



# Hang Gliding & Paragliding Association of Canada

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## Association Canadienne de Vol Libre

5 Mount Herbert Road, Stratford, PE, C1B 2S3  
Tel: 1-877-370-2078 Fax: 1-902-367-3358

## HPAC INSTRUCTION STANDARDS

### STRUCTURE

*(The following structure applies to both Hang Gliding and Paragliding)*

#### INSTRUCTOR

-to provide HPAC certified instruction

#### TANDEM I ENDORSEMENT

-to provide instruction via tandem flight

#### TANDEM II ENDORSEMENT

-to conduct Tandem I seminars  
-to recommend Tandem I endorsements

#### SENIOR INSTRUCTOR

-to conduct Instructor Certification Seminars  
-to recommend new instructor certification

# CRITERIA FOR INSTRUCTOR CERTIFICATION HANG GLIDING and PARAGLIDING

## APPRENTICE INSTRUCTOR

- be a member of the HPAC/ACVL
- have a Novice rating

## INSTRUCTOR -be a member of the HPAC/ACVL

- be 18 years of age
- have a HPAC/ACVL Intermediate rating and 25 hours airtime
- Passed the Transport Canada HAGAR examination
- have a current First Aid Certificate
- assist a certified instructor for a minimum of 25 hours as an apprentice
- successfully completed an Instructor Certification Seminar (minimum 24 hour course)
- have the recommendation of a Senior Instructor

## TANDEM 1 ENDORSEMENT

- be a member of the HPAC/ACVL
- have a HPAC/ACVL Advanced rating
- have a minimum 100 hours logged airtime and at least 50 flights or 50 hours in the last 12 months
- successfully complete a Tandem 1 Seminar
- Conduct a minimum of 5 flights with a Tandem 11 Instructor and 15 with a rated pilot
- have the recommendation of a Tandem 11 Instructor

## TANDEM 11 ENDORSEMENT

- be a member of the HPAC/ACVL
- have an HPAC/ACVL Advanced rating
- have at least 100 tandem flights as Pilot-in-Command
- assist in conducting a Tandem 1 Seminar
- submit supporting documentation to the Instructor's Advisory Committee for validation of endorsement by the HPAC Board of Directors

## SENIOR INSTRUCTOR

- be a member of the HPAC/ACVL
- have a HPAC/ACVL Advanced Rating and 100 hours airtime
- have had Instructor Certification for at least 3 years
- have taught at least 100 students
- assist a Senior Instructor in conducting an Instructor Certification Seminar
- submit supporting documentation to the Instructor's Advisory Committee for validation of rating by the HPAC Board of Directors

## CONDITIONS OF CERTIFICATION

In order to maintain HPAC Certification an Instructor must adhere to the following provisions:

- be a member of the HPAC/ACVL
- maintain a valid First Aid Certificate
- report any accidents to the HPAC Safety Committee
- report annually to the HPAC Instructor's Advisory Committee the number of students taught
- attend a HPAC Instructor Certification Seminar once every three years
- sell only safe gliders to property trained individuals
- use helmets, back protectors [paragliders] at all times, additionally use a Certified Tandem Glider and suitable parachute [plus safety wheels on hang gliders]

# CRITERIA FOR INSTRUCTOR CERTIFICATION HANG GLIDING and PARAGLIDING

## TANDEM INSTRUCTION

- log at least 50 flights including 10 tandems annually
- use a Certified Tandem glider and suitable parachute [plus safety wheels for hang gliders]
- use only the launch method for which an endorsement has been obtained – tow launch or foot launch
- use tandem flight only for instructional purposes

## HPAC TANDEM INSTRUCTION STANDARDS

### Pilot Qualifications

- Advanced Rating
- Minimum 100 hours logged airtime
- 50 hours or 50 flights logged in the past year
- Valid First Aid Certificate
- HPAC Certified Instructor
- HPAC Member

### Currency Requirements

- Maintain 50 hours or 50 logged flights per year
- Log 5 tandem hours or 10 tandem flights per year
- Maintain Instructor Certification
- Maintain First Aid Certificate

### Technical Requirements

- Attend & Pass Tandem Instructor's Clinic
  - a. Participate actively, observers do not get credit
  - b. Demonstrate advanced flying skills - especially launches & landings
  - c. Constructively evaluate others on the course
  - d. Pass written exam 80%
  - e. Demonstrate a commitment to performing tandems in a professional manner
- No flights are to be made with non-pilots until endorsement by senior tandem instructor (normally ten flights with rated pilots) á Use suitable glider and suitable reserve parachute
- Use of wheels mandatory for all tandem hang glider flights (or floats on water)
- Only launch using the takeoff method for which an endorsement has been obtained, separate endorsements will be issued for foot launches and to launches upon approval of qualifications. Normally if a pilot is skilled in one launch method he/she will require five to ten flights in any other method to gain endorsement from the Senior Tandem Instructor.

### Summary

Meet pilot qualification requirements.

Complete tandem instructors clinic and obtain endorsement of Senior/Tandem 11 Instructor.

Maintain currency Requirements.

Follow technical Requirements.

**Note A tandem endorsement can be removed by any Senior Instructor.**



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## INSTRUCTORS EVALUATION GUIDE

Ron Bennett, Chairman of the Instructor's Advisory Committee prepared this guide, April, 1994. Ron worked together with Jamie Roth, Aviation Licensing Inspector, Transport Canada to prepare this material. *[A little background: While not an instructor, Ron chaired this committee for several years and worked together with Jamie, a former hang glider pilot to standardize Hang Gliding & Paragliding Instruction in Canada. Jamie has now moved to Westjet as a pilot. His replacement in the Calgary Office, Lenora Crane, continues to assist in Instructors Courses in the Calgary area and provide input into improvements in Recreational Aviation]*

### KNOWLEDGE

Consider the candidate's ability to answer student's questions and assess his/her knowledge of:

- Equipment design
- Aerodynamics
- Meteorology
- Airspace regulations
- Historical development of the sport

### FLIGHT PROFICIENCY

Consider whether or not the candidates' flight proficiency provides an appropriate example for students to emulate and make an assessment of:

- Demonstrated ability to perform flight maneuvers
- Flight decision-making skills
- General airmanship
- Historical flying practices and safety considerations

### INSTRUCTIONAL TECHNIQUES

Consider the candidate's preparation and presentation of ground school instruction and make an assessment of his/her ability to:

- -Identify the main teaching points
- -Start new material at the student's level of understanding
- -Present material in stages
- -Involve the students in the lesson
- -Use effective questioning techniques
- -Use visual aids as appropriate
- -Confirm student learning at the end of each stage

### FLIGHT TRAINING

Consider the candidate's demonstrated preflight and post-flight instruction to students and make an assessment of his / her ability to:

- -Provide an effective demonstration
- -Effectively communicate a flight plan -Break the skills down into simple elements
- -Make proper use of oral questions
- -Handle students' question
- -Deal with emotional or behavioral problems
- -Correctly analyze performance and debrief the student
- -Identify major and minor errors
- -Correct major faults first
- -Make specific suggestions for improvement
- -Recognize physical problems (fatigue, etc.)

# INSTRUCTORS EVALUATION GUIDE

## Notes to Senior Instructors

You may wish to use the Instructor Evaluation guide to score each candidate or you may have some alternative method of arriving at a passing or failing grade, but please use the summary to make your final recommendation on new certifications, and mail the form to the address shown on the bottom. To assist you in making your assessments, you may wish to use the Level 4 Rating Examinations to test for the candidate's general knowledge level. Also, the Flight Instructors Guide (TP 975) published by Transport Canada is an excellent resource on instructional methods.

The foregoing guidelines represent a first attempt to standardize the content of an Instructor Certification Seminar and provide us with more consistency in the issuance of certifications across the country. It has been modeled after the Flight Test Guide (TP 55373E) issued by Transport Canada, and we hope it will bring us closer to the standards followed by the rest of the aviation community.

You may already be teaching to a standard, which exceeds these criteria, but please review your course content to ensure that participants will meet the minimum standards in all aspects of flight instruction as detailed above.

You can purchase The Flight Instructors Guide (TP 0975) and obtain the Flight Test Guide (TP 55373E) from:

Transport Canada  
Phone: 1-800-305-2059  
Or order of their Web site at: <http://www.tc.gc.ca/>

Flight Test Guide (TP 55373E) Price: Free  
The Flight Instructors Guide (TP 0975) Price: \$16.05 inc Tax (as of 2000 - 6)

***If you use these teaching aids in your Instructors Courses do not forget to include the cost of purchasing / copying them in your course fee.***



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## INSTRUCTORS RESPONSIBILITIES and DUTIES

Following is a brief breakdown of the responsibilities and duties of an HPAC Certified Instructor. Although your instructors status is primarily for the purpose of instruction, you may be called upon from time to time to act on behalf of the HPAC in other areas besides instruction. Listed below are the areas of responsibility that you may undertake as an HPAC Certified Instructor and the action that is required to implement them. If you have any doubt or concerns about other areas that you may be responsible for as an HPAC Certified Instructor, please contact the HPAC Instruction Committee Chairman for clarification.

### RESPONSIBILITY      ACTION REQUIRED

- **Annual report**      Fill out an annual report form (HPAC I-07) and submit it to the HPAC administration office at the end of each year.
- **Accident reports**      If any student under your instruction has an accident a safety report must be submitted to the HPAC Safety Director. (This is also a legal requirement of Transport Canada)
- **First Aid**      A valid First Aid certificate must remain in effect throughout the instructors certification period for their certification to remain valid.
- **Re-Certification**      Instructors must attend an Instructors certification course at least once every three years to remain certified.  
Senior Instructors and Tandem II instructors must hold a certification course once every three years to remain certified.
- **Rating Examinations**  
Observe the flight test;  
Administer the written exam;  
Send the rating application, exam results, rating registration fee and any other documentation to the HPAC administration office.  
(Failed exams may be sent in to the HPAC administration office so that we may detect which areas students are having trouble with. This option is at your discretion)
- **Non-Resident Insurance** (This is for Non Canadian Residents Only)  
Fill in the insurance certificate form (HPAC N-08). Make sure the expiry date is entered and that it is signed by the applicant.  
Give the top half of the form to the applicant and return the lower half, along with the \$15 fee to the HPAC administration office as soon as possible.  
The number of forms that are requested and sent to instructors is recorded and it is their responsibility to return the unused forms to the HPAC administration office at the end of each year. A \$15 per form fee will be charged for all unaccounted forms.
- **HPAC Membership**      An effort should be made to inform students about the HPAC and its aims and goals. They should be made aware of the various benefits and services that are available to them like the pilot rating system, 3rd party insurance coverage and the bi-monthly "Air" magazine.

Remember, as an HPAC certified instructor you will probably be the first contact a newcomer to the sport will have. **First impressions count.** Maintain a professional and mature attitude in your dealings with your students and the public, be helpful and courteous, and lastly, **have fun!**



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### Instructor and Tandem Criteria Checklist and Recommendation

**Senior Instructors:**

Please ensure that the pilots who are requesting Instructor or Tandem certification have met all of the requirements for certification before a recommendation is submitted to the HPAC/ACVL Office. (The HPAC/ACVL membership card contains all the relevant information on membership, ratings, HAGAR, etc.)

Student's Name: \_\_\_\_\_

**INSTRUCTOR**

Current member of the HPAC.ACVL # _____	
Membership Expiry Date (D) _____ (M) _____ 20_____	
18 years of age	
HPAC/ACVL Intermediate Rating and 25 hours airtime	
Transport Canada HAGAR examination # _____	
Standard First Aid Certificate	
Assist and instructor for 25 hours	
Instructor Certification Seminar (Minimum 24 hour course)	
HPAC/ACVL Senior Instructor recommendation	

**COMMENTS**

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**TANDEM I**

Current member of the HPAC/ACVL # _____	
Membership Expiry Date (D) _____ (M) _____ 20_____	
HPAC/ACVL Advanced Rating	
100 hours airtime	
50 flights in the past 12 months	
5 tandem flights with a Tandem II Instructor	
15 flights with a rated pilot	
Successfully completed a Tandem I Seminar	
HPAC/ACVL Tandem II Instructor recommendation	

**COMMENTS**

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Course conducted in: City \_\_\_\_\_ Prov \_\_\_\_\_

Date of Course: (D) \_\_\_\_\_ (M) \_\_\_\_\_ 20\_\_\_\_\_

Senior Instructors Name \_\_\_\_\_

Dated (D) \_\_\_\_\_ (M) \_\_\_\_\_ 20\_\_\_\_\_



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## Instructor Annual Report

To remain Certified an HPAC/ACVL Instructor needs to meet certain annual requirements. Please ensure that you have met all of these requirements before you apply for your HPAC/ACVL membership or your new membership card will not indicate your Instructor status.

**Please fill in this form and check all applicable boxes before submitting this report to the Chair of the Instructor Advisory Committee.**

*(Information on this form that is submitted to IAC Chair is confidential and will not be released to anybody (other than the HPAC ACVL Administrator) without prior permission from the instructor signing this form.)*

Report year: 20 \_\_\_\_\_ Instructor's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Membership#** \_\_\_\_\_

### HANG GLIDING

Hang Gliding Instructor: Yes  No  Certification Expires: day \_\_\_\_\_ mo \_\_\_\_\_ yr \_\_\_\_\_

Instructors Status: Basic  Senior  Number of students taught this year: \_\_\_\_\_

Tandem endorsement: Tandem 1  Tandem 2  Number of tandem flights given this year: \_\_\_\_\_

Date of First Aid Ticket Expiry: \_\_\_\_\_ Number of Logged flights this year: \_\_\_\_\_

### PARAGLIDING

Paragliding Instructor: Yes  No  Certification Expires: day \_\_\_\_\_ mo \_\_\_\_\_ yr \_\_\_\_\_

Instructors Status: Basic  Senior  Number of students taught this year: \_\_\_\_\_

Tandem indorsement: Tandem 1  Tandem 2  Number of tandem flights given this year: \_\_\_\_\_

Date of First Aid Ticket Expiry: \_\_\_\_\_ Number of Logged flights this year: \_\_\_\_\_

Did any of your students have an accident this year whilst under your instruction? Yes  No

If Yes, did you file Accident Reports to the HPAC/ACVL Safety officer? Yes  No

**Attach any accident reports not submitted to this report. They will be forward to the Safety Director.**

**List a minimum of 10 (ten) students that you taught this year.  
Use the back of this page and specify PG or HG.**

I certify that the above information is correct, and that accident reports have been submitted for all of my students who had an accident this year whilst under my supervision.

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_

**Send this completed form to Instructors Advisory Council Chair at the address above.**



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### HPAC / ACVL INSTRUCTION INSURANCE DOCUMENTATION FORM

Registered School (Includes 2 Registered Gliders)..... \$135.00

Additional Registered Gliders (Each) ..... \$25.00

**Instruction Certification provides third party liability to students under the direct supervision of the instructor. Students not under the direct supervision of a Certified Instructor are not covered by this program.**

#### School Requirements:

- All Instructors and Tandem Instructors are required to be Full Insured members of the HPAC/ACVL
- Instructors and Schools may only instruct in the discipline for which they are currently certified.
- Instructor Certification must be valid to the end of the insurance coverage period.
- Instructors must comply with HPAC/ACVL instructor (re) certification guidelines.
- By Transport Canada Regulations, Schools must register an Operations manager.
- Complete an Instruction Insurance Documentation form.

Official School Name (where applicable): \_\_\_\_\_

Instructor / School

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Owner: \_\_\_\_\_

Operations Manager/Chief Instructor: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

Hang Gliding Instructors: \_\_\_\_\_

Paragliding Instructors: \_\_\_\_\_

Number of Student Diplomas required: \_\_\_\_\_ Number of Rating Application forms required: \_\_\_\_\_

Number of Non-Canadian Temporary Insurance Certificates required: \_\_\_\_\_

<b>Number of additional Hang Gliders to Register:</b> _____	<b>School Insurance</b> .....\$135.00
<b>Number of additional Paragliders to Register:</b> _____	<b>at \$25 each =</b> ..... \$ _____
	<b>at \$25 each =</b> ..... \$ _____
	<b>TOTAL SENT</b> .....\$ _____

I (Instructor / School / Operations Manager) \_\_\_\_\_  
agree to operate within the insurance guidelines of the HPAC/ACVL.

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_