical demonstrations must be witnessed by appropriately rated Coach or Instructor. The SSE must ensure this has taken place.
  - General qualifications and endorsements must be identified by the SSE from a properly verified logbook or official CSPA Endorsement Card, prior to signing the CoP application form. Endorsement cards are available from the web site. The CoP application form, Endorsement Section, can also be used.
  - Novices will write the applicable CoP exam and review the results with the SSE as soon as the exam is written. To aid in this process, here are some recommendations:
    - Once the candidate has finished writing the exam, ask them if there was a problem in understanding any of the questions. If so, clarify the question and give the candidate additional time to answer the question one more time.
    - Using the answer key, mark all questions, placing a small tick or dash beside incorrect answers. Keep the Answer Key private and confidential at all times.
    - For each incorrect answer that you marked off, have the candidate re-read the question, and determine what the correct answer is, on their own. You can provide clarification of the question, but be careful not to lead them to the answer.
    - Add up all correct answers, convert to a percentage, and write the results down as indicated on the CoP exam sheet.
  - Place the scores and percentage on the front page of the candidate's answer sheet. Ensure that the correct date appears on the page and then sign it. Make sure that the candidate also signs the sheet.
  - For Solo, A and B CoP applications, have the requirements verified, the application form must be initialled and signed by the SSE, before forwarding required items to the CSPA.



- Congratulate the candidates that pass and remember to go over any answers that were incorrect. The exam is not only a test of present knowledge, but also a way of educating a person with information that may be lacking.
- If the candidate fails, discuss their weak areas, point them to study materials, and encourage them to spend more time in review. They can retake the exam but only after at least 14 days.
- Exams are to be kept confidential and secure at all times. Mismanagement of the exams and answer sheets, or improper distribution of the exams or answer sheets may result in the SSE certification being withdrawn.

Final administrative details are:

- Ensure that the candidate knows what else they have to do to get their CoP (e.g. make payment to the CSPA, mailing address, etc.)
- The candidate is responsible for sending the complete application to CSPA's National office within 30 days from the date on the exam

NOTES:

1. For the C and D CoP, copies of logbooks containing the qualifying jumps and the paperwork MUST be sent to CSPA.
2. Ensure the CSPA Endorsement Card or logbook has been filled in by the correct individual.

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### 2.2.2 ENDORSEMENTS

As a SSE you must be up to-date and familiar with the endorsement information. Each Endorsement requires that a person demonstrate an understanding of the material to the level that, if they were to try the task, they would be able to perform it well. As stated in PIM 1, "Prior to signing the candidate's endorsement, it is the responsibility of the SSE to ensure that the candidate has acquired both the practical skill and technical knowledge to a satisfactory degree."

The additional endorsements that you will be able to sign off are sport canopy, emergency procedures review, night jumps, and water jumps. For each endorsement, it is imperative that the candidate first gains background knowledge through experience, discussion, and the reading of the relevant material in the PIMs. Once you are satisfied that they have the required information, you should quiz the individual by oral or written means. If a practical skill is to be evaluated, then there must be a demonstration.

Along with all the practical training, there are basic and special skills for which a skydiver may require to be certified or "Endorsed". These Endorsements contain specific training procedures and regulation for such skills as Main Parachute Packing, Water and Night Jumps, Solo Checkout and Formation Skydiving (2 Way and Group). As a skydiver masters the skills required for each endorsement, they will be tested by an Instructor/Coach/Rigger and "signed off" for that particular activity.

Endorsements are tested by written testing, verbal questioning and/or practical testing; or a combination of these. The endorsement is tested and signed off by the proper rating holder. A list of the rating holders required for each endorsement is found below. All endorsements for the respective CoP must be obtained prior to writing the CoP exam.

If the jumper's logbook does not have an endorsement card, one can be downloaded from the CSPA website. The Endorsements required for each CoP are also found in the CoP booklets, which the SSE reviews and signs off.

Logbook entries for jumps used to meet certificate requirements must be signed by a CoP holder who has witnessed the actual jump. Ensure the signature of the appropriate rating holder is legible, and BOTH their CSPA # and rating are signed on EACH jump in the logbook, NOT their CoP #. A pilot's signature with a Transport Canada license number is not acceptable for certification purposes.

Endorsements are granted to show competency or proficiency in specific areas of parachuting. Endorsements are tested by verbal, written, and/or practical testing. The SSE is qualified to certify many endorsements, including those by virtue of ratings already held:

See the CSPA website for current endorsements.

From PIM 1 Section 6:

“It is the responsibility of the persons holding signing privileges to ensure that the candidate has acquired the practical skills and technical knowledge, to a satisfactory degree, prior to signing the Endorsement Card or logbook”

Ask questions and make the person perform any necessary demonstrations. Do not sign off just because a person is your friend, or you are afraid of hurting their feelings. You may need to get advice from the Chief Instructor /CSPA Ratings Processor if you are unsure.

### **Emergency Procedures Review (Solo through C CoP)**

- Emergency Procedures are taught in FJC by an SSI, is the practical application of invoking the emergency procedures: cutaway and reserve activation.
- Reviewed by an SSI using practice harness, hanging harness, real parachute gear, mock handles, etc.
- The Emergency Procedures Review is the discussion of unusual/emergency situations and how to deal with them.
- Go through Five Areas of the skills grid from Preparation, Equipment, In-flight, Freefall and Canopy
- *See PIM 1 or CSPA Website for a current, detailed description of this Review and how to administer it*
- This is not a discussion you can have in a couple of minutes. Take the time to have the structured discussion and have the person demonstrate to you the skills you would expect

of the CoP level that you are administering. This is especially important for people whose first jump course was a long time ago. EP's that were taught on student gear may not be appropriate for higher loaded experienced gear.

### **Sport Canopy Endorsements A, B and C (SCE)**

The intent of the Sport Canopy Endorsement is to review information attained during the skydiver's progression through the CoP's. The SSE should ensure that anyone administering Sport Canopy Endorsements does so in accordance with the SCE found on the website as a general guidance document. The delivery of the SCE should be framed as follows:

- A CoP: Guided discussion, with the A CoP applicant filling in any blanks that they might have.
- B CoP: A comprehensive review of A CoP SCE with the C2 or SSE asking questions about the A CoP content, then by having a guided discussion on the new content of the CoP B SCE
- C CoP: This should be focused on the C CoP applicant answering questions from the SSE or C2 on the content of the A and B SCE's with a view to them becoming better mentors and coaches (if qualified).

### **Night and Water Endorsements**

The information for the Night and Water Endorsements can be found on the CSPA website. A jump is not required for these two endorsements, nor are they a requirement for any CoP. However, a thorough testing of the candidate's knowledge is mandatory. Emphasize safety and make it clear that a specific review briefing must be made prior to actually making the jump. It is also recommended that night and water jumps are made under the supervision of someone who has performed one.

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#### **2.2.3 COP SERIES EVALUATION**

The purpose of the various freefall series is to confirm that the skydiver has the required control around all three axis for the CoP in question. This is commonly done by the SSE watching the video.

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### **2.3 THE ROLE OF THE SSE IN RATINGS**

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#### **2.3.1 PORTFOLIO REQUIREMENTS FOR COACH AND INSTRUCTOR CANDIDATES**

The SSE has the privilege and responsibility to verify the Portfolio for Coach and Instructor candidates. This is a significant responsibility and should not be taken lightly. The SSE may verify that the candidate has met all the requirements, to the minimum standard of CSPA. The SSE's signature on a portfolio states that the person is justified in receiving final Certification for the particular rating.

*To put it bluntly, the SSE is taking **responsibility** for the Candidate's ability to act in the capacity of the specific rating that is being signed off. If you have any doubts that the candidate's ability, talk with your Chief Instructor or the CSPA Ratings Processor.*

The instructions for the SSE are contained in each portfolio, and are located on the CSPA website in the Ratings section.

When you are presented with a Portfolio for final certification, you should ensure the following:

- **ALL** information has been filled in for the **ENTIRE** portfolio. There should be no blanks anywhere. Portfolios submitted with missing information will be returned to the candidate; and the signing officer, such as the SSE, will receive a note asking why the portfolio was signed with information missing.
- Signatures and dates are in place in all required places in the portfolio.
- The **appropriately rated person** has signed the practical components, as indicated within the portfolio. If you are uncertain if the person who signed off any component is current, please contact the National Office for verification.

The Information on the various coach and instructor ratings and the SSE signing responsibility for each is located in each portfolio. The SSE can also look in PIM 1, and on the CSPA website.

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### 2.3.2 EXHIBITION JUMP RATING

One of the most rewarding and ambassadorial aspects of skydiving is the Exhibition Jump Rating. For the jumpers it is an opportunity to share their colorful and exciting sport with the mainstream public, and perhaps, even receive compensation! Demo jumps also serve to bring modern knowledge of our sport to the public, providing the opportunity to educate, entertain, and reinforce a positive image of skydiving.

With this increased reward, there is an increase in risk. It is common knowledge in the entertainment industry that the performance is different from the rehearsal; this is equally true in exhibition jumping. Although someone may have jumped hundreds or even thousands of times at several different drop zones, they may still find that performance anxiety increases when jumping before live audiences and/or television cameras. Even if the proposed landing zone is completely free of obstacles and larger than the drop zone they normally use, jumping before the public is NOT just another skydive! Mess up a landing at the drop zone, it costs maybe a case of beer. Mess up at a demo, and someone could be vulnerable to everything from the ridicule of your peers to litigation.

There are minimum qualifications and regulatory approvals required to conduct a “*parachute descent over a built-up area or assembly of persons*” as Transport Canada has defined demonstration jumps. Transport Canada requires that only jumpers who have proven their competence may participate in demonstration jumps. CSPA is empowered to certify those jumpers through the Exhibition Jump Rating (EJR).

A SSE with an active EJR has the authority to administer the EJR. The SSE:

- Signs off practical requirements as outlined on the EJR application. Note that the entry and stop must be within the 5m radius of the target. One cannot swoop into the landing area through where a crowd could be standing, and certainly not out the other side.
- Administers the EJR exam. After the candidate has completed the 10 qualifying jumps, you may administer the exam. The candidate must achieve a passing score of 80% on the EJR written exam.
- Signs off annual currency requirements. NOTE: regarding the 50 parachute jumps within the previous 12 months—10 of which must have been within a designated 5 metre circle, they must be made using a main parachute which meets the wing loading and performance characteristics of the parachute intended for use on any exhibition jumps

The requirements for obtaining the EJR are found in PIM 1.

The various forms for information on the EJR are found on the CSPA website in the Ratings section. Eg: Demo Insurance Request Form and SFOC.

Exhibition jump insurance will be available only to those Registered Participants of CSPA who hold a valid Exhibition Jump Rating (EJR) and participate on a demo jump to which CSPA Insurance has been purchased for.

## APPENDIX I - NIGHT ENDORSEMENT

A Night Jump is a parachute jump made between one hour after (official) sunset and one hour before sunrise.

### Reference PIM 1

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

- Night & Water Jumps - 10 mph (5 m/sec.)

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 stand-up landings prior to participating in night jumps.

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

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.

Things to discuss during a Night Jump briefing:

Hypoxia -- a decrease in arterial oxygen saturation, causing decreased oxygen supply to the brain. Occurs at high altitudes to the lower air pressure.

Rods of the Retina -- specifically evolved cells of the retina of the eye, which are able to respond to very low levels of light (i.e., at night).

The two main factors in aviation physiology are *Arterial Oxygen Saturation* and *length of exposure to low oxygen levels*. As one ascends in an airplane, the atmospheric pressure decreases with a corresponding decrease in arterial oxygen saturation. Because of various factors, however, this is not a straight-line relationship. The first effect of hypoxia is a decrease in night vision because the rods of the retina are very sensitive to lowered oxygen levels. Effects start at 1,500m (5,000').

It is **STRONGLY ADVISED** that people do not smoke prior to preparing for a Night Jump. This lowers the level of arterial oxygen saturation, increasing hypoxia, decreasing night vision by approximately 5,000 ft.

When landing, it is common for people to want to flare early. Inexperienced night jumpers are advised to avoid the urge to flare too early, keep the head up, eyes on level with the horizon. If a flare is started too early – STOP – such as holding at ½ brakes, then continue the flare at the proper height (~10 feet).

Jumpers should be very clear on the landing direction: facing the same direction as any field lights so that they cannot actually look into the lights themselves but are viewing from behind. Obstacles should be clearly lit up and avoid landing near those lights which are indicating obstacles.

The load should be organized based on experience, number of passes, opening altitudes, type of canopy, etc. For instance, a general order of exit should be: Lower exit first, larger canopy open before a smaller canopy in a formation, smaller canopy exit before larger canopy, free flyer exit before belly flyer (remember, there is little wind, and leave plenty of separation). Stage openings such that the fastest canopy is opening the lowest, the largest/slowest canopy is opening last, separated by ~500 opening (accounting for snivelling as well). Hop-n-pop from high altitudes should be coordinated with the aircraft pilot so that no unexpected air traffic flies through while under canopy at several thousand feet.

Jumpers should be kept in the dark, away from ALL sources of light for at least 30 minutes prior to boarding the aircraft. It takes 30 minutes for the eyes to adjust to the darkness, and only a small flash of light to lose night vision entirely. This includes Glow Sticks or strobe lights. These should be turned off or covered with duct tape (or similar covering which does not allow any light through). Do not break the glow stick (start the glow) until just before Exiting the aircraft.

Jumpers in the plane are to keep ALL lights and lit instruments away from the Pilot's view. The pilot also requires night vision even with a lit instrument panel. Never shine a light in the Pilot eyes or that of any other Jumper.

If using a glow-in-the-dark instrument, make sure it is sitting under a brightly lit lamp for about 1 hour.

\*\*\* People on the ground should NEVER use a flashlight to search for a canopy in the air during night jumping. The flash could temporarily blind the jumper at the most crucial time of landing approach.

Once landed, immediately walk out of the landing zone, keeping the helmet on, glow sticks clearly visible, and a watchful eye for a canopy suddenly coming out of the dark. All jumpers should proceed to the Check-In point after landing safely, and identify themselves with a Check-In person who is keeping a list of jumpers. The Check-in person will notify the DZSO if someone does not check in; this is necessary in the event of an off dropzone landing, cut-away or bad spot.

Jumpers are urged to carry a whistle to signal out to other canopies.

Jumpers are urged to carry a small flashlight, securely fastened inside the jump suit or attached securely to the inside of the arm sleeve. This can be used to check the canopy out after opening. It should NEVER be used to locate other jumpers under canopy as it could temporarily blind someone.

## APPENDIX II- WATER ENDORSEMENT

Water jumps are pre-planned parachute jumps into an open body of water of more than 1.5m (5') in depth. A water jump can be an enjoyable experience provided normal procedures and a few additional precautions are employed. This section will provide a general outline for conducting a water jump, including pre-planning, training and conduct of the parachute operation and post jump responsibilities.

Reference PIM 1 regarding maximum wind limits.

### QUALIFICATIONS

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).

**Floatation Gear:** Equipment which, when attached to parachutists and inflated, will keep them and their equipment afloat in water.

### SPECIFIC REGULATIONS

#### 1. CSPA

- a. Maximum winds - 10 MPH (9 KTS, 5 M/S)
- b. Motor powered safety boat of sufficient size to hold the operator and assistant, jumpers and their equipment.

#### 2. Transport Canada

- a. Airspace clearance if required. Since a lake is not normally a dropzone, it may be necessary to obtain MOT approval or at least file a NOTAM.



## **SPECIAL EQUIPMENT**

- Parachute system with the AAD, packing card and any weights removed. NOTE Canopy manufacturers recommend not immersing canopies in water as it will remove the UV-protective coating and can increase the porosity thereby decreasing performance.
- Flotation device of a suitable nature to support the jumper upon entry into the water. The recommended flotation device is a short body or wet suit as it will provide the greatest amount of flotation and not impede the removal of the harness upon entry into the water. It will also help the jumper maintain their body heat while waiting for recovery. Other suitable flotation devices are may west style CO2 and manual inflation life jackets. Though suitable they can pose an added hazard if inflated while the jumper is still in the parachute harness. Not inflating life jackets should not be used, as they will impede proper fitting of the parachute harness.
- Dropzone Suitable jump aircraft, sterilized of any loose equipment that could fall out.
- Training aids suitable to allow jumpers to practice their procedures from the time of exit from the aircraft until entry into the water.

## **Ground Crew/Recovery Team**

- A boat of sufficient power to be able to maintain its station in the event of wind or current changes. And of sufficient size to hold the operator, assistant, jumper and their gear. Safety boats should also be equipped with the following:
  - Plastic bags or bins for parachutes to minimize potential for damage to equipment
  - First aid kit
  - Buoy or marker
  - Radio with communication to both shore and the aircraft
  - Note – recovery of equipment should be done by hand as boat hooks and other gaffs may cause damage to equipment
- Shore crew should be equipped with the following:
  - Wind indicator
  - First aid kit
  - Radio with communication to the recovery boat and the aircraft
  - Safety vehicle in the event of off DZ landings

## **CONDUCT OF THE WATER JUMP**

### **1. Preparation**

- Prior to commencement of the water jump a briefing must be held, by the person in charge of the jump to ensure all jumpers and support staff are aware of their responsibilities. The briefing should be done prior to the jumpers receiving the jump training, this will allow the ground crew time to set up and check water conditions, and help to get the jumpers into the right mindset. The following personnel must be present:
  - Pilot
  - Jumpmaster
  - Ground crew/recovery team

- All jumpers participating in the jump
- The briefing must include the following points:
  - Time schedule, to ensure all personnel are on time and ready to go. A well thought out schedule will ensure people are ready and allow for concurrent activity;
  - Confirmation by the pilot and ground crew that they have all of their specific equipment to do their jobs;
  - Confirmation that all jumpers have their safety equipment and their equipment is ready for the jump;
  - Stop drop procedures (cancelling jumps);
    - Current weather, wind and water conditions; and
    - Radio checks.
- Pre-jump ground training. All jumpers conducting the water jump must demonstrate the following skill sets while wearing their life preservers or wet suits. It is recommended that water jumps be a maximum of 10-second delay. This will eliminate the requirement for altimeters;
  - A 10 second count;
  - Proper deployment of their parachute;
  - Releasing of the RSL;
  - Releasing of the leg and chest straps from their keepers;
  - Removal of the chest strap from the locking buckle at 1000 feet;
  - Proper flare procedures- jumpers should be instructed to allow parachute to run after entry into the water, and not maintain full brakes. This will ensure the parachute surges forward and does not fall on the jumper. NOTE- Do not instruct jumpers to cut away their mains prior to entry into the water as it is difficult to determine height above water, and doing so may result in serious injury;
  - At this point the jumper should stand on the ground and practice getting out of their gear with their life preserver or wet suit on, then practice inflating their life preserver manually. Once out of their equipment, jumpers should maintain positive control of their container until such time as they are recovered;
  - NOTE – Parachute containers will float for a short period of time due to the air trapped inside of the packed reserve. Therefore jumpers should be instructed to not panic while getting out of their harness after entry into the water.
  - After all jumpers have completed the practical rehearsals they should be briefed on the jump run procedures;
  - Jumpers should also be briefed on opening altitudes which should be at least 3000' to ensure they have enough time to do their drills and set up for landing; and
  - Finally jumpers should be informed about possible changes to their freefall control due to lack of clothing.
  - NOTE – Some additional training that can take place in a pool or controlled setting, includes swimming out from under a canopy and treading water.

## **2. In-flight Procedures**

- After takeoff JM should conduct final checks of all jumpers to ensure that their life preservers are not going to impede the operation of their parachute and jumpers are ready to go
- As the aircraft approaches the drop point the JM should confirm the location and identify the wind indicator on the ground confirming wind direction and clearance to drop
- Once over the release point a wind assessment must be conducted
- On each jump run a maximum of one jumper per safety boat should be dispatched, ensuring sufficient time between passes to allow safety boats to recover the jumpers

## **3. Ground Crew/Recovery Team**

- Upon arrival at the water landing area safety boats should conduct a final check of their gear, do a check of the landing area for any hidden obstacles and place the marker buoy.
- Shore based recover should ensure the wind indicator is clearly visible to the aircraft and jumpers.
- Once jumpers are in the air, each boat will identify a jumper and move to that jumper once they have entered the water.
- Once the boat reaches the jumper. The jumper will pass the container to the recovery boat then enter the boat. Once aboard the jumper will assist in the recovery of the equipment. **NOTE** - Rubbermaid bins work best and allow for fast recover and transport, while ensuring minimum risk of damage to equipment.
- Ensure all markers and buoys are removed and the area checked for equipment or garbage. Leave the area as you found it.

## **4. Post Jump Procedures**

- All metal fittings on the parachute and containers should be wiped dry. Metal cable housing should be pulled through using a length of cord and a small piece of cloth.
- Reserves should be deployed and hung up to dry with the main canopy and parachute harness away from sunlight or fluorescent lights, as exposure to this kind of light will break down the nylon.

## **5. Unusual Situations**

- Canopy Malfunction – In the event of a canopy malfunction, carry out your normal procedures. Once under canopy ensure you are heading for the intended landing area and then carry on with your preparations for a water landing. **NOTE** ensure you are going to make the water before you begin undoing the chest strap.
- Malfunction of the inflation device – It is recommended that jumpers wear a water body suit or short wet suit to eliminate this from happening. **NOTE** – Most parachute containers will float and can provide a means of support while waiting for the recovery boat.
- If landing under high winds or currents – after entry into the water cut-away your main and move away from it.

## UNINTENTIONAL WATER LANDING PROCEDURES

1. Avoid if possible;
2. Head for the closest shore;
3. Undo the RSL;
4. Undo the chest strap;
5. Remove the running end of the leg straps from their keepers;
6. Land face into the wind, then allow canopy to run;
7. Undo the leg straps and remove the harness;
8. Remove any additional weights you may be carrying; and
9. If using a helmet without vent holes, trap air inside of it and use it as a floatation device.  
Or detach the main canopy and use the pack tray as a float and try and make your way to shore.

## EVALUATION

All jumpers involved in the water jump must physically demonstrate the practical requirements of the pre-jump ground training before being allowed to jump. You do not have to actually water jump to become endorsed. However, nothing can replace the experience of actually doing your first water jump. Each time a water jump is conducted a full briefing must be given. It is also recommended that some form of pool training be conducted.

## APPENDIX III- LOGBOOK VERIFICATION

Verifying or examining a logbook and rating documents is one of the primary roles of the SSE. It is the SSE's responsibility to ensure the appropriate details are completed for jump logs that will be used towards a CoP or rating application. It is essential for liability reasons and allows CSPA to process that application in a timely manner. A correctly completed logbook entry must at minimum contain the following:

- Jump Number
- Date
- The skill or requirement completed per the PIMs.
  - For example, if the skill is *"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"* (C CoP), and the candidate writes "4 way, 6 points", the SSE cannot determine if the requirement was met based on this alone. This should be amended appropriately by the signing coach to properly reflect the skill. For the above example, writing *"4-way jump, completed H-O-M-E, 6 points, within 35 seconds"* would be more appropriate
  - Another example, if the skill is to complete *"10 self-guided, stand-up, safe, accuracy landings to within 30m of the target"* (A CoP), the logbook should reflect that in addition to the accuracy that the landing was safe, standing etc. (see photo below)
- Signing Coach/Instructor information"
  - CSPA # (not CoP)
  - Rating
  - Signature

There may be instances in which tasks are completed by a coach belonging to another FAI organization. In such a case, they must be countersigned by a CSPA coach who can attest to the skill being completed, particular attention must be paid to ensure the skill is completed to CSPA CoP requirements. For example, someone writing "coach jump" to be used towards their 2-way FS Endorsement is insufficient detail to determine if a 2 Way FS jump was completed to the specific Endorsement requirements.

By signing off on an application, you are attesting that the requirements are completed and documented in the applicant's logbook or ratings form. Do not sign off on an application unless you have independently verified that all requirements are met and documented correctly. CSPA verifies all logbook entries for C and D CoPs and may execute random quality assurance checks for other applications to ensure the accuracy of documentation.

**EXAMPLE:**

Here is an example of a correctly completed entry for the following performance requirements for an A CoP jump:

**CSPA Requirements:**

Performance Requirement	Signing Officer
Perform in freefall, a back-loop, front-loop and barrel roll on the same jump	C1, CDC
Demonstrate a 180 degree flat turn in both directions	C1, C3-CP
Complete 10 self-guided, stand-up, safe, accuracy landings to within 30m of the target	C1, CDC

**Jump Log:**

Jump #	Date	Exit Altitude	Location	Aircraft	Equipment	Freefall Time	Freefall Time
18	1 Apr 23	10 k	SVI	206	Pilot 190	This Jump 48 s	Total 8:10
<p>Exit: Dive out, went well, need to keep feet back a little longer            Freefall: Performed a back-loop, front-loop and barrel roll            Canopy: Performed a 180 degree flat turn in both directions            Landing: Self guided, safe standing landing 25 m from target</p> <p><i>(Signing officer's comments as appropriate)</i></p> <p style="text-align: right;"><i>Johnny Coach</i> C1 19676 Signature</p>							