



**Hang Gliding and Paragliding Association of Canada**  
**Association Canadienne de Vol Libre**  
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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.

<b>RESPONSIBILITY</b>	<b>ACTION REQUIRED</b>
I 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.
I 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)
I First Aid	- A valid First Aid certificate must remain in effect throughout the instructors certification period for their certification to remain valid.
I 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.
I 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)
I 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.
I 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!**