

# United States Hang Gliding and Paragliding Association Standard Operating Procedures of the USHPA



**USHPA<sup>®</sup>**  
UNITED STATES HANG GLIDING  
& PARAGLIDING ASSOCIATION

# Standard Operating Procedures of the USHPA

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The United States Hang Gliding and Paragliding Association, Inc.

# **BYLAWS OF UNITED STATES HANG GLIDING AND PARAGLIDING ASSOCIATION**

A California Mutual Benefit Corporation  
Last Amended March, 2014

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## **ARTICLE I NAME, PURPOSES**

### ***SECTION 1. NAME***

The name of this corporation shall be United States Hang Gliding And Paragliding Association, Inc. The corporation may also be referred to as USHPA.

### ***SECTION 2. GENERAL PURPOSES***

The primary purposes of the Association are to engage in the development, study and use of hang gliders and the sport of hang gliding; to make available and disseminate knowledge about hang gliders and hang gliding; to promote the organization of meets and competition for the flying of hang gliders; to select pilots for national and international competition; to promote the training and rating of students interested in learning the art of hang gliding; and to promote safety and safe flying practices. As used in these Bylaws, the term "hang gliding" encompasses all fuel-less flight systems and aircraft capable of being launched by human power alone.

## **ARTICLE II OFFICES OF THE CORPORATION**

### ***SECTION 1. PRINCIPAL OFFICE***

The principal office and headquarters for the transaction of the business of the corporation ("principal executive office") shall be located at 1685 West Uintah Street, Colorado Springs, Colorado, 80904. The Directors may change the principal office from one location to another. Any change of this location shall be noted by the Secretary on these Bylaws opposite this section, or this section may be amended to state the new location.

### ***SECTION 2. OTHER OFFICES***

The Board of Directors may at any time establish branch or subordinate offices at any place or places where the corporation is qualified to do business.

## **ARTICLE III NONPARTISAN ACTIVITIES**

This corporation has been formed under the California Mutual Benefit Corporation Law for the purposes described as set forth herein at Article I, and it shall be nonprofit and nonpartisan. No substantial part of the activities of the corporation shall consist of the publication or dissemination of materials with the purpose of attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign on behalf of any candidate for public office or for or against any cause or measure being submitted to the people for a vote.



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## ARTICLE IV DEDICATION OF ASSETS

The properties and assets of this nonprofit corporation are irrevocably dedicated to fulfillment of the Objectives and Purposes of this corporation. No part of the net earnings, properties, or assets of this corporation, on dissolution or otherwise, shall inure to the exclusive benefit of any private person or individual, or any member or Director of this corporation except in fulfillment of the Objectives and Purposes. On liquidation or dissolution, all properties and assets and obligations shall be distributed pursuant to the nonprofit provisions of the California Corporations Code then in effect.

## ARTICLE V MEMBERSHIP

### SECTION 1. QUALIFICATION

There shall be four classes of membership in this corporation: contributing membership, pilot membership, Rogallo membership and limited life membership. The general qualifications, rights and privileges of each class of membership shall be as set forth in these Bylaws and as determined by the Board from time to time.

- (a) Contributing Membership: Any person of good character, and dedicated to the purposes of this corporation shall be eligible for a Contributing Annual Membership upon completion of such prerequisites and requirements as may from time to time be fixed by the Board of Directors and acceptance of his or her annual dues and application by the Board of Directors or its authorized designee. The benefits of a contributing membership are as follows:
- (i) The right to vote on matters presented to the members of the corporation;
  - (ii) All member notice and inspection rights as set forth in these Bylaws;
  - (iii) A subscription to one of the publications published by the corporation;
  - (iv) Access to USHPA educational programs.
- Upon the election of a member who resides in the same household with an immediate family member who is also a member of the corporation, the members will receive only one publication per household and will receive a discount as established by the Board of Directors.
- (b) Pilot Membership: A Pilot Annual Member must meet all of the qualifications and shall have all of the benefits of a Contributing Member as set forth in paragraph (a) of this Section. In addition, the benefits of a Pilot Membership shall include:
- (i) Participation in the USHPA pilot rating program as it exists from time to time at the discretion of the Board of Directors (a rating is not guaranteed);
  - (ii) Participation in whatever insurance programs USHPA arranges, if any, for the benefit of its members in connection with his or her recreational Hang Gliding/Paragliding pilot activities.
- (c) Rogallo Membership: A Rogallo Annual Member must meet all the qualification and shall have all of the benefits of a Contributing Member and Pilot Member as set forth in paragraphs (a) and (b) of this Section. In addition, the benefits of a Rogallo Membership shall include:
- (i) Participation in the USHPA Instructor Certification Program as it exists from time to time at the discretion of the Board of Directors (certification is not guaranteed);
  - (ii) Participation in the USHPA training program.
- (d) Limited Life Memberships: The corporation has issued twenty eight (28) lifetime memberships. No additional life memberships shall be offered for sale by the corporation unless approved by the members. The current life members shall have all the rights and benefits and restrictions of a Rogallo membership as set forth in paragraph (c) of this Section for their life time except that they shall not be required to pay annual dues.



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## **SECTION 2. FEES AND AFFILIATE/STUDENT MEMBERSHIPS**

- (a) Fees: Each member (other than life members) in good standing must pay, within the time and on the conditions set by the Board of Directors, the annual dues appropriate for the particular type of membership in amounts which may be fixed from time to time by the Board of Directors. The dues shall be equal for every member of a class, but the Board of Directors may, at its discretion, adjust the dues and fees as to each class of membership. In addition to annual dues, the corporation may collect fees from members for various benefits, services and programs, including but not limited to, educational, training or certification programs.
- (b) Affiliate/Student Membership: Any person of good character, and dedicated to the purposes of this corporation shall be eligible for a temporary affiliate/student membership upon acceptance of his or her application by authorized USHPA Instructor or authorized designee and payment of such dues and initiation fees and completion of such other prerequisites and requirements as may from time to time be fixed by the Board of Directors. An affiliate/student member shall have no voting or inspection rights and shall not be considered, nor have any rights of, a member within the meaning of Section 5056 of the California Corporations Code. The benefits of a student membership are as follows:
- (i) Participation in instructional solo flights with authorized USHPA Instructors; and
  - (ii) Participation in instructional tandem flights with authorized USHPA Tandem Instructors; and
  - (iii) Participation in whatever insurance programs USHPA arranges for the benefit of its members in connection with his or her recreational Hang Gliding/Paragliding activities, including competitions.

## **SECTION 3. TRANSFER OF MEMBERSHIPS**

Memberships are not transferable.

## **SECTION 4. TERMINATION OR SUSPENSION OF MEMBERSHIPS**

- (a) Causes of Termination: Any membership shall terminate upon occurrence of any of the following events:
- (i) The resignation of the member on reasonable notice to the corporation.
  - (ii) The failure of a member to pay annual dues or comply with membership requirements within the times set forth by the Board of Directors.
  - (iii) Expiration of the period of membership, unless the membership is renewed on renewal terms fixed by the Board.
  - (iv) Expulsion of the member based on the good faith determination by the Board of Directors or a committee designated to make such determination that the member has failed in a material and serious degree to observe the rules of conduct governing this corporation as promulgated by the Board from time to time or has engaged in conduct materially and seriously prejudicial to the purposes and interests of the corporation.
- (b) Procedure for Expulsion or Suspension: Following the determination that a member should be expelled or suspended under subparagraph (a)(iv) above, the following procedure shall be implemented:
- (i) A notice shall be sent by mail by prepaid, first class, or registered mail to the most recent address of the member as shown on the corporation's records, setting forth the expulsion or suspension and the reasons therefore. Such notice shall be sent at least 15 days before the proposed effective date of the expulsion or suspension.
  - (ii) The member being expelled or suspended shall be given an opportunity to be heard, either orally or in writing, at a hearing to be held not fewer than 5 days before the effective date of the proposed expulsion or suspension. The hearing will be held, or the written statement considered, by the Board or Executive Committee to determine if expulsion or suspension should take place.



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The notice to the member of the proposed expulsion or suspension shall state the date, time, and place of the hearing or deadline for submitting a written opposition to the proposed expulsion or suspension.

- (iii) Following the hearing or deadline, the Board or Executive Committee shall decide whether or not the member should in fact be expelled, suspended, or sanctioned in some other way. The decision of the Board or committee shall be final.
- (iv) Any person expelled from the corporation shall receive a refund of dues or assessments already paid. The refund shall be prorated to return only the un-accrued balance remaining for the period of the dues payment.

## ARTICLE VI MEETINGS OF MEMBERS

### SECTION 1. PLACE OF MEETING

Meetings of the membership shall be held at any place within or outside the State of California designated by the Board of Directors. In the absence of any such designation, members' meetings shall be held at the principal executive office of the corporation.

### SECTION 2. ANNUAL MEETING

The annual meeting of members shall be held (unless the Board of Directors fixes another date and so notifies the members as provided in Section 4 of this Article VI) on the first day of the annual meeting of the Board of Directors. At this meeting any proper business may be transacted, subject to Section 4 this Article.

### SECTION 3. SPECIAL MEETING

- (a) Authorized persons who may call. A special meeting of the members may be called at any time by any of the following: The Board of Directors, the President, or five percent or more of the members.
- (b) Calling meetings by members. If a special meeting is called by members (other than by the Board or the President), the request shall be submitted by such members in writing, specifying the general nature of the business proposed to be transacted, and shall be delivered personally or sent by registered mail or by telegraphic or other facsimile transmission to the President, the Vice President, or the Secretary of the corporation. The officer receiving the request shall cause notice to be given to the members entitled to vote, in accordance with the provisions of Section 4 of this Article VI, that a meeting will be held, and the date and time for such meeting, which date shall be not less than 35 nor more than 90 days following the receipt of the request. If the notice is not given within 20 days after receipt of the request, the persons requesting the meeting may give the notice. Nothing contained in this subsection shall be construed as limiting, fixing, or affecting the time when a meeting of members may be held when the meeting is called by action of the Board of Directors.
- (c) Proper business of special meeting. No business, other than the business the general nature of which was set forth in the notice of the meeting, may be transacted at a special meeting.

### SECTION 4. NOTICE OF MEMBERS' MEETINGS

- (a) General notice requirements. All notices of meetings of members shall be sent or otherwise given in accordance with Article VI, Section 4(b) and (c) or Article XV of these bylaws not less than 10 nor more than 60 days before the date of the meeting or as may be otherwise ordered by the Directors. The notice shall specify the place, date, and hour of the meeting and the general nature of the business to be transacted, and no other business may in that case be transacted. The notice of any meeting at which Directors are to be elected shall include the names of all persons who are nominees when notice is given.





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- (b) Required notice of certain agenda items. If action is proposed to be taken at any meeting for approval of any of the following proposals, the notice shall also state the general nature of the proposal. Member action on such items is invalid unless the notice or written waiver of notice states the general nature of the proposal(s):
- (i) Removing a Director without cause;
  - (ii) Filling vacancies on the Board of Directors by the members;
  - (iii) Amending the Articles of Incorporation;
  - (iv) Approving a contract or transaction in which a Director has a material financial interest;
  - (v) Electing to wind up and dissolve the corporation; or
  - (vi) Approving a plan of distribution of assets, other than cash, not in accordance with liquidation rights of any class or classes as specified in the Articles or Bylaws, when the corporation is in the process of winding up.
- (c) Manner of giving notice. Notice of any meeting of members shall be in writing or provided by electronic transmission as set forth in Article XV of these bylaws.. The notice of any meeting of members shall be given if mailed, when deposited in the United States mail, postage prepaid, directed to the member at his or her address as it appears on the corporation's records; if through publication in the corporation's monthly member publication, when said publication is deposited in the United States mail, postage prepaid, directed to the member at his or her address as it appears on the corporation's records; if electronically transmitted, as provided in Article XV of these bylaws; or otherwise, when actually delivered. If the member has not consented to electronic transmission of notices and no address appears on the corporation's books and no other has been given, notice shall be deemed to have been given if either
- (i) Notice is sent to that member by first class mail or electronic transmission to the corporation's principal executive office, or
  - (ii) Notice is published in the publically accessible section of the Company's Internet Web Site. Notice shall be deemed to have been given at the time when the item is first published on the Company's Internet Web Site.
- (d) Affidavit of mailing notice. An affidavit of the mailing or other means of giving any notice of any meeting of the membership may be executed by the Secretary, assistant Secretary, or any other party of the corporation giving the notice, and if so executed, shall be filed and maintained in the minute book of the corporation, and shall, in the absence of fraud, be prima facie evidence of the facts stated therein.

### **SECTION 5. QUORUM OF MEMBERS NEEDED TO CONDUCT BUSINESS**

- (a) Number required. Eleven members shall constitute a quorum for the transaction of business at a meeting of the members. Should less than one third of the members be present to constitute a quorum, notice of the general nature of the meeting must be sent to the members at least 10 days before the meeting, said notice complying with all bylaw provisions governing the time and manner of giving notice as stated hereinabove in Section 4 of this Article VI, in order for such action to be effective.
- (b) Loss of quorum. Subject to Section 5(a) of Article VI of these Bylaws, the members present at a duly called or duly held meeting at which a quorum is present may continue to transact business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum, if any action taken (other than adjournment) is approved by at least a majority of the members required to constitute a quorum.

### **SECTION 6. ADJOURNED MEETING**

Any members' meeting, annual or special, whether or not a quorum is present, may be adjourned from time to time by the vote of the majority of the members represented at the meeting. No meeting may be





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adjourned for more than 45 days. When a members' meeting is adjourned to another time or place, notice need not be given of the adjourned meeting if the time and place to which the meeting is adjourned are announced at the meeting at which adjournment is taken. If after adjournment a new record date is fixed for notice or voting, a notice of the adjourned meeting shall be given to each member who, on the record date for notice of the meeting, is entitled to vote at the meeting. At the adjourned meeting, the corporation may transact any business that might have been transacted at the original meeting.

### **SECTION 7. VOTING**

- (a) Eligibility to vote. Persons entitled to vote at any meeting of members shall be members of good standing as of the date determined in accordance with Section 10 of this Article VI, subject to the provisions of the California Nonprofit Corporation Law.
- (b) Manner of casting votes. Voting may be by voice or ballot as indicated by the Board, provided that any election of Directors must be by ballot if demanded by any member before the voting begins.
- (c) Voting. Each member entitled to vote shall be entitled to cast one vote on each matter submitted to a vote of the members. However, election of Regional Directors shall only be voted upon by the members of the region where the vacancy exists.
- (d) Approval by majority vote. If a quorum is present, the affirmative vote of the majority of the members represented at the meeting, entitled to vote and voting on any matter shall be the act of the members, unless the vote of a greater number or voting by classes is required by California Nonprofit Corporation Law or by the Articles of Incorporation.

### **SECTION 8. WAIVER OF NOTICE OR CONSENT BY ABSENT MEMBERS**

- (a) Written waiver of consent. The transactions of any meeting of members, either annual or special, however called or noticed, and wherever held, shall be as valid as though taken at a meeting duly held after regular call and notice, if a quorum is present, and if, either before or after the meeting, each person entitled to vote, who was not present signs a written waiver of notice or a consent to a holding of the meeting, or an approval of the minutes. The waiver of notice or consent need not specify either the business to be transacted or the purpose of any annual or special meeting of members, except that if action is taken or proposed to be taken for approval of any of those matters specified in Section 4(b) of Article VI, the waiver of notice or consent shall state the general nature of the proposal. All such waivers, consents, or approvals shall be filed with the corporate records or made a part of the minutes of the meeting.
- (b) Waiver by attendance. Attendance by a person at a meeting shall also constitute a waiver of notice of that meeting, except when the person objects at the beginning of the meeting to the transaction of any business due to the inadequacy or illegality of the notice. Also, attendance at a meeting is not a waiver of any right to object to the consideration of matters not included in the notice of the meeting, if that objection is expressly made at the meeting.

### **SECTION 9. ACTION BY MEMBERS BY WRITTEN CONSENT WITHOUT A MEETING**

- (a) Action by unanimous written consent. Any action required or permitted to be taken by the members may be taken without a meeting, if all members consent in writing to the action. The written consent or consents shall be filed with the minutes of the proceedings of the members. The action by written consent shall have the same force and effect of the unanimous vote of the members.
- (b) Action by written ballot without a meeting. Any action that may be taken at any meeting of the members may be taken without a meeting by complying with this section.
  - (i) The corporation shall distribute one written ballot to each member entitled to vote on the matter. Such ballots shall be mailed or delivered in the manner required by Section (4) (c) of this Article of these Bylaws. All solicitations of votes by written ballot shall



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1. indicate the number of responses needed to meet the quorum requirement,
  2. with respect to ballots other than for election of Directors, state the percentage of approvals necessary to pass the measure or measures, and
  3. specify the time by which the ballot must be received in order to be counted.
- (ii) Each ballot so distributed shall
1. set forth the proposed action,
  2. provide the members an opportunity to specify approval or disapproval of each proposal, and
  3. provide a reasonable time in which to return the ballot to the corporation.
- (iii) If the corporation has 100 or more members, any written ballot distributed to 10 or more members shall provide, subject to reasonable specified conditions, that if the person solicited specifies a choice with respect to any such matter, the vote shall be cast in accordance with that specification.
- (iv) In any election of Directors, a written ballot that a member marks "withhold," or otherwise marks in a manner indicating that authority to vote is withheld, shall not be voted either for or against the election of a Director.
- (v) Approval by written ballot shall be valid only when
1. the number of votes cast by ballot (including those ballots that are marked "withheld" or otherwise indicate that authority to vote is withheld) within the time specified equals or exceeds the quorum required to be present at the meeting authorizing the action, and
  2. the number of approvals equals or exceeds the number of votes that would be required for approval at a meeting at which the total number of votes cast was the same as the number of votes cast by written ballot without a meeting.
- (vi) A written ballot may not be revoked.
- (vii) All written ballots shall be filed with the Secretary of the corporation and maintained in the corporate records for at least three years.
- (viii) If authorized by the Board, such requirement of a written ballot shall be satisfied by a ballot submitted by electronic transmission, provided that any such electronic transmission must be either set forth or be submitted with information from which it can be determined that the electronic transmission was authorized.

### **SECTION 10. RECORD DATE FOR MEMBER NOTICE, VOTING OR CONSENT**

- (a) To be determined by Board of Directors. For the purposes of determining which members are entitled to receive notice of any meeting, to vote, or to give consent to corporate action without a meeting, the Board of Directors may fix, in advance, a "record date," which shall not be less than 10 nor more than 60 days before the date of any such meeting, nor more than 60 days before any such action without a meeting. Only members of record on the date so fixed are entitled to notice, to vote, or to give consents, as the case may be, except as otherwise provided in the Articles of Incorporation, by agreement, or in the California Nonprofit Corporation Law.
- (b) Record date for regional membership. The fixed record date shall also determine the region in which a member may vote for a Regional Director. The region in which a member permanently resides upon the record date shall be the region in which the member is entitled to vote for a Regional Director unless approval is obtained from the Board prior to the record date to vote in another region.
- (c) Failure of Board to set date.
- (i) Record date for notices or voting. Unless fixed by the Board of Directors, the record date for determining those members entitled to receive notice of, or to vote at, a meeting of members, shall be the next business day preceding the day on which notice is given, or, if notice is waived, the next business day preceding the day on which the meeting is held and to vote at the meeting shall be the day on which the meeting is held.



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- (ii) Record date for action by written consent or ballot. If not otherwise fixed by the Board, the record date for determining members entitled to vote by written ballot shall be the day on which the first written ballot is mailed or solicited.
- (iii) Record date for other actions. Unless fixed by the Board, the record date for determining those members entitled to exercise any rights with respect to any other lawful action shall be the date on which the Board adopts the resolution relating to that action, or the 60th day before the date of that action, whichever is later.
- (d) Members of record. For purposes of this Section, a person holding membership as of the close of business on the record date shall be deemed a member of record.

## ARTICLE VII ELECTION OF DIRECTORS

### SECTION 1. NUMBER AND QUALIFICATION OF DIRECTORS

- (a) Number of Directors. The authorized number of Directors shall be 26 Directors which shall be comprised of 20 Regional Directors, 5 Directors-At-Large, and 1 Ex Officio Affiliate Director. Each Director shall be a voting member of the corporation, but need not be a resident of the State of California.
- (b) Regional Directors. The Board of Directors shall from time to time divide the United States and other areas at its discretion into regions for the purpose of the election of Regional Directors. These regions will be delineated so as to give consideration to population density of the Association's members and hang gliding operational patterns. The number of Regional Directors for each region will be allocated in such a way as to give each region as equitable as possible representation in proportion to its members' population. In the case that two adjacent regions do not individually have enough members to be represented by a Director, the Board may specify that the two regions may jointly elect a single Director to represent them. The members which permanently reside in any designated region on the record date as set forth in Section 10 of Article VI of these Bylaws shall nominate and elect the Director(s) for that region.
- (c) Directors-At-Large. Directors-At-Large shall be elected by the Board of Directors.
- (d) Ex Officio Affiliate Director. The National Aeronautical Association (NAA) shall be represented on the Board by an Ex Officio Affiliate Director, authorized by the NAA to represent it on the Board.

### SECTION 2. ELECTION AND TERM OF OFFICE OF DIRECTORS

- (a) Regional Directors: Regional Directors shall be elected by written ballot to hold office for a two year term. Regional Directors shall be nominated and elected for those regions where the current Regional Director's term shall expire prior to the next annual election. Each Regional Director, including a Director elected to fill a vacancy or elected by written ballot, shall hold office until expiration of the term for which elected and until a successor has been elected and qualified. Eleven members of a region shall constitute a quorum for election of Regional Directors. Each member of a region shall be entitled to cast as many votes as there are vacancies in the member's region, however, no cumulative voting shall be permitted. The nominee receiving the greatest number of votes shall be elected as Regional Director. If the region has more than one Regional Director being elected those nominees receiving the greatest number of votes shall be elected.
- (b) Directors-At-Large: Directors-At-Large shall be elected at each annual meeting of the Board of Directors by the Regional Directors and the Ex-Officio Director to hold office for a one year term; however, if any annual meeting is not held or the Directors are not elected at any annual meeting, they may be elected at any special meeting of the Board held for that purpose or by written ballot. Each current Regional Director and the Ex-Officio Director shall place the names of five nominees on a written ballot. The Executive Director and Secretary will count all the votes for nominees. The five nominees receiving the most votes will be elected Directors-At-Large provided each receives votes from greater than fifty percent (50%) of the number of Board members voting. If each of the top five



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names do not receive votes from more than fifty percent (50%) of the number of voting Board members, those that do achieve the fifty percent (50%) minimum will be considered elected. Additional elections shall then be held to fill the remaining slots using all the remaining nominees until the fifty percent (50%) minimum for the remaining slots is met. If after three more ballots a tie still exists, the Executive Committee shall fill the vacancies from the remaining nominees. Directors-At-Large-elect take office at the adjournment of the Board meeting when elected.

- (c) Ex Officio Affiliate Director: The Ex Officio Affiliate Director shall be selected annually by the NAA to represent the NAA on the Board.

### **SECTION 3. REGIONAL DIRECTOR NOMINATIONS, BALLOTS AND SOLICITATION OF VOTES**

- (a) Nomination of Regional Directors by Members. Any voting member may nominate as many voting members in his or her region as desired for a scheduled Regional Director vacancy in his or her region by written nomination at any time before the deadline indicated by the Board. On timely receipt of such nominations, the Secretary shall cause the names of the candidates named on it to be placed on the ballot.
- (b) Nomination of Incumbent Regional Directors. Incumbent Regional Directors will automatically be placed on the ballot unless they decline the nomination in writing before the deadline indicated by the Board.
- (c) Elections By Written Ballot. The written ballot for the election of Regional Directors shall include an indication of the number of responses needed to meet the quorum requirement and the time by which the ballot must be received in order to be counted.
- (d) Solicitation of Votes. The Board shall formulate procedures that allow a reasonable opportunity for a Regional Director nominee to communicate to members the nominee's qualifications and reasons for the nominee's candidacy, a reasonable opportunity for all Regional Director nominees to solicit votes, and a reasonable opportunity for all members to choose among the Regional Director nominees.
- (e) Use of corporate funds to support nominee. Without authorization of the Board, no corporate funds may be expended to support a nominee for Regional Director after there are more people nominated for a region than can be elected.

### **SECTION 4. VACANCIES ON THE BOARD**

- (a) Events causing vacancy. A vacancy or vacancies in the Board of Directors shall be deemed to exist on the occurrence of the following:
- (i) the death, resignation, or removal of any Director,
  - (ii) upon the permanent relocation of a Regional Director's place of residence outside the region which he or she was elected to represent,
  - (iii) the declaration by resolution of the Board of Directors of a vacancy of the office of a Director who has been declared of unsound mind by an order of court or convicted of a felony or has been found by final order or judgment of any court to have breached a legally imposed duty under the California Nonprofit Corporation Law,
  - (iv) the vote of the members to remove a Director (vote of a majority of the members in a corporation with fewer than 50 members),
  - (v) the increase of the authorized number of Directors, or;
  - (vi) the failure of the members, at any meeting of members at which any Director or Directors are to be elected, to elect the number of Directors to be elected at such meeting.
- (b) Resignations. Except as provided in this paragraph, any Director may resign, which resignation shall be effective on giving written notice to the President, the Secretary, or the Board of Directors, unless the notice specifies a later time for the resignation to become effective. If the resignation of a Director is effective at a future time, the Board of Directors may elect a successor to take office when the



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resignation becomes effective. No Director may resign when the corporation would then be left without a duly elected Director or Directors in charge of its affairs.

- (c) Filling vacancies. Except for vacancies created by removal of a Director by the members, vacancies on the Board may be filled by a majority of the Directors then in office, whether or not less than a quorum, or by a sole remaining Director. The members may fill any vacancy or vacancies not filled by the Directors. Any vacancy of a Regional Director shall be filled by a member residing in the region where the vacancy exists.
- (d) No vacancy on reduction of number of Directors. No reduction of the authorized number of Directors shall have the effect of removing any Director before that Director's term of office expires.

## ARTICLE VIII DIRECTORS

### SECTION 1. POWERS

- (a) General corporate powers. Subject to the provisions of the California Nonprofit Corporation Law, any other applicable laws and any limitations in the Articles of Incorporation and these Bylaws relating to action required to be approved by the members, the business and affairs of the corporation shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board of Directors.
- (b) Specific powers. Without prejudice to these general powers, and subject to the same limitations, the Board of Directors shall have the power to:
  - (i) Select and remove at the pleasure of the Board all officers, agents, and employees of the corporation; prescribe any powers and duties for them that are consistent with law, with the Articles of Incorporation, and with these Bylaws; and fix their compensation and require from them security for faithful performance of their duties.
  - (ii) Change the principal executive office or the principal business office in the State of California from one location to another; cause the corporation to be qualified to do business in any other state, territory, dependency, or country and conduct business within or outside the State of California; and designate any place within or outside the State of California for the holding of any members' meeting or meetings, including annual meetings.
  - (iii) Adopt, make, and use a corporate seal; prescribe the forms of membership certificates consistent with the provisions of Section 7313 of the California Corporation Code; and alter the form of the seal and certificate.
  - (iv) Borrow money and incur indebtedness on behalf of the corporation and cause to be executed and delivered for the corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities.

### SECTION 2. PLACE OF MEETINGS; MEETINGS BY TELEPHONE

Regular meetings of the Board of Directors may be held at any place within or outside the State of California that has been designated from time to time by resolution of the Board. In the absence of such designation, regular meetings shall be held at the principal executive office of the corporation. Special meetings of the Board shall be held at any place within or outside the State of California that has been designated in the notice of the meeting or, if not stated in the notice, or if there is no notice, at the principal executive office of the corporation. Notwithstanding the above provisions, a regular or special meeting of the Board of Directors may be held at any place consented to in writing by all the Board members, either before or after the meeting. If consents are given, they shall be filed with the minutes of the meeting. Any meeting, regular or special, may be held by conference telephone or similar communication equipment, so long as all Directors participating in the meeting can hear one another, and all such Directors shall be deemed to be present in person at such meeting.





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### **SECTION 3. ANNUAL MEETING**

Immediately following each annual meeting of members, the Board of Directors shall hold a regular annual meeting for the purpose of organization, election of Directors-At-Large and officers and the transaction of other business. Notice of this meeting is not required if the date, time and location is announced at the prior regular meeting of the Board, if not announced at the prior regular meeting of the Board, notice pursuant to Section 5(b) shall be provided.

### **SECTION 4. OTHER REGULAR MEETINGS**

Other regular meetings of the Board of Directors may be held without notice at such time and place as the Board may fix from time to time.

### **SECTION 5. SPECIAL MEETINGS AND NOTICE REQUIREMENTS FOR MEETINGS**

- (a) Authority to call. Special meetings of the Board of Directors for any purpose may be called at any time by the President, Vice President, Secretary, or any two Directors.
- (b) Notice.
  - (i) Manner of giving. Notice of the time and place of special meetings shall be given to each Director by one of the following methods:
    - 1. by personal delivery of written notice;
    - 2. by first class mail, postage paid;
    - 3. by telephone communication, either directly to the Director or to a person at the Director's office who would reasonably be expected to communicate such notice promptly to the Director;
    - 4. by telegram, charges prepaid;
    - 5. by facsimile or
    - 6. by Email. All such notices shall be given or sent to the Director's address, telephone number or Email address as shown on the records of the corporation.
  - (ii) Time requirements. Notices sent by first class mail shall be deposited into a United States mail box at least seven days before the time set for the meeting. Notices given by personal delivery, telephone, telegraph or electronic transmission shall be delivered, telephoned, given to the telegraph company, or transmitted at least 48 hours before the time set for the meeting.
  - (iii) Notice contents. The notice shall state the time and place for the meeting. However, it need not specify the purpose of meeting, or the place of the meeting, if it is to be held at the principal executive office of the corporation.

### **SECTION 6. QUORUM**

Eleven (11) Directors shall constitute a quorum for the transaction of business at all meetings. Every action taken or decision made by a majority of the Directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board of Directors, subject to the provisions of the California Nonprofit Corporation Law, especially those provisions relating to

- (a) approval of contracts or transactions in which a Director has a direct or indirect material financial interest,
- (b) creation and appointment of committees, and
- (c) indemnification of Directors.

A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of Directors, if any action taken is approved by at least a majority of the required quorum for that meeting.



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## **SECTION 7. WAIVER OF NOTICE**

Notice of a meeting need not be given to any Director who, whether before or after the meeting, signs a waiver of notice, a written consent to the holding of the meeting, or an approval of the minutes of the meeting. The waiver of notice or consent need not specify the purpose of the meeting. All waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meeting. Notice of a meeting shall also be deemed given to any Director who attends the meeting without protesting before or at its commencement about the lack of adequate notice.

## **SECTION 8. ADJOURNMENT**

A majority of the Directors present, whether or not constituting a quorum, may adjourn any meeting to another time and place.

## **SECTION 9. NOTICE OF ADJOURNMENT**

Notice of the time and place of holding an adjourned meeting need not be given unless the meeting is adjourned for more than 24 hours, in which case notice of the time and place shall be given before the time of the adjourned meeting to the Directors who were not present at the time of the adjournment in compliance with Section 5 of this Article.

## **SECTION 10. UNANIMOUS ACTION WITHOUT MEETING**

- (a) Any action required or permitted to be taken by the Board of Directors may be taken without a meeting, if all members of the Board, individually or collectively, consent in writing or by electronic transmission to that action. Such action by written consent shall have the same force and effect as an unanimous vote of the Board of Directors. Such written consent or consents shall be filed with the minutes of the proceedings of the Board. Such filing shall be in paper form if the minutes are maintained in paper form and shall be in electronic form if the minutes are maintained in electronic form.
- (b) Any Director may request that a decision be made on any corporate business pursuant to this Section by submitting a written motion accompanied by an explanation and adequate supporting information to the Secretary. The motion should indicate that it should be returned by each Director to USHPA headquarters within 10 days of receipt and will provide each Director an opportunity to consent to or oppose the proposed action. The Secretary must within three days of receiving any motion pursuant to this Section either
  - (i) request additional information or clarification from the Director;
  - (ii) return the motion to the Director with an indication that the matter should be addressed at a meeting of the Board or by the Executive Committee; or
  - (iii) forward the motion to USHPA headquarters.
- (c) Any motion received by USHPA headquarters pursuant to Section 10(b) of this Article shall be duplicated and mailed or transmitted electronically to all Directors as soon as practically possible. USHPA headquarters will then receive the votes from the Directors, determine if all Directors consented to the action, report the results to the Secretary and cause to be filed with the minutes of the corporation the individual consent ballots of the Board members. If authorized by the Board, consents by the Directors may be a ballot submitted by electronic transmission, provided that any such electronic transmission must be either set forth or be submitted with information from which it can be determined that the electronic transmission was authorized.





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## **SECTION 11. FEES AND COMPENSATION OF DIRECTORS**

Directors and members of committees shall serve without compensation for their services, however, Directors and members of committees may receive reimbursement of pre-approved expenses, as may be determined by resolution of the Board of Directors to be just and reasonable.

## **SECTION 12. REMOVAL OF DIRECTORS**

- (a) The Board may remove any Director from the Board for cause on any basis permitted by the California Corporation Code, including a Director's failure to attend two (2) regular meetings of the Board.
- (b) Directors-At-Large may be removed with or without cause by the Board.
- (c) A Regional Director may only be removed without cause by a majority vote of the members of his or her region.

## **SECTION 13. DIRECTOR QUALIFICATIONS**

- (a) Directors are required to reside in the region they represent.
- (b) A Director who has been removed for cause cannot be nominated for election or serve as a Director without first obtaining a two thirds (2/3) majority vote of the Board of Directors.
- (c) A Director who has been removed by the members of his or her region cannot be nominated for election or serve as a Director for a minimum of two (2) years following the date of removal.

# **ARTICLE IX COMMITTEES**

## **SECTION 1. EXECUTIVE COMMITTEE**

- (a) The Executive Committee shall be composed of the elected President, Vice President, Secretary and Treasurer of the Board. An affirmative vote of three (3) of the members of the Executive Committee shall be an act of the Executive Committee.
- (b) The Executive Committee shall function for and have the authority of the Board of Directors between meetings of the Board.

## **SECTION 2. LIMITATIONS ON ACTIONS OF EXECUTIVE COMMITTEE**

The Executive Committee, to the extent provided in the resolution of the Board, shall have all the authority of the Board, except that it may not, regardless of Board resolution, do any of the following:

- (a) Take any final action on matters which, under the Non-profit Corporation Law of California, also requires members' approval;
- (b) Fill vacancies on the Board of Directors or in any committee;
- (c) Fix compensation of the Directors for serving on the Board or on any committee;
- (d) Amend or repeal Bylaws or adopt new Bylaws;
- (e) Amend or repeal any resolution of the Board of Directors which by its express terms is not so amendable or repeal-able;
- (f) Create any other committees which act on behalf of the Board of Directors or appoint the members of such committees;
- (g) Expend corporate funds to support a nominee for Director after there are more people nominated for Director than can be elected; and
- (h) Approve any transaction
  - (i) to which the corporation is a party and one or more Directors have a material financial interest; or



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- (ii) between the corporation and one or more of its Directors; or
- (iii) between the corporation or any person in which one or more of its Directors have a material financial interest.

### **SECTION 3. MEETINGS AND ACTION OF EXECUTIVE COMMITTEE**

Meetings and action of the Executive Committees shall be governed by, and held and taken in accordance with, the provisions of these Bylaws, concerning meetings and actions of Directors, with such changes in the context of those Bylaws as are necessary to substitute the Executive Committee and its members for the Board of Directors and its members, except that the time for regular meetings of the Executive Committee may be determined either by resolution of the Board of Directors or by resolution of the Executive Committee. Special meetings of the Executive Committee may also be called by resolution of the Board of Directors. Minutes shall be kept of each meeting of the Executive Committee, shall be filed with corporate records, and a copy shall be made available to all voting Directors by the earlier of:

- (a) one month after the Executive Committee meeting or
- (b) by the start of the next Board of Director's meeting.

Directors may participate or observe Executive Committee meetings at the invitation and pleasure of the Executive Committee as a whole.

### **SECTION 4. ADDITIONAL COMMITTEES**

- (a) Creation and authority. The President or Board of Directors may establish additional committees which do not exercise the authority of the Board of Directors, but shall make recommendations to the Board of Directors within the scope of the business of the Committee. The President, Executive Committee and/or the Board of Directors may assign specific projects to these committees in order to obtain recommendations to be presented by the committees to meeting of the Board of Directors.
- (b) Chairs. Upon assuming office, the President shall expeditiously appoint Chairs to each of the outstanding committees established pursuant to this Section. The President shall not appoint him/herself to serve as a committee Chair. The President may remove any Chair of a committee without the approval of the Board of Directors.
- (c) Committee members. Within thirty (30) days of appointment as a Chair of a committee, and within thirty (30) days of any change in the membership of a committee, the Chair must notify the President and the USHPA headquarters of the names and contact information of all persons named as members of the committee. The Chair of a committee has the authority to add or remove members from the committee as deemed appropriate. Each member of a committee shall receive notice pursuant to Article VIII, Section 5(b) of these Bylaws of any committee meetings and be entitled to vote on any action of the committee. Attendance at committee meetings by non-committee members is at the invitation and pleasure of the committee as a whole.
- (d) Committee reports and recommendations. Each Committee shall prepare reports and make recommendations to the Board of Directors concerning the business of the corporation within the scope of the committee. The Board of Directors may establish guidelines and rules from time to time concerning the procedures for the conducting of business of the committees.

## **ARTICLE X OFFICERS**

### **SECTION 1. OFFICERS**

The officers of the corporation shall be a President, a Vice President, a Secretary, and a Chief Financial Officer/Treasurer



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## **SECTION 2. ELECTION OF OFFICERS**

- (a) The officers of the corporation, except those appointed in accordance with the provisions of Section 3 of this Article X, shall be voting members of the current Board of Directors or Directors-At-Large-elect, excluding Ex-Officio Directors and be elected by a majority vote of the Board of Directors. Should any officer fail to be re-elected to the Board of Directors during his or her term as an officer, that office becomes vacant until filled as prescribed in Section 6.
- (b) Nominations for the officers shall be received from the Board of Directors. Election of officers shall be conducted by written ballot at each annual meeting of the Board of Directors to hold office for a one year term. Any candidate receiving a majority vote shall be elected to the office for which he/she received such vote. If no candidate received a majority vote, a second vote shall be taken listing the two candidates who received the most votes on the original vote. Officers-elect take office at the adjournment of the Board meeting when elected.

## **SECTION 3. SUBORDINATE OFFICERS**

The Board of Directors may appoint, and may authorize the President or another officer to appoint, any other officers that the business of the corporation may require, each of whom shall have the title, hold office for the period, have the authority, and perform the duties specified in the Bylaws or determined from time to time by the Board of Directors.

## **SECTION 4. REMOVAL OF OFFICERS**

Subject to the rights, if any, of an officer under any contract of employment, any officer may be removed, with or without cause, by the Board of Directors, at any regular or special meeting of the Board, or, except in case of an officer chosen by the Board of Directors, by an officer on whom such power of removal may be conferred by the Board of Directors.

## **SECTION 5. RESIGNATION OF OFFICERS**

Any officer may resign at any time by giving written notice to the corporation. Any resignation shall take effect at the date of the receipt of that notice or at any later time specified in that notice; and, unless otherwise specified in that notice, the acceptance of the resignation shall not be necessary to make it effective. Any resignation is without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party.

## **SECTION 6. VACANCIES IN OFFICES**

A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled only in the manner prescribed in these Bylaws for regular appointments to that office.

## **SECTION 7. RESPONSIBILITIES OF OFFICERS**

- (a) President. The President shall be the general manager of the corporation and shall generally supervise, direct, and control the corporation's activities, affairs and officers. The President shall preside at all meetings of the members and at all meetings of the Board of Directors. The President shall have such other powers and duties as may be prescribed by the Board of Directors or the Bylaws.
- (b) Vice President. In the absence or disability of the President, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the President. The Vice Presidents shall have such other powers and perform such other duties as from time to time may be prescribed for them respectively by the Board of Directors.
- (c) Secretary. The Secretary shall attend to the following:



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- (i) Minutes of meetings. The Secretary shall keep or cause to be kept, at the principal executive office or such other place as the Board of Directors may direct, a book of minutes of all meetings and actions of Directors, committees of Directors, and members, with the time and place of holding, whether regular or special, and, if special, how authorized, the notice given, the names of those present at such meetings, the number of members present or represented at members' meetings, and the proceedings of such meetings.
  - (ii) Membership records. The Secretary shall keep, or cause to be kept, at the principal executive office, as determined by resolution of the Board of Directors, record of the corporation's members, showing the names of all members, their addresses, and the class of membership held by each.
  - (iii) Notices, seal and other duties. The Secretary shall give, or cause to be given, notice of all meetings of the members and of the Board of Directors required by the Bylaws to be given. The Secretary shall keep the seal of the corporation in safe custody and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the Bylaws.
- (d) Treasurer. The Treasurer shall also be known as the Chief Financial Officer and shall attend to the following:
- (i) Books of account. The Chief Financial Officer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the corporation's properties and transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements. The books of account shall be open to inspection by any Director at all reasonable times. The Chief Financial Officer shall send or cause to be given to the members and Directors such financial statements and reports as are required by law, by these Bylaws, or by the Board to be given.
  - (ii) Deposit and disbursement of money and valuables. The Chief Financial Officer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the corporation with such depositories as may be designated by the Board of Directors; shall disburse the funds of the corporation as may be ordered by the Board of Directors; shall render to the President and Directors, whenever they request it, an account of all of his transactions as Chief Financial Officer and of the financial condition of the corporation; and shall have other powers and perform such other duties as may be prescribed by the Board of Directors or the Bylaws.
  - (iii) Bond. If required by the Board of Directors, the Chief Financial Officer shall give the corporation a bond in the amount and with the surety or sureties specified by the Board for faithful performance of the duties of his office and for restoration to the corporation of all its books, papers, vouchers, money, and other property of every kind in his possession or under his control on his death, resignation, retirement, or removal from office.

## ARTICLE XI INDEMNIFICATION OF DIRECTORS, OFFICERS, EMPLOYEES AND OTHER AGENTS

### SECTION 1. RIGHT OF INDEMNITY

To the fullest extent permitted by law, this corporation shall indemnify its Directors, officers, employees, and other persons described in Section 7237(a) of the California Corporations Code, including persons formerly occupying any such position, against all expended, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that Section, and including an action by or in the right of the corporation, by reason of the fact that the person is or was a person described in that Section. "Expenses," as used in this bylaw, shall have the same meaning as in Section 7237(a) of the California Corporations Code.



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## **SECTION 2. APPROVAL OF INDEMNITY**

On written request to the Board by any person seeking indemnification under Section 7237(b) or Section 7237(c) of the California Corporations code, the Board shall promptly determine under Section 7237(e) of the California Corporations Code whether the applicable standard of conduct set forth in Section 7237(b) or Section 7237(c) has been met and, if so, the Board shall authorize indemnification. If the Board cannot authorize indemnification because the number of Directors who are parties to the proceeding with respect to which indemnification is sought prevents the formation of a quorum of Directors who are not parties to that proceeding, the Board shall promptly call a meeting of members. At that meeting, the members shall determine under Section 7237(e) whether the applicable standard of conduct set forth in Section 7237(b) or Section 7237(c) has been met and, if so, the members present at the meeting shall authorize indemnification.

## **SECTION 3. ADVANCEMENT OF EXPENSES**

To the fullest extent permitted by law and except as otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under Sections 1 and 2 of Article XI of these Bylaws in defending any proceeding covered by those Sections shall be advanced by the corporation before final disposition of the proceeding, on receipt by the corporation of an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately determined that the person is entitled to be indemnified by the corporation for those expenses.

## **SECTION 4. INSURANCE**

The corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its officers, Directors, employees, and other agents, against any liability asserted against or incurred by any officer, Director, employee, or agent in such capacity or arising out of the officer's, Director's, employee's or agent's status as such.

# **ARTICLE XII RECORDS AND REPORTS**

## **SECTION 1. MAINTENANCE OF CORPORATE RECORDS**

The corporation shall keep:

- (a) Adequate and correct books and records of account;
- (b) Written minutes of the proceedings of its members, Board, and committees of the Board; and
- (c) A record of each member's name, address and class of membership.

## **SECTION 2. MEMBER INSPECTION RIGHTS OF MEMBERSHIP LISTS**

- (a) Subject to Division 2, Part 3, Chapter 13, Article 3 (commencing at Section 8330) of the California Corporations Code and unless the corporation provides a reasonable alternative as provided below, any member of the corporation may do either or both of the following for a purpose reasonably related to the member's interest as a member:
  - (i) Inspect and copy the records of members' names and addresses and voting rights during usual business hours on five days' prior written demand on the corporation, stating the purpose for which the inspection of rights are requested; or
  - (ii) Obtain from the Secretary of the corporation, on written demand and on the tender of the Secretary's usual charges for such a list, if any, a list of names and addresses of members who are entitled to vote for the election of Directors, and their voting rights, as of the most recent record date for which that list has been compiled, or as of a date specified by the member after the date of demand. The demand shall state the purpose for which the list is requested. This list shall be made available to any such member by the Secretary on or before the later of 10 days



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after the demand is received or the date specified in it as the date by which the list is to be compiled.

- (b) The corporation may, within ten business days after receiving a demand under this Section, make a written offer of an alternative method of reasonable and timely achievement of the proper purpose specified in the demand without providing access to or a copy of the membership list. Any rejection of this offer must be in writing and must state the reasons that the proposed alternative does not meet the proper purpose of the demand.
- (c) If the corporation reasonably believes that the information will be used for a purpose other than one reasonably related to a person's interest as a member, or if it provides a reasonable alternative under this Section, it may deny the member access to the membership list.

### **SECTION 3. MAINTENANCE AND INSPECTION OF ARTICLES AND BYLAWS**

The corporation shall keep at its principal executive office, or if its principal executive office is not in the State of California, at its principal business office in this State, the original or a copy of the Articles and Bylaws as amended to date, which shall be open to inspection by the members at all reasonable times during office hours. If the principal executive office of the corporation is outside the State of California and the corporation has no principal business office in this State, the Secretary shall, on the written request of any member, furnish to that member a copy of the Articles and Bylaws as amended to date.

### **SECTION 4. MAINTENANCE OF OTHER RECORDS**

The accounting books, records, and minutes of proceedings of the members and the Board of Directors and any committees of the Board of Directors shall be kept at such place or places designated by the Board of Directors, or in the absence of such designation, at the principal executive office of the corporation. The minutes shall be kept in written or typed form, and the accounting books and records shall be kept either in written or typed form or in any other form capable of being converted into written, typed, or printed form.

### **SECTION 5. INSPECTION BY DIRECTORS**

Every Director shall have the absolute right at any reasonable time to inspect all books, records and documents of every kind and the physical properties of the corporation and each of its subsidiary corporations.

### **SECTION 6. ANNUAL REPORT**

- (a) An annual report shall be prepared not later than 120 days after the close of the corporation's fiscal year. That report shall contain the following information in appropriate detail:
  - (i) a balance sheet as of the end of such fiscal year and an income statement and statement of changes in financial position for such fiscal year;
  - (ii) a statement of the place where the names and addresses of the current members are located and
  - (iii) any of the information required by Section 7 of this Article.
- (b) The corporation shall notify each member annually of the member's right to receive a financial report pursuant to this Section. Except as provided in subsection (c) of this Section, upon written request of a member, the Board shall promptly cause the most recent annual report to be sent to the requesting member.
- (c) This Section shall not apply if gross revenues are less than \$10,000 during the fiscal year.





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## **SECTION 7. ANNUAL STATEMENT OF CERTAIN TRANSACTIONS**

- (a) Unless approved by members under Section 7233(a) of the California Corporations Code, the corporation shall as part of the annual report to all members, or as a separate document if no annual report is issued, annually prepare and mail or deliver to its members and furnish to its Directors a statement of any transaction or indemnification of the following kinds within 120 days after the end of the corporation's fiscal year:
- (i) Any transaction in which the corporation, its parent, or its subsidiary was a party, and in which any Director or officer of the corporation, or its parent or subsidiary, had a direct or indirect material financial interest (a mere common directorship is not a material financial interest);
  - (ii) Any transaction in which the corporation, its parent, or its subsidiary was a party, and in which any holder of more than 10 percent of the voting power of the corporation, its parent, or its subsidiary, had a direct or indirect material financial interest (a mere common directorship is not a material financial interest).
- (b) The statement shall include a brief description of the transaction, the names of persons involved, their relationship to the corporation, the nature of their interest in the transaction, and, when practicable, the amount of that interest, provided that, in the case of a partnership in which such person is a partner, only the interest of the partnership need be stated.

## **ARTICLE XIII CONSTRUCTION OF BYLAWS AND DEFINITIONS**

Unless the context requires otherwise, the general provisions, rules of construction, and definitions in the California Nonprofit Corporation Law shall govern the construction of these Bylaws.

## **ARTICLE XIV AMENDMENTS TO BYLAWS**

### **SECTION 1. AMENDMENT BY MEMBERS**

New Bylaws may be adopted or these Bylaws may be amended or repealed by approval of the members.

### **SECTION 2. AMENDMENT BY DIRECTORS**

Subject to the restrictions of the California Corporations Code applicable to Nonprofit Corporations, these Bylaws may be amended or repealed by an affirmative vote of 17 members of the Board to the full extent permitted by the Code.

## **ARTICLE XV NOTICE BY ELECTRONIC TRANSMISSION**

### **SECTION 1. NOTICE BY ELECTRONIC TRANSMISSION**

Without limiting the manner by which notice otherwise may be given effectively to members pursuant to the California Corporation Code, the Articles of Incorporation or these bylaws, any notice to members given by the corporation under any provision of the California Corporation Code, the Articles of Incorporation or these bylaws shall be effective if given by a form of electronic transmission consented to by the member to whom the notice is given. Any such consent shall be revocable by the member by written notice to the corporation. Any such consent shall be deemed revoked if:

- (a) The corporation is unable to deliver by electronic transmission two consecutive notices given by the corporation in accordance with such consent; and
- (b) such inability becomes known to the secretary of the corporation, or other person responsible for the giving of notice.





## The United States Hang Gliding and Paragliding Association, Inc.

However, the inadvertent failure to treat such inability as a revocation shall not invalidate any meeting or other action.

Any notice given pursuant to the preceding paragraph shall be deemed given:

- (a) if by facsimile telecommunication, when directed to a number at which the member has consented to receive notice;
- (b) if by electronic mail, when directed to an electronic mail address at which the member has consented to receive notice;
- (c) if by a posting on an electronic network together with separate notice to the member of such specific posting, upon the later of (A) such posting and (B) the giving of such separate notice; and
- (d) if by any other form of electronic transmission, when directed to the member.

An affidavit of the secretary or other agent of the corporation that the notice has been given by a form of electronic transmission shall, in the absence of fraud, be prima facie evidence of the facts stated therein.

### **SECTION 2. DEFINITION OF ELECTRONIC TRANSMISSION**

An “electronic transmission” means any form of communication, not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved, and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient through an automated process.



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The United States Hang Gliding and Paragliding Association, Inc.

## Articles of Incorporation

Standard Operating Procedure 01-02  
Last Amended March 2006

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### 01-02.01 Introduction

The undersigned, a majority of whom are citizens of the United States, desiring to form a nonprofit corporation under the nonprofit corporation law of California, do hereby certify:

- A. The name of this corporation shall be "United States Hang Gliding And Paragliding Association, Inc."
- B. The purposes for which this corporation is formed are:
  1. The specific and primary purposes are to engage exclusively for scientific and educational purposes in the development, study, and use of fuel-less flight systems and aircraft capable of being launched by human power alone, to make knowledge relating to these subjects available for the advancement of such scientific and educational purposes, to organize meets where the testing and flying of such systems and aircraft will be encouraged, to conduct generally a scientific and educational study and research of the design, construction and operation of such systems and aircraft, and to foster the future development of such science and flight.
  2. The general purposes and powers are to have and exercise all rights and powers conferred on nonprofit corporations under the laws of California, including the power to contract, rent, buy or sell personal or real property, provided, however, that this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of this corporation.
  3. No substantial part of the activities of this corporation shall consist of participation or intervention (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office. However, activities which attempt to influence legislation for the benefit of the general interests of the corporation membership and their continued participation in the sport of hang gliding is deemed to be consistent with the primary purposes of this corporation as stated in Article 2, Section A of these Articles of Incorporation.
- C. This corporation is organized pursuant to the General Nonprofit Corporation Law of the State of California and does not contemplate pecuniary gain or profit to the members thereof and it is organized for nonprofit purposes.
- D. The County in the State of California where the principal office for the transaction of the activities of this corporation is located is Los Angeles County.
- E. The general management of the affairs of this corporation shall be under the control, supervision and direction of the board of directors. The names and addresses of persons who are to act in the capacity of directors until the selection of their successors are:
  1. Lloyd M. Licher 12536 Woodbine St., Los Angeles, CA 90066
  2. Kasmer De Lisse 1138 N. Gordon St., Los Angeles, CA 90038



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**The United States Hang Gliding and Paragliding Association, Inc.**

3. Carol L. Shubert 4237 W. 160th St., Lawndale, CA 90260
  4. Carol D. Price 2243 San Anselme Ave., #4, Long Beach, CA 90815
  5. Charles E. Stahl 26671 La Sierra, Mission Viejo, CA 92675
- F. The number and qualification of members of the corporation, the different classes of membership, if any, the voting, and other rights and the privileges of members and their liability to dues and assessments and the method of collection thereof, shall be as set forth in the bylaws.
- G. The property of this corporation is irrevocably dedicated to scientific and educational purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private individual. Upon dissolution or winding up of the corporation, its assets remaining after payment of, or provision for payment of, all debts and liabilities of this corporation, shall be distributed to a nonprofit fund, foundation, or corporation which has established its tax-exempt status under section 501(c)(3) of the Internal Revenue Code. If this corporation holds any assets in trust, or a corporation is formed for charitable purposes, such assets shall be disposed of in such manner as may be directed by decree of the superior court of the county in which the corporation has its principal office, upon petition thereof by the Attorney General or by any person concerned in the liquidation, in a proceeding to which the Attorney General is a party.
- H. This corporation reserves the right to amend, alter, change or repeal any provision contained in these Articles of Incorporation or the bylaws of the corporation in the manner now or hereafter prescribed by the statutes of the State of California, and all powers conferred on officers, directors and members herein are granted subject to this reservation.
- I. The name of the unincorporated association which is being incorporated is "United States Hang Gliding Association, Inc."

IN WITNESS WHEREOF, the undersigned, being the president and secretary, respectively, of the United States Hang Gliding Association, Inc., the unincorporated association which is being incorporated hereby, have executed these Articles of Incorporation this 20th day of March, 1974.

(signed) Lloyd M. Licher, President

(signed) Carol K. Shubert, Secretary



## Mission Statement

Standard Operating Procedure 02-00  
Last Amended March, 2014

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### 02-00.01 Introduction from the Strategic Planning Committee

USHPA's mission statement should concisely state the impact we want to have, with just enough detail of prescription (1) To allow us, the board, and the membership to understand clearly what we mean, and (2) To provide clear guidance for every question of activity priorities and allocations of resources.

### 02-00.02 Mission Statement and Expression

#### **USHPA's mission is to ensure the future of free flight.**

The Association will pursue its mission through:

- A. **Advocacy.** USHPA will interact, proactively when possible and reactively when required, with agencies, organizations and individuals whose interests affect our sport.
- B. **Communication.** Externally, USHPA will advance the positive awareness of hang gliding and paragliding among the non-flying public. Internally, the organization will cultivate a culture of communication and transparency.
- C. **Community.** USHPA will promote a sense of community among members both locally and nationally.
- D. **Flying sites.** USHPA will support the development of new flying sites and the preservation of existing sites.
- E. **Learning.** USHPA will support learning, in part by providing an organizational framework for instructor and pilot training and certification.
- F. **Safety.** USHPA will steadily foster a culture of safety.

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The United States Hang Gliding and Paragliding Association, Inc.

## Primary Focus

Standard Operating Procedure 02-01  
Last Amended November, 2010

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### 02-01.01 Introduction

The United States Hang Gliding and Paragliding Association was founded to support flying in unpowered, foot-launchable aircraft. While changes in aircraft and technology have expanded the range of flight activities under the USHPA's umbrella, it is important to retain a focus on our core purpose.

### 02-01.02 Definitions

For purposes of this SOP:

- A. **Aircraft** means any manned, flying object, including ultralight vehicles as defined in FAR 103.
- B. **Secondary function** means any function constituting not more than 10% of the budget, and not more than 10% of staff time and staff budget allocation of the Association.

### 02-01.03 Focus

The Primary Focus of the USHPA is to promote the growth of sport flying in foot launchable soaring aircraft. The Board of Directors will not adopt, nor will the Office carry out programs that detract from this focus.

- A. The Board may adopt programs for powered aircraft only:
  - 1. To facilitate getting unpowered, foot-launchable aircraft airborne;
  - 2. Using power as a launch method with the intention of achieving unpowered, soaring flight;
  - 3. To train pilots for purposes 1 and 2 above; or,
  - 4. As a secondary function.
- B. The Board may adopt programs for non-soaring aircraft only:
  - 1. As a means of training pilots to safely operate soaring aircraft;
  - 2. For the purpose of speed-gliding or aerobatics; or,
  - 3. As a secondary function.
- C. The Board may not adopt programs for powered or non-soaring aircraft except as specified in this SOP.

### 02-01.04 Modification of this SOP

- A. Once adopted, this SOP may only be modified by the affirmative vote of 17 directors, or with the approval of the membership by a membership vote.
- B. This SOP may not be modified by the Executive Committee.

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The United States Hang Gliding and Paragliding Association, Inc.

## Selection of Board Meeting Location

Standard Operating Procedure 02-02  
Last Amended March, 2014

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### 02-02.01 Introduction

The USHPA rotates the location of its Board meetings for a number of reasons. Some of those reasons are:

- Over a period of time it tends to level the out of pocket costs for Board Members.
- It allows local pilots to view and participate in Board processes.
- It allows Board Members and local pilots to communicate face to face.
- It allows Board Members the opportunity to visit local sites.

### 02-02.02 Selection Parameters

- A. Meeting locations are typically rotated between the Pacific, Mountain, Central, and Eastern time zones and rotated to include northern and southern areas in each time zone.
- B. City chosen should have a major airport to minimize travel costs.
- C. Inexpensive or no cost shuttle service should be available from airport to meeting location.
- D. Hotels should have reasonable room rates with appropriate sized meeting rooms. Other amenities such as free meals should be taken into consideration.

### 02-02.03 Selection Process

- A. Two months prior to a BoD meeting, the Executive Director shall ask Directors to submit bids to host the meeting for the following year. The notice shall include the Selection Parameters and the locations for the previous eight Board meetings.
- B. Directors interested in submitting bids should coordinate their bid with local pilots and Chapters. Bids should be submitted to the Executive Director no later than thirty days prior to the meeting.
- C. In the event no bids are received, the bids are incomplete or fail to address the Selection Parameters, the Executive Director may prepare a proposal, taking into account the objectives outlined in the Selection Parameters. Information on location bids will be included in the director packet for the upcoming meeting.
- D. At the BoD meeting, the board will select a location for the following year's meeting. The selection will be made from qualified proposals submitted pursuant to B. or C. above and not from nominations from the floor that have not been evaluated for compliance with the Selection Parameters.
- E. The winning bid must win by a majority vote. If none of the locations achieve a majority, the board will vote again, selecting from the two locations achieving the most votes in the first ballot.

The United States Hang Gliding and Paragliding Association, Inc.

## Committee System

Standard Operating Procedure 02-03  
Last Amended October, 2017

### 02-03.01 Introduction

The purpose of this SOP is to broadly outline the operational procedures of the Committees, their responsibilities and limitations. This SOP takes precedence over SOP's of other committees. This SOP is supplemented by other USHPA SOPs which specifically delineate the responsibility of each Committee. The business of the USHPA is conducted at the annual membership meeting and at meetings of the Board of Directors where various areas of concern may be defined and delegated to committees. Committees are responsible for evaluating areas of concern, making recommendations to the Board for further action, and for responding to Board inquiries.

### 02-03.02 Standing Committee

- A. In accordance with Article IX, Section 4, of the USHPA Bylaws, the President may establish additional committees, those established as standing committees are:

|  |                                   |
|--|-----------------------------------|
| Accident Review                                  | Awards                            |
| Chapter Support and Site Development & Retention | Competition                       |
| Elections/Allocations                            | Finance/Insurance/Risk Management |
| Membership & Communications                      | National Coordination             |
| Organization & Bylaws                            | Safety & Training                 |
| Strategic Planning                               | Tandem                            |
| Towing   |                                   |

- B. In accordance with Article IX, Section 4, of the Bylaws, the President may establish other committees as deemed necessary. These other committees may be on a short term basis to resolve a temporary problem or a committee which has become necessary due to a continuing area of responsibility not assigned to a standing committee. Some of these other committees are:

|                      |                      |
|----------------------|----------------------|
| Public Relations     | Commercial Relations |
| Research & Technical | Radio Communications |

### 02-03.03 Operational Procedures of a Committee Action

- A. The Committee is responsible for identifying opportunities and challenges within the Committee's purview and is responsible for addressing issues identified by USHPA officers or staff, or the Board. Communication with a Committee should be directed through the Committee Chair.
- B. Committee discusses the project and areas of concern within the project, and may divide the project among members of the committee. If the committee already has several projects underway, the Chair may choose to allocate one problem to one committee member for primary research.



## The United States Hang Gliding and Paragliding Association, Inc.

- C. After research by the committee, the various ideas are consolidated by the Chair into a proposal. The proposal is circulated throughout the committee for consideration and comment.
- D. Any recommendation of a committee which will require a change, addition or deletion to the provisions of the Association's SOPs, Bylaws or Articles of Incorporation will first be reviewed by USHPA members and its Board of Directors.
- E. No less than 10 weeks prior to the upcoming board meeting, the committee chair will forward the draft document and a brief summary of the changes to the USHPA office for posting to the website. The membership and BOD will then have 4 weeks to review the proposed changes and send their comments to the committee for consideration. The committee may also solicit review and comment from individuals who might provide valuable insight. The committee will review all comments and make any final revisions as appropriate.
- F. After the Membership & BOD Review period closes, the Committee Chair recommending the change will have 2 weeks to send a red-lined final draft of the proposed change, addition or deletion to the Chair of the Organization & Bylaws Committee.
- G. The Organization & Bylaws Committee will have 2 weeks to review and finalize the red-lined final-draft. Once approved, the USHPA Office will upload the document to the USHPA server and present the combined committee recommendation to the Board of Directors at least 2 weeks prior to the next BOD meeting. Submissions that do not meet this timeline will be postponed to the following meeting.
- H. Under exceptional circumstances, the board may deviate from this process when necessary.
- I. SOP Revision Quick Timeline:

| 02-03.03 Step | Action  | Timeframe          | Completion Time |
|---------------|---|--------------------|-----------------|
| A, B, C       | Proposed Change: Identify, Research & Draft SOP's               | Up to 10 weeks out | varies          |
| D, E          | Review Period: Membership & Director Review & Comment on Drafts | 10 weeks out       | 4 weeks         |
| F             | Review Drafts: Committee Completes Final Red Lines              | 6 weeks out        | 2 weeks         |
| G             | Final Drafts: O&B Review / Finalization                         | 4 weeks out        | 2 weeks         |
| G             | Final Review Period: Director Review / Meeting Packet           | 2 weeks out        | 2 weeks         |

## 02-03.04 Responsibilities of the Committee Chair

- A. Select committee members and notify the President and USHPA headquarters of all persons named as members of the committee, pursuant to the Bylaws.
- B. Perform the duties necessary to satisfy committee responsibilities and commitments.
- C. Lead the committee in identifying current problems within its area of responsibility, establishes projects to solve these problems and assigns tasks to committee members in order to produce an end product which is presented or proposed to the Board.

## The United States Hang Gliding and Paragliding Association, Inc.

- D. Act as focal point for all committee projects, receives recommendations, informs all members of progress, consolidates contributions of the committee and publishes the findings.
- E. Receive from the headquarters all inquiries from the membership which fall into the committee's area of responsibility, answers the member's inquiries, establishes new steps to answer these inquiries if necessary, assigns tasks to committee members and coordinates the work progress.
- F. Insure that the President and other necessary personnel are kept informed of committee projects and progress.
- G. Chair all committee meetings at the Board meeting and present the committee reports to the Board.
- H. Act as the President's advisor on the Committee's area of responsibility.
- I. Submit brief monthly reports to USHPA headquarters for inclusion in the monthly magazine.
- J. Act as focal point for committee activity between Board meetings.

### 02-03.05 Committee Member Selection and Participation

The committee Chair should use the following guidelines when selecting committee members and allowing participation of persons who are not members of the committee:

- A. Committee members are not necessarily restricted to USHPA Directors or members.
- B. Chairs should accommodate Directors who request to join the committee, as long as the committee is of a reasonable size.
- C. Chairs may remove a committee member if the member does not actively participate.
- D. Chairs may replace committee members in order to gain expertise.
- E. Chairs should accommodate Directors requesting additional information or who would like to participate in a particular discussion, even if the Directors are not members of the committee.
- F. Chairs should accommodate Directors who are not members of the committee but wish to participate in voting, provided the Chair believes the Director understands the issues.
- G. Chairs may restrict voting to committee members, pursuant to the Bylaws, or may allow additional persons with expertise to vote at committee meetings. Chairs must announce who may vote prior to committee meetings.

### 02-03.06 Committee Chair Moral Obligation

The Committee System was adopted in part to utilize the combined knowledge, experience and training of a group of personnel rather than the personal opinion of only one person. Due to the nature of the sport, we develop highly individualistic and aggressive personalities. Chairs are usually selected at least partially on their proven traits of leadership. In some cases it might become difficult for the Chair to remain objective in his conduct of committee business so it is essential that reports and recommendations from the committee be a culmination of committee work and not only the opinion of the committee Chair. The Chair may present both the committee majority recommendations and any dissenting opinions.

### 02-03.07 Working Group/Committee Member Agreement

As a condition of service on any working group or committee of the USHPA, each member is required to sign the Working Group/Committee Member Agreement.

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The United States Hang Gliding and Paragliding Association, Inc.

## 02-03.08 Committee Policy

- A. Business matters that are obviously within the scope of an existing committee shall be handled by the committee or delegated to another individual or group by the committee within a reasonable length of time.
- B. Individual Board members with creditable ideas which fall within an area already assigned to an existing committee will forward these ideas to the committee Chair for consideration. Board members will not take unilateral action in conflict with existing committee operations, projects or functions.

## 02-03.09 Reports

- A. Chairs must designate a person to take minutes of all committee meetings. Minutes contain a review of discussions that have taken place and not a detailed description of all conversations at the meeting. Chairs must provide meeting minutes to any Director upon request.
- B. Following committee meetings, the committee Chair will present to the Board a report of recommended actions. Reports contain a list of actions recommended by the committee and a review of action items assigned to the committee and not the minutes of the meetings.
- C. At each Board Meeting, the committee Chair will present a written report of their committee activities and any appropriate recommendations to the board during the interim period between Board meetings. This report will be included in the minutes of the Board meeting.
- D. Reports on specific projects as requested by the Board will be submitted separately.
- E. As necessary, between Board meetings, the committee Chair will prepare a progress report for the President. This report will be brief and generally outline projects being staffed, progress, problem areas and any realignment of committee members.
- F. Committee Chairs will submit a brief report of Committee actions to USHPA headquarters for compilation and Executive Committee Review. This report shall include any exercise of the Chairs delegated authority that does not require BoD approval.
- G. Sub-committee Chairs, who are appointed by and are responsible to the Committee Chair, shall submit a report to the Chair at each Board meeting.



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The United States Hang Gliding and Paragliding Association, Inc.

## Travel Reimbursement

Standard Operating Procedure 02-04  
Last Amended March, 2011

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### 02-04.01 Introduction

The Travel Reimbursement program defrays out-of-pocket expenses incurred when USHPA Board members volunteer to participate on the Board.

### 02-04.02 Eligibility

Regional Directors and Directors-at-Large attending a minimum of two full 8 hour days of a BOD meeting are eligible for reimbursement of travel expenses. At the discretion of the President, non-Directors serving as committee chairs or providing expert advice to the Board may be reimbursed as though they are Directors.

### 02-04.03 Eligible Expenses

- A. Reasonable, coach class airfares paid to common carriers or ticketing agencies are eligible. Tickets should be purchased far enough in advance of the BOD meeting to receive the lowest airfare. USHPA is responsible for reimbursement based on the lowest airfare available.
- B. A BOD meeting attendee may elect to use a personal vehicle in lieu of air transportation. Reimbursement is based on mileage distances produced by Rand McNally and the reimbursement rate is the current IRS business mileage rate.
- C. Reasonable hotel accommodations during the meeting are eligible.
- D. In cases where independent business travel coincides with USHPA business, USHPA is responsible only for reimbursement of the additional travel costs.

### 02-04.04 Ineligible Expenses

- A. Upgrades from coach class are not eligible.
- B. Ancillary expenses such as food, drink and entertainment expenses are not eligible.
- C. Ground transportation expenses such as taxi and limousine fares, rental cars, tolls, parking fees, etc. are not eligible.

### 02-04.05 Reimbursement Amount

- A. Executive Committee  
Effective 1/1/2010, the USHPA reimburses all eligible expenses for Executive Committee members.
- B. Other Board Meeting Attendees  
The maximum amount reimbursable by USHPA is \$600. All costs beyond \$600 are the responsibility of the attendee.

Optionally, Executive Committee members and other attendee may elect to forgo reimbursement in exchange for a donation letter to USHPA for tax deduction purposes.



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The United States Hang Gliding and Paragliding Association, Inc.

## **02-04.06 Documentation**

An expense report for reimbursement of travel expenses must be submitted to USHPA within 30 days following the BOD meeting. Copies of receipts from airline or ticketing agencies and hotels must be submitted.

## **02-04.07 Financial Hardship**

In case of financial hardship, an attendee may make a request for additional reimbursement, to a maximum of 100% of airfare or vehicle expense and hotel fees, as defined above. This request will be considered by the Executive Committee and may be granted or denied at their discretion. The applicant shall make the request at least 45 days prior to the Board meeting, and a decision granting or denying the request shall be provided within 10 days. As a guideline, a maximum of \$3000 per year may be allocated for this purpose.

Reimbursement in this instance may be used for any eligible expenses.

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The United States Hang Gliding and Paragliding Association, Inc.

## Member Referendum Procedure

Standard Operating Procedure 02-05  
Last Amended November, 2010

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### 02-05.01 Introduction

In order to encourage membership participation and provide the membership with an additional voice in the Association's management, the following procedures have been adopted by the Board of Directors. Any referendum which meets the criteria and follows the procedures below will be voted upon by the board and, if necessary, presented for a vote by the membership.

### 02-05.02 Petition Proposal

- A. Any current member may present a petition to the USHPA President for the purpose of initiating a vote upon any issue. The petition must clearly set forth the proposed issue to be voted upon must be presented to the USHPA President not less than 60 days before the submission of the required sponsor signatures discussed below.
- B. Within 30 days of receipt of any such petition, the USHPA President or the USHPA office may notify the petitioning member that the proposal is not permitted as a matter of law, and may, but is not required to, provide alternative language to make the proposal permissible under the law. Such a response shall set forth the reasons the proposal is not permitted under the law.
- C. The petitioning member must then revise its petition to make it permissible under the law prior to collecting the required sponsor signatures. The revised petition must be received within 30 days of USHPA's notice of the legal problem contained in the petition. The time in which to collect sponsor signatures will begin to run upon receipt of any such revised version of the petition which sets forth the proposal in a manner permitted under the law.

### 02-05.03 Required Sponsor Signatures

- A. Within 180 days of receipt of the petition, or the final revised petition if applicable, the petitioning member must submit member signatures representing at least ten percent (10%) of the USHPA membership as of the date of submitting the sponsor signatures indicating that the members support the petitioned proposal.
- B. Each signature page shall contain a verbatim description of the proposal as it was presented in the final petition to the USHPA President.
- C. Each sponsoring member shall provide their signature, name, membership number, current phone number and the date on which they signed the petition. Sponsoring members must be current members of USHPA both at the time of signing the petition and at the time the signatures are presented to the USHPA President.
- D. Any petition which fails to submit the required sponsor signatures within the 180 day period must wait one year from the original submission deadline to re-submit the issue to the USHPA President.

### 02-05.04 Consideration by the Board

- A. Any such petition which is presented pursuant to this procedure with the required number of sponsor signatures shall be presented at the next regular meeting of the board of directors. If

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The United States Hang Gliding and Paragliding Association, Inc.

membership approval is not required by law to implement the proposal contained in the petition, the board of directors shall vote upon the proposal at the next regular meeting of the board.

- B. All quorum requirements set forth in the Bylaws shall apply. Any petition proposal may be approved by a majority of the present board members constituting a quorum, unless the Bylaws or provisions of the California Corporation Code require approval by a greater number.
- C. If approved by the board of directors, the proposal shall be implemented by the board and submission to a membership vote will not be required.

## **02-05.05 Consideration by the Membership**

- A. Any such petition which is presented pursuant to this procedure with the required number of sponsor signatures, but is either not approved by the board of directors or requires a vote of the membership shall be presented to the general membership for a vote at the next possible regular meeting of the membership.
- B. All notice and quorum requirements set forth in the Bylaws shall apply. Any petition proposal may be approved by a majority of the members present, in person or by proxy, at the meeting of the membership, unless the Bylaws or provisions of the California Corporation Code require approval by more than such a majority.

## **02-05.06 Approved Petitions**

- A. Petitions approved by the board or membership pursuant to this procedure shall be implemented by the board. The board of directors shall formulate procedures and/or additions to the Bylaws or Standard Operating Procedures in order to implement the proposal approved via the petition procedure.
- B. Any approved petition proposal may not be materially amended, changed or challenged by the board of directors or by petition of a member for one year from the date of its approval.





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The United States Hang Gliding and Paragliding Association, Inc.

## USHPA Board of Directors Job Description

Standard Operating Procedure 02-06  
Last Amended October, 2010

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### 02-06.01 Introduction

Election to the Association's Board of Directors brings with it a multitude of responsibilities, in most cases more responsibilities than one person can successfully manage. The mature individual recognizes this, prioritizes those responsibilities and makes sure the most important ones get handled and delegates the others to appropriate individuals. There are three distinct sets of responsibilities: ethical responsibilities, responsibilities associated with the needs of the National Association, and responsibilities associated with the needs of the pilots in the Directors' Region.

### 02-06.02 Board Member Agreement

As a condition of service on the Board of United States Hang Gliding and Paragliding Association, Inc. (the "USHPA"), each Regional Director, and Director-At-Large is required to sign the Board Member Agreement.

### 02-06.03 Ethical Responsibilities

- A. USHPA Integrity Statement. Integrity is a fundamental part of the way the United States Hang Gliding and Paragliding Association and its agents do business. Our commitment to integrity means that all our actions and relationships are based on these uncompromising values.
1. Deliver courteous, high quality services to our members.
  2. Treat each other with respect.
  3. Deal fairly in all of our relationships.
  4. Honor our commitments and obligations.
  5. Communicate honestly.
  6. Take responsibility for our actions.
  7. Provide equal opportunity to all.
- B. Statement of Principles of Ethical Behavior and Conflict of Interest. The USHPA ethics initiative is a value based rather than a compliance based system. The degree of success of this initiative will depend upon an understanding of the rules, regulations and ethical standards of our association. The Board of Directors, Executive Director, and Staff have a special responsibility to be leaders and role models in this effort. To assure that USHPA is an association of high ethical standards. All USHPA agents should:
1. Adhere to the spirit of the USHPA Integrity Statement
  2. Honor the confidentiality of organizational information that is declared confidential.
  3. Disclose actual or potential conflicts of interest.
  4. Neither give nor receive gifts, cash, travel, hotel accommodations, entertainment, or favors, except as part of open and generally accepted practices which serve to promote

## The United States Hang Gliding and Paragliding Association, Inc.

the best interests of USHPA, and do not compromise the objectivity and integrity of the individual.

### 02-06.04 Association Responsibilities

- A. Represent the interests and opinions of the pilot membership in the Region.
- B. Identify those sport issues where he/she has special expertise and/or interest and serve on the appropriate Committees.
- C. Vote on all issues on behalf of his/her constituency, tempered by his own evaluation of the facts and the sometimes need to reach a compromise.
- D. Insure to the best of his/her ability that all accidents within the Region are reported to the Association.
- E. If unable to attend a particular BOD meeting, arrange for a substitute to represent the interests of the Regional membership; however, any such substitute representative will not hold a proxy or voting rights at the meeting.
- F. If the Director, retires, resigns or moves out of the Region, recommend a capable and willing replacement to fill the unexpired term.
- G. If appointed as Chair of a Committee, insure all Committee responsibilities are carried out by the members of the Committee, including the appropriate reports to the Board and the Office.
- H. If a Board meeting takes place in the Director's Region, assist with selection of an appropriate meeting place and help the office handle all the necessary logistics.

### 02-06.05 Regional Responsibilities

If the Region has multiple Directors, they must communicate and cooperate such that all responsibilities are orchestrated so that the pilots in the Region get consistent and accurate directions and help. If a situation arises where the Directors' opinions conflict and they are unable to reach an acceptable compromise, they should seek binding counsel from either the Executive Committee or from another mutually respected Director.

- A. Insure that each pilot in the Region has acceptable access to the Rating system through the appointment/re-appointment and training of responsible individuals as Examiners and Observers in his/her region.
- B. Ensure that non-active Examiners and Observers do not get re-appointed without assurance that they will fulfill their rating responsibilities.
- C. Provide necessary training for Examiners.
- D. Appoint only qualified Examiners.
- E. Provide a central information format for the Examiners and Observers to insure consistency in the managing the rating process.
- F. Ensure, where appropriate, that the rating revocation process is handled fairly, and expeditiously and is not allowed to falter because of the inherent difficulties in this type of action.
- G. When the Mentor Coordinator requires, support the Mentor Program by appointing qualified Mentors.
- H. Ensure that someone in the Region arranges, coordinates and manages a Regional Competition for the purpose of selecting pilots for the National Championships.

## The United States Hang Gliding and Paragliding Association, Inc.

- I. Approve ICP, Tandem and Towing Clinics.
- J. Approve Safe Pilot Awards, Master Rating Applications.
- K. Inform the Regional membership of the proceedings of the last Board meeting.
- L. Disseminate information on how the USHPA system works - keep the pilots informed.
- M. Encourage/promote new flying sites and the safe management of existing sites through the appropriate use of the rating system, insurance and site regulations.
- N. Encourage/promote safety and safe flying practices.
- O. Conduct him/herself in an appropriate manner as an example for other pilots to follow.
- P. Mediate conflicts that occur in the Region.
- Q. Support the formation of Clubs to manage flying activities in a local area and encourage those clubs to achieve USHPA Chapter status.
- R. Be a Regional spokesman for the USHPA both to the pilots in the Region and any civilian organization, i.e., newspaper, government agencies, landowners, etc.
- S. Provide Headquarters and HANG GLIDING AND PARAGLIDING magazine with updated information on Regional trends/activities, special events, survey results, site development and maintenance efforts, etc. which serve to assist in monitoring National trends/concerns.

### 02-06.06 Director-at-Large

The Association provides the elected Regional Directors with the obligation to elect five Directors-at-Large. These individuals have all the authority and rights of the Regional Directors. The Bylaws make no other distinction between Regional and At-Large Directors, however, logic would dictate that while these individuals have equal authority and responsibility at the National level, the Directors At Large would defer to the elected Regional Director(s) on Regional issues. Further, the Directors at Large would seek to support the Regional Director(s) and would accept Regional responsibilities only with the approval of the Regional Director(s). For example, as per SOP 12-5, 5.01 a Regional Director may authorize in writing to the USHPA office, a Director-at-Large in his/her region to act as Regional Director in matters of the rating program.



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## Urgent Incident Procedures

Standard Operating Procedure 02-07  
Last Amended March, 2017

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### 02-07.01 Introduction

Urgent incidents happen in the sports of hang gliding and paragliding. Incidents often affect many people and organizations and need to be handled as skillfully as possible. This SOP is a guideline for handling urgent incidents. Local judgment is always the final determining factor in what actions are appropriate.

### 02-07.02 Incident Manager

The first thing to be done is establish an individual as Incident Manager. The Incident Manager serves as a central point of communication and ensures that everyone has the same information to work with. Therefore, Incident Manager should collect and disseminate all information as well as exercise any responsibilities relative to the situation. The Regional Director residing closest to the incident site will be, or will designate a local representative to be, the Incident Manager.

### 02-07.03 Responsibilities of the Incident Manager

Depending on the complexity of the situation, the Incident Manager may choose to assign some of the following activities to competent people, while remaining the primary source of information dissemination:

- A. Immediately publish a statement that the incident is being investigated, information is being collected, and further information will be made available only after all the facts are determined. No personal identifying information should be released. The statement should be published in Chapter newsletters, bulletin boards and released to news organizations, if appropriate.
- B. The Incident Manager must discourage local pilots and Chapter officers from making any official statements of theoretical conclusions, either orally or in print, until the facts are determined.
- C. Develop a summary of the incident.
  1. Confirm reports with several parties, if possible.
  2. Discuss with actual witnesses, if available.
  3. Record witness names, addresses and phone numbers.
  4. Gather written statements (accident reports) from witnesses.
  5. Identify other organizations involved:
    - a. FAA or other aviation authorities.
    - b. Law enforcement.
    - c. Other government agencies.
    - d. Private landowners.
  6. Obtain status of any individuals injured.
- D. Review and analyze sequence of events.
  1. Determine what factors contributed to causing the event.

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2. Discuss with other knowledgeable persons.
3. Identify any SOP violations.
4. List any laws violated (including FAA or local regulations).
- E. Collect other pertinent information.
  1. Call HQ to determine current membership status/rating/appointments, etc. of pilots involved.
  2. Verify any insurance data (site, pilot, personal, etc.).
  3. Request office check USHPA miscellaneous records for other pertinent data.
- F. Develop short term action plan.
  1. Notify appropriate USHPA personnel (office, Accident Review, other pilots, etc.)
  2. Provide information to news media when necessary.
    - a. Get help from other experienced Directors.
    - b. Be consistent and honest in all your communications.
  3. Confer with FAA, local public agencies, local Chapters, etc.
- G. Follow up plan.
  1. Collect any and all newspaper articles.
  2. Take disciplinary action as necessary.
  3. Document and review incident:
    - a. What went wrong?
    - b. What went right?
    - c. What could have been done better?
    - d. What needs to be changed?
    - e. What future impact may result?
- H. Write closure summary.
- I. Copy all the important parts of the documentation and forward to the USHPA legal counsel.
- J. Have the primary investigator report the incident using the USHPA online reporting system AIRS ( <https://airs.ushpa.aero> ).
- K. Legal counsel determines which facts are relevant and necessary for release and notifies the Incident Manager for release of the information.



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## Election and Removal of Officers and Directors-at-Large

Standard Operating Procedure 02-08  
Last Amended March, 2014

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### 02-08.01 Introduction

The Bylaws provide for the Board to conduct elections for Officers and Directors-at-Large, and to fill unfilled positions. Furthermore, the Bylaws provide that the Board may remove Directors-at-Large with or without cause, and may remove Regional Directors with cause. This SOP sets out the procedures implementing these provisions of the Bylaws.

### 02-08.02 Election of Officers and Directors-at-Large

- A. Elections will be conducted in a general session in the late afternoon on the last full day of the last board meeting of the year.
- B. Election of Officers and Directors-at-Large shall be conducted by written secret ballot of the voting Directors.
- C. Nominations shall be held immediately before an election. Any member of the Board of Directors may nominate any eligible person for an election. The nominee must accept the nomination either orally or in writing.
- D. Any nominees, Directors or members shall have opportunity to comment on any of the nominees or issues in the election after the closing of nominations and prior to the casting of ballots. The Board, by majority vote, may terminate discussion and immediately proceed to the casting of ballots.
- E. Ballots shall be counted by the Secretary and the Executive Director.
  1. If the Secretary and/or Executive Director is unavailable, the Board shall select other people to fill their role in counting.
- F. Any voting Director who questions the results of the election at the time of the announcement of the results may inspect the ballots to verify the count.
- G. If the results of the election depend on any ballot(s) whose intent is in any way in question, then the election shall be declared invalid and the Board shall immediately re-vote. The Board, or any of the people doing the counting, may invalidate the election because of questionable ballot(s).
- H. The winner of an election must have received the votes of more than half of the Directors casting non-abstention votes.
  1. If no candidate gets sufficient votes, there shall be an immediate runoff election between the top two vote getters. If there is a tie for first or second place and there were candidates with fewer votes than the second-place candidate, then there shall be a runoff with all of the candidates in first or second place.
  2. These runoff elections shall continue until a winner is selected or an impasse is reached wherein no candidate wins and no candidate is eliminated. In case of an impasse, the winner shall be selected by random chance among the remaining candidates.
  3. In the case of elections of Directors-at-Large, each voting Director may vote for as many candidates as there are seats available. If more candidates receive majority votes than there are seats available, the seats shall be awarded to the candidates with the most

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votes. If there is a tie for the final seat, then there shall be runoff elections (as described in §8.01(H)(1)) among the candidates so tied, until a resolution is reached.

- I. The winner of each election shall be announced immediately upon completion of a successful and decisive count of ballots.
- J. During the normal, annual elections, the elections shall be held in the following order: Directors-at-Large, President, Vice-President, Secretary, Treasurer.
- K. No person may hold more than one of the offices of President, Vice-President, Secretary or Treasurer at any one time.

### 02-08.03 Filling Vacant Positions

- A. The Board shall fill any unfilled Officer, Regional Director, and Director-at-Large positions, other than those caused by removal of the Director by the members, at its earliest convenience.
- B. Elections to fill vacant positions shall be conducted using the procedures of §8.01(B-I). If more than one position is open, the order of the elections shall be determined as in §8.01(J), skipping over any already-filled offices.
- C. A sitting Officer may run for a vacant officer seat. Should the sitting Officer win the election, the Officer's old office immediately becomes vacant and shall be filled under this SOP; should the sitting Officer fail to win election, then he or she will retain his or her original office.
- D. Vacancies caused by the removal of a Regional Director by member recall shall be filled in accordance with SOP 02-09.

### 02-08.04 Term of Office

- A. Officers and Directors-at-Large are elected at the Fall board meeting and take office at the adjournment of the board meeting when elected.
- B. Regional Directors are elected by the membership in the Fall annual election and take office on January 1 following the election.
- C. Regional Directors elected by the Board or members, and Officers and Directors-at-Large elected by the Board to fill a vacancy, shall assume office immediately upon election.

### 02-08.05 Removal of Officers and Directors-at-Large Without Cause by the Board

- A. The Board may remove Directors-at-Large and any Officer who does not have a contractual right of employment from office at any time without cause.
- B. At the time of consideration of removal, the Director-at-Large or Officer being considered for removal shall be given an opportunity to speak against the motion of removal. Any other Directors with an interest in the vote shall also be given the opportunity to speak.
- C. The vote for removal shall be conducted by roll-call voice vote, and the votes of all Directors shall be recorded in the minutes of the meeting.
- D. Removal requires a majority of the directors casting non-abstention votes, as with any normal action of the Board.
- E. The Executive Committee may not remove a Director-at-Large, Officer or Regional Director.





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## **02-08.06 Removal of Directors or Officers With Cause by the Board**

- A. The Board may remove any Officer or Director for cause at any regular or special meeting of the Board.
- B. The motion for removal shall state the cause for the removal, which must be valid under the California Corporation Code.
- C. Subject to the provisions of §8.05(B), the removal shall proceed using the same procedure for removing a Director-at-Large or Officer described in §8.04.
- D. Notwithstanding the provisions of §8.05(C), no Director shall vote for a Removal With Cause unless that Director believes that the cause presented is valid for removal under the California Corporation Code and applies to the person being removed.



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## Regional Director Recall Procedure

Standard Operating Procedure 02-09  
Last Amended May, 2010

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### 02-09.01 Introduction

The Bylaws provide for removal of a Regional Director without cause (hereinafter called "Recall") by the members of a region. This SOP defines the procedure for the Recall.

### 02-09.02 Request for Recall

- A. Any voting member may request a Recall. The member making the request is referred to as the "Petitioner."
- B. The Petitioner is responsible for gathering petitions with member's signatures in support of the Recall as set forth in section 02-09.03. The Petitioner shall submit the petitions to the USHPA Executive Director at the principal executive office to request the Recall. The date the petitions are received is called the "Submission Date."
- C. The Executive Director shall notify the Executive Committee of the request for Recall and acknowledge receipt of the request to the Petitioner within 3 business days of the Submission Date.
- D. Within 10 calendar days of the Submission Date, the Executive Director shall validate the Recall petition by confirming that the conditions set forth in 02-09.03 have been satisfied. The Executive Director shall notify the Executive Committee and the Petitioner of the validity of the Petition, and if the petition is declared invalid, state the reasons.
- E. If the petition is valid, the Executive Committee shall notify the Director subject to Recall within 14 calendar days of the Submission Date. The date of such notice shall be the "Initiation Date".

### 02-09.03 Required Sponsor Signatures

- A. Members in favor of Recalling a Director must sign a petition seeking the Recall. More than one voting member can sign a single page of the petition as long as the required information is provided for each member. The form of the petition must:
  1. Clearly state that the purpose of the petition is to Recall a Regional Director and state the Director's name;
  2. Affirmatively state that the voting member supports Recalling the Director; and
  3. State that only USHPA voting members residing in the same region as the Director subject to Recall may sign the petition. The person signing the petition must satisfy the voting member requirement both at the time of signing the petition and on the Submission Date.
  4. State the member's name, USHPA number and phone number, and must be signed and dated by the member.
- B. The Petitioner must deliver original petitions to the USHPA office signed by not less than 10% of the voting members in the region.
- C. Signatures must be dated no earlier than 90 days prior to the Submission Date.

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## 02-09.04 Special Election

- A. Upon the Initiation Date, the Executive Committee shall begin a special election for the limited purpose of Recalling the affected Director and electing a replacement.
- B. A special election shall proceed as follows:
  1. Within 10 calendar days of the Initiation Date, the USHPA office will send or electronically transmit notice of the special election and a call for nominations to all voting members in the affected region. The manner of giving notice is as specified in the Bylaws.
  2. Voting members residing in the same region may nominate members residing in the region for the Director position subject to the Recall. The Director subject to Recall may not be nominated.
  3. Nominations close 30 calendar days after the giving of notice of a special election.
  4. The USHPA will duplicate and distribute candidate statements of up to one single-sided 8.5"x11" page per candidate. Candidates' statements must be received by the USHPA office before the close of nominations. The USHPA may distribute these statements in paper form or electronically, and may make the statements available electronically on an electronic network.
  5. USHPA will send or electronically transmit the special election ballot with the Candidate statements to all voting members of the region within 10 calendar days of the close of nominations. The manner of notice is as specified in the Bylaws.
  6. Original ballots must be physically delivered to USHPA within 30 calendar days of the dissemination of the ballots. This date is hereinafter called the "Special Election Date." Ballots not received in a timely manner, non-original ballots or ballots sent by electronic transmission are invalid and will not be counted.
  7. The special election ballot shall contain two questions:
    - a. "Should <Regional Director Name> be removed from office?" (YES/NO/ABSTAIN)
    - b. "If removed from office, which one of the following candidates should fill the vacant position? (MARK ONLY ONE CHOICE OR WRITE IN THE NAME. YOUR VOTE FOR CHOICE OF REPLACEMENT CANDIDATE WILL NOT COUNT IF YOU MARK MORE THAN ONE.) [List of candidate names, including space for write-in candidate and the choice "ABSTAIN"]"
  8. Write-in candidates who are not voting members of the region will not be counted.
  9. The responses to the two questions on the ballot shall be counted independently. If a response to either question indicates more than one choice, the response to that question is invalid. The invalidation of the response to one question does not invalidate the response to the other question.
- C. Within 10 calendar days of the Special Election Date, the ballots shall be counted.
- D. If a majority of voters favor removal of the incumbent Director, then the incumbent Director is removed effective immediately and a plurality of votes cast shall determine which candidate shall serve out the remaining term of the removed Director.
- E. If the number of ballots returned does not meet the quorum requirement of the Bylaws, then the special election is invalid and the incumbent Director retains the position.

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- F. Within 3 business days after the ballots are counted, the Executive Committee shall notify the Director subject to Recall and all candidates of the results, and post the results on the USHPA web site. Notification shall be made utilizing personal delivery, U.S. Mail, or electronic transmission, as those terms are defined in the USHPA Bylaws. The date such notice is given is the "Special Election Effective Date". The recall and selection of a replacement Director shall be effective as of the Special Election Effective Date. The results shall be printed in the next available issue of the USHPA magazine.
- G. To the extent that this SOP is in conflict with the Bylaws or the Articles of Incorporation of the USHPA, the Bylaws and Articles of Incorporation govern.

## **02-09.05 Authority and Responsibility For A Recall Petition and Election**

- A. The Executive Committee has the authority and responsible to determine whether the requirements in SOP 02-09 have been met. The Executive Committee may use information provided by the Executive Director to make this decision. If it is determined that any requirement is not met, the Executive Committee must declare the Recall petition and special election invalid, and the incumbent Director will retain the position.
- B. The Executive Committee may authorize the Executive Director to manage all aspects of the Recall election, with the exception of the authority given in section 02-09.05(A).

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## Conduct of Meetings

Standard Operating Procedure 02-10  
Last Amended November, 2009

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### 02-10.01 Introduction

The purpose of this SOP is to define the roles, responsibilities and limitations of participants in Board of Director meetings, including Board of Director general session meetings, Executive Committee meetings and standing and ad hoc committee meetings. This SOP supplements SOP 02-03 which outlines the operational procedures of the committees, committee responsibilities and committee limitations.

### 02-10.02 Meeting Chair

#### A. Board of Directors General Session.

The President of the USHPA presides at general session meetings. In the absence of the President, the Vice President presides at general session meetings. In the absence of both the President and Vice President, the President must designate a member of the Board of Directors to preside.

#### B. Executive Committee

The President of the USHPA presides at Executive Committee meetings. In the absence of the President, the Vice President of the USHPA presides at Executive Committee meetings.

#### C. Standing and Ad Hoc Committees

The Chair of any standing or ad hoc committee, appointed by the President of the USHPA, presides at any meeting of the ad hoc or standing committee. In the absence of the appointed Chair, the Chair of the committee is responsible for appointing an acting Chair, selected from the other members of the committee, for the purpose of conducting meeting business.

### 02-10.03 Meeting Minutes

#### A. Board of Directors General Session.

1. Responsibilities. As mandated by the Bylaws, the Secretary of the USHPA is responsible for taking minutes at general session meetings. In the absence of the Secretary, the President will appoint a USHPA member to take minutes.
2. Contents of Meeting Minutes. Minutes of USHPA Board of Directors general session meetings shall contain the following information:
  - a. The date of the meeting;
  - b. The names of all voting members in attendance at the meeting;
  - c. The names of all others in attendance at the meeting;
  - d. The general nature of the subject matters discussed during the meeting;
  - e. Verbatim text of all formal proposals for board action presented at the meeting by all persons authorized to make such formal proposals at the meeting;
  - f. The results of all votes on all such formal proposals.

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Minutes shall not contain recitations of arguments made by those in attendance at the meeting and shall not contain transcripts of any of the proceeding of the meeting.

3. Dissemination of Minutes. A draft version of the minutes must be made available to the Board of Directors as soon as possible but no later than the following Board of Directors meeting. A draft version of the minutes may also be made available to the members in the Members Only section of the USHPA web site. The minutes are not official until approved by the Board of Directors at the following meeting. Once approved, the official minutes shall be made available to all USHPA members in the Members Only section of the USHPA web site.

### B. Executive Committee

1. Responsibility. The Secretary of the USHPA is responsible for taking minutes at Executive Committee meetings. In the absence of the Secretary, the President will appoint another Executive Committee member to take minutes.
2. Contents of Meeting Minutes. Minutes of USHPA Executive Committee meetings shall contain the following information:
  - a. The date of the meeting;
  - b. The names of all Executive Directors in attendance at the meeting;
  - c. The names of all others in attendance at the meeting;
  - d. The general nature of the subject matters discussed during the meeting;
  - e. Verbatim text of all formal proposals for board action presented at the meeting by all persons authorized to make such formal proposals at the meeting;
  - f. The results of all votes on all such formal proposals.

Minutes shall not contain recitations of arguments made by those in attendance at the meeting and shall not contain transcripts of any of the proceeding of the meeting.

3. Dissemination of Minutes. Minutes of Executive Committee meetings must be made available to the Board of Directors as specified in the Bylaws.

### C. Standing and Ad Hoc Committees

1. Responsibility. The Chair of the committee must appoint a member of the committee to take minutes at committee meetings.
2. Committee Minutes. Minutes of USHPA committee meetings shall contain the following information:
  - a. The date of the meeting;
  - b. The names of all members of the committee;
  - c. The names of all voting committee members in attendance at the meeting;
  - d. The names of all others in attendance at the meeting;
  - e. The general nature of the subject matter(s) discussed;
  - f. Formal proposals for recommendations presented at the meeting by all persons authorized to make formal proposals at the meeting;
  - g. The results of the committee votes on all such formal proposals;

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3. Dissemination of Minutes. Committee Chairs must make all minutes of committee meetings available to all Board Members on request as soon as the minutes are prepared, but, in any event, no later than two weeks following each committee meeting.
4. Committee Reports. Committees must submit formal reports to the Board of Directors, detailing any action that the committee recommends be taken by the board together with such supporting documentation and research as deemed necessary by the Committee as well as such supporting documentation and research as is requested by the Board. Reports may be submitted to the full board at any scheduled meeting of the Board of Directors and may be submitted to the Executive Committee between scheduled meetings of the Board of Directors. If a committee report is submitted to the Executive Committee, the committee Chair must simultaneously transmit the report to all members of the Board of Directors by mail or email. Recommendations in a report do not become the actions of the Board unless and until the Board adopts those recommendations as the action of the Board. Should the Board of Directors (or the Executive Committee, acting on behalf of the Board between meetings, pursuant to the Bylaws) decide to act on the recommendations in a report, the Board may do so by taking any of the following actions:
  - a. Adopt the recommendation(s) in the report, in whole or in part, as the action(s) of the Board;
  - b. Reject the recommendation(s) in the report, in whole or in part, and return the matter to the committee for further work;
  - c. Reject the recommendation(s) in the report, in whole or in part, and assign the matter to a different committee for further work;
  - d. Take action different from the recommendation(s) in the report; or
  - e. Take the report under advisement and take no formal action on the recommendation(s) in the report.

### 02-10.04 Conduct of Meetings

- A. The conduct of the meetings is at the discretion and authority of the presiding Officer or Chair. When order is necessary, the Chair may use parliamentary procedures. Examples of procedures the Chair might use are "*Parliamentary Procedure at a Glance*" by O. Garfield Jones or Roberts Rules of Order.
- B. The meeting Chair is responsible for determining the agenda of the meeting, in collaboration with and approval of the President of the USHPA.

### 02-10.05 Voting Procedures

- A. Voting procedures at USHPA meetings are at the discretion of the meeting Chair, unless otherwise specified by other SOPs or the Bylaws of the corporation. The Chair can request a voice vote, show of hands, secret ballot, roll call vote or any other voting method.

### 02-10.06 Audio Recording, Video Recording and Broadcast of Meetings

- A. Audio recording, video recording and broadcast of meetings are not allowed without the permission of every person lawfully in attendance at any point during the meeting. Broadcast



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includes traditional broadcasting methods such as television, as well as new media broadcast methods such as telephones, internet connections and any other methods of transmission.

## **02-10.07 Remote Attendance at Meetings**

- A. The Chair of the meeting may allow anyone otherwise authorized to attend the meeting in person, to attend and participate in the meeting from a remote location using a telephone, internet connection or similar method.
- B. Anyone otherwise authorized to attend the meeting in person wishing to attend and participate in a meeting from a remote location must submit a written request to the meeting Chair at least two weeks prior to the meeting. Remote attendance and participation is at the discretion of the meeting Chair.



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## Denial of Membership Procedure

Standard Operating Procedure 02-11

Last Amended October, 2016

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### 02-11.01 Introduction

Article V Section 4 of the USHPA bylaws describes the causes of termination and the procedure for expulsion or suspension of membership in the Association. This SOP defines the procedure for denying an application for membership in the Association.

### 02-11.02 Denial of Membership Process

- A. The Executive Director may request denial of membership to any person applying for membership in the Association as a new member or person applying for reinstatement of an expired or terminated membership. The person applying for membership is referred to as the "Applicant".
- B. Where the Executive Director has made a good faith determination that the Applicant's prior behavior meets the standards for denial of membership as set forth in this SOP, the Executive Director may suspend processing of a membership application and request Executive Committee approval to deny membership to Applicant. The Executive Director shall deliver the request to the Executive Committee within 5 business days of the application date.
- C. The Executive Director's request shall describe the reasons for denying the Applicant membership in the Association and provide supporting documentation for the request, to the extent such documentation exists.
- D. Reasons for denial of membership may include, but are not limited to, one or more of the following criteria:
  - 1. Previous expulsion from the Association;
  - 2. Previous expulsion or denial of membership in any national air sport association;
  - 3. Behavior qualifying as grounds for expulsion under Article V Section 4 of the bylaws;
  - 4. Behavior resulting in closure of a flying site or threatened closure;
  - 5. Suing the Association, a member or chapter of the association, any national air sport association, landowner or any other released parties named in the Release, Waiver and Assumption of Risk Agreement;
  - 6. Negligent or reckless behavior resulting in the injury or death of a student, pilot, spectator or applicant; or
  - 7. A determination that Applicant's membership in the Association would be harmful to the interests of the association.
- E. The Executive Committee shall endeavor to act on the application within a reasonable amount of time of the submission date. The Executive Director is authorized to hold a membership application without processing until the Executive Committee has acted on the request.
- F. If the Executive Committee denies membership to the Applicant, the Executive Director shall promptly notify the Applicant and return the Applicant's membership payment with a letter stating

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why the application for membership is denied. A copy of the letter shall be forwarded to board members and retained on file.

### **02-11.03 Appeal Process for Denial of Membership**

- A. An Applicant may appeal the Executive Committee's denial of membership decision to the Board of Directors. The Board may overrule the Executive Committee action by a majority vote.
- B. Appeals must be in writing and addressed to the Executive Director at the USHPA office. Appeals must be mailed within 30 days of the Applicants receipt of the Denial of Membership notice. The appeal will be considered at the next regularly scheduled board meeting provided the notice of appeal is received not less than 45 days prior to a regularly scheduled board meeting. Appeals received within 45 days of the next meeting will be scheduled for review at the following regularly scheduled board meeting.
- C. The Applicant's appeal may include the following supporting documentation:
  - 1. A written statement from applicant refuting the basis for the denial of membership.
  - 2. Written statements from witnesses, where the basis for denial of membership may have been a particular incident.
  - 3. Written statements from character witnesses, attesting to the applicant's character.
- D. The Applicant may personally appear before the board if he or she so desires.
- E. The Applicant may have witnesses appear before the board if he or she so desires.
- F. The President shall allocate a reasonable amount of time for consideration of the appeal and may end discussion at the end of the allocated time and call for a vote.
- G. The board's action on the appeal shall be final.



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The United States Hang Gliding and Paragliding Association, Inc.

## Executive Committee

Standard Operating Procedure 03-00  
Last Amended November, 2011

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### 03-00.01 Introduction

The Executive Committee, per Bylaws Article IX and Article X, is elected by the Board of Directors and shall have the authority of the Board of Directors between meetings of the Board.

Meetings may be called by the President or any two members of the Executive Committee.

In addition, the Committee shall have the following authorities and responsibilities.

### 03-00.02 Committee Responsibilities

- A. The Committee, through the President, shall directly supervise the Executive Director including writing a yearly performance evaluation.
- B. The Committee shall evaluate the Executive Director's salary and recommend appropriate percentage adjustments be approved by the Board of Directors.
- C. The Committee shall evaluate, make appropriate changes and approve the yearly financial budget as prepared by the Executive Director.
- D. Members of this Committee shall automatically serve as members of the Planning Committee.
- E. The Committee shall yearly evaluate the population numbers of the membership and make appropriate recommendations to the Board of Directors as to adjustments in the Regional Director allocations.
- F. The President shall present to the Board of Directors, at the beginning of each Board meeting, a report of all actions, discussions and decisions taken by the Executive Committee since the last Board meeting. This report shall be presented even if only to document that no activity occurred.



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The United States Hang Gliding and Paragliding Association, Inc.

## Finance, Insurance and Risk Management Committee

Standard Operating Procedure 03-01  
Amended and Consolidated with SOP 03-11, March 2013

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### 03-01.01 Introduction

The Finance, Insurance and Risk Management Committee is responsible for providing oversight and policy on all financial matters that affect the USHPA. Additionally the committee oversees all aspects of the Association's risk management policy and insurance programs. These include pilot liability, instructor professional liability, Directors and Officers, property and fire insurance. Other insurance programs fall under this committee as they may be developed.

### 03-01.02 Committee Objectives

The Committee shall meet at each semi-annual board meeting. Its objectives will be to provide financial and risk management, policy direction and oversight to meet the following objectives:

- A. Maintain liquidity that ensures the future of the organization
- B. Maximize and protect of cash flows
- C. Maintain cost effectiveness
- D. Provide financial accountability
- E. Oversee risk management policies and programs.
- F. Maintain the organizations Insurance Program.

### 03-01.03 Committee Responsibilities

- A. The Committee shall provide oversight of the following activities:
  - 1. Regulatory compliance
  - 2. Annual Financial Report – The Committee shall supervise the office staff in the production of the annual report, and ensure that it is made available to an appropriate set of people.
  - 3. Reporting Requirements – The Committee shall insure that procedures are in place to insure that all required tax returns and other reports are filed in a timely manner.
- B. The Committee shall be responsible for the development, review and approval of the following operation policies and procedures:
  - 1. Conflict of Interest Policy – The Committee shall develop and amend from time to time a conflict-of-interest policy for the Board of Directors and staff.

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2. Human Resources Management Policy – The Committee shall work with the Executive Director to develop and maintain a Human Resources Management Policy.
  3. Office Procedures Manual – The Committee shall work with the Executive Director to develop and maintain an Office Procedures Manual.
  4. Liquidity Target Policy – The Committee shall develop a liquidity target policy consistent with the financial objectives of the Committee as set forth in SOP-03-01.
  5. Investment Policies – The Committee shall review and revise Investment Policies for assets of the USHPA.
  6. Internal Financial and Operating Controls – The Committee shall review and approve policies and procedures for authorization of expenditures; signature authority for bank accounts and check writing; and financial controls.
  7. Privacy and Confidentiality Policy – The Committee shall establish policies to protect the privacy and confidentiality of USHPA’s members, directors, staff and operations.
  8. Whistleblower Policy – The Committee shall establish and maintain a Whistleblower policy that will provide assurance that members or staff who report suspected wrongdoing will not suffer adverse consequences.
  9. Risk Management Policy- The Committee shall evaluate risk exposure and recommend actions to minimize risk to the Association. These recommendations may include changes to SOPs controlled by other committees and will be referred to them for further refinement and implementation.
- C. The Executive Director shall prepare an operating budget prior to the Fall board of directors meeting for the Finance Committee to review, modify and submit to the full board for approval. The Finance Committee (or the Executive Committee) shall be responsible for approving expenses that exceed the budget by more than \$5,000.
- D. The Committee will oversee compliance with requirements of any grants that the USHPA or its staff may receive.
- E. At each meeting, the committee members shall review the status of USHPA insurance policies with the Executive Director. This review may include current policy limits, changes to terms or coverage, significant claims and potential future claims, as well as financial data such as loss ratios.
- F. Insurance and legal risk occasionally requires the discussion of highly sensitive and legally privileged information. The Committee Chair may restrict attendance at the meeting to only voting Directors if there is a need to preserve attorney-client privilege on a particular topic. If a closed session is necessary, it shall be closed only so long as privileged information is under discussion.

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The United States Hang Gliding and Paragliding Association, Inc.

## Competition Committee

Standard Operating Procedure 03-02  
Last Amended March, 2015

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### 03-02.01 Introduction

The Competition Committee is responsible for all competition activities within USHPA. The functions of the Committee are to create, develop, implement, maintain, and modify as necessary, the basic documents required to establish the USHPA Competition Program as recommended by the committee, and as ratified by the Board of Directors, and to administer such elements of the competition program as agreed between the Chair of the Committee and the President of USHPA, in accordance, with the understanding of the Executive Director and Board of Directors of USHPA.

### 03-02.02 Committee Structure

This committee is made up of a series of subcommittees each having an area of expertise. Those subcommittees may include but are not necessarily limited to:

- Race to Goal (R2G)
- Open Distance (OD)
- Aerobatics (Aero)
- Accredited Competitions and Events (ACE)

The voting members of the Competition Committee include the chairs of the subcommittees plus a few individuals selected by the Competition Committee Chair because of their specific expertise and interest. The intent is to get all the necessary work done in the subcommittees and then present all the subcommittee work in a common environment to make sure that none of the work of any subcommittee is counterproductive to any other subcommittee.

### 03-02.03 Responsibilities of the Competition Committee Chair

- A. The Chair shall appoint Chairs for each of the four sub-committees. When helpful to achieving the goals of the subcommittee, the Chair may appoint a subcommittee Chair for both hang gliding and paragliding.
- B. The Chair shall coordinate and monitor all the work of all projects, evaluate all recommendations, and prepare the final material to be presented to the USHPA Board of Directors.
- C. The Chair shall prepare periodic reports of committee activity for distribution to the Board of Directors, members of the committee who may not be Directors, and for publication in HANG GLIDING & PARAGLIDING magazine for the benefit of pilots who are interested in competition and all the programs related to competition.
- D. The Chair shall normally conduct such administration of USHPA programs as are agreed, and which shall essentially be of non-controversial and standardized nature, without coordination with the other members of the committee when time is short for decisions on a project.
- E. The Chair shall prepare a final Committee Report for the USHPA Board meeting.



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- F. The Chair conducts all meetings of the Competition Committee; primarily those scheduled at the USHPA Board of Directors meetings, and is responsible for the activities of the subcommittees including the dissemination of all competition issues to the appropriate subcommittee for action.
- G. The Chair shall communicate directly to the CIVL Representative to insure that the CIVL is aware of all USHPA policies and competition activity and that the CIVL Representative represents to CIVL USHPA competition policies.

### 03-02.04 Subcommittee Structure

The subcommittees may have as many voting members as the subcommittee chair wishes. The Competition Chair shall prepare a program of work covering each subcommittee area of responsibility, including target dates for completion of each project. Development of projects shall normally include communication to committee members. When votes are requested, the Competition Chair may designate a reasonable deadline for a reply, after which the assent of the committee member concerned is assumed for purposes of the vote, in order to expedite the administrative procedures. Some but not all of the subcommittee responsibilities are listed as follows:

### 03-02.05 Responsibilities of the Subcommittee Chair

- A. The Subcommittee Chair shall coordinate and monitor all the work of subcommittee members, evaluate all recommendations, and prepare the final material to be presented to the Competition Committee.
- B. The Subcommittee Chair will prepare proposals and/or reports on subcommittee activities for distribution to members of the subcommittee and may request input of votes on the acceptability of the material.
- C. The Subcommittee Chair may designate study group(s) to read, analyze and recommend changes to the Competition Rulebooks and National Team Selection System (NTSS).
- D. The Subcommittee Chair will prepare the subcommittee's written recommendations to the Competition Committee reflecting the consensus of the members of the subcommittee and its study groups and surveys on competition issues, and coordinate with other subcommittees when appropriate.
- E. The Subcommittee Chair will conduct all meetings of the subcommittee, providing adequate notification of such meetings to all subcommittee members, and be responsible for planning the agenda of these work sessions and for the preparation of material to be considered by the members of the subcommittee.

### 03-02.06 Race to Goal, Open Distance and Aero Subcommittees

- A. The R2G, OD and Aero subcommittees shall each update, modify, monitor and maintain a set of rules designed to give meet organizers and officials the information they need to run a safe and fair meet, within the confines of local regulations or geographic conditions. These rules are published in the R2G, OD and Aero Competition Rulebooks.
- B. The R2G, OD and Aero subcommittees shall create, develop, implement, maintain and modify, as necessary, the policies and procedures for selecting U.S. Team pilots for any international competition, including the FAI World Championships. This includes selection of pilots for specialty meets such as Women's Championships.

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- C. The R2G, OD and Aero subcommittee Chairs are expected to keep in contact with possible meet organizers and encourage and support new meet organizers.
- D. R2G, OD and Aero subcommittee responsibilities are:
  - 1. Competition rules are normally modified every fall except when immediate situations take precedence.
  - 2. The subcommittees will insure that the latest information about the NTSS is published in the R2G, OD and Aero Rulebooks.
  - 3. The purpose of the NTSS is to provide a national pilot ranking based on an objective measurement of a pilot's proven ability to compete against other pilots of proven competitive ability. The purpose of this ranking is to select pilots for U.S. R2G, OD and Aero teams which will fly in international competitions such as the FAI World Championships.
  - 4. The USHPA NTSS is basically a formula for analyzing a contest and awarding points to the competitor. Only competitions sanctioned by USHPA and foreign competitions will be included. For a complete description of the NTSS, see the USHPA R2G, OD and Aero Competition Rulebooks.
  - 5. The USHPA NTSS ranks pilots who participated in USHPA sanctioned (and foreign) competition on the basis of difficulty, validity and final placement, for eligibility on international team.

## **03-02.07 Competition Sanctioning**

- A. Upon receiving original copies of the sanction application, headquarters will send copies of the Sanction Application form to the Chair of the Competition Committee and the appropriate subcommittee Chair. Headquarters will also inform the Chair of the Competition committee and appropriate subcommittee Chair of any financial and/or sanction requirement deficiencies for follow-up.
- B. The subcommittee Chair of the R2G, OD or Aero subcommittee will inform applicants of deficiencies in applications or sanction fees and inform the Competition Committee chair and headquarters of follow-up plans.
- C. The R2G, OD and Aero subcommittees should actively provide suggestions to meet organizers to ensure the dates of meets overlap as little as possible. They should also actively provide suggestions to promote scheduling to allow competitors to conveniently attend meets scheduled back to back in geographic areas.
- D. The Competition Committee is solely responsible for preliminary sanction application approval. The R2G, OD and Aero subcommittees do not have any authority over competition scheduling or sanctioning approval. The Competition Committee will give preliminary approval to sanction applications and then report to the Board of Directors for final approval. The Competition Committee will have delegated authority for approving changes to previously approved sanction applications and will report decisions to the Board of Directors and USHPA Office.

## **03-02.08 National Teams**

- A. The R2G, OD and Aero subcommittees are responsible for the logistics of any team competing in an international meet representing USHPA. After consulting with the top NTSS pilots, the subcommittee shall recommend a team leader.

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1. All team members are expected to comply with and sign the following statement:

"As a condition of participation on the USHPA \_\_\_\_\_ Team, I agree to abide by the laws of the United States of America and of the host country and will conduct myself in a sportsmanlike manner, and in a manner consistent with the best interests of the team, according to the direction of the Team Leader."

2. The Team Leader has the authority to remove from the team a member who in the opinion of the Team Leader violates this code of conduct.
3. Such agreement shall be confirmed and secured by the person being required to sign, prior to his participation, a waiver which states his agreement to the terms and conditions as outlined herein.
4. Un-sportsmanlike conduct, including but not limited to conduct unbecoming a representative of USHPA, as defined and determined on a case by case basis by the event organizers or directors, and/or by the USHPA Board of Directors, and whether or not it occurs within the confines of the specific activities or the event itself, may result in one or more of the following sanctions being imposed on the person.
  - a. At the discretion of the event organizer or director, the person may be ejected from the event.
    - i. This decision shall be entirely at the discretion of the event organizer or director, and the person shall have no recourse to appeal.
    - ii. Such ejection may, at the discretion of the USHPA Board of Directors, be considered as evidence of, or as having resulted from un-sportsmanlike conduct.
  - b. At the discretion of the USHPA Board of Directors, the person may have his or her pilot rating revoked per Standard Operating Procedure (SOP) 12-07.

### 03-02.09 Accredited Competitions and Events Subcommittee

This subcommittee will be responsible for addressing the Internal Marketing Action Item of the Strategic Plan for developing programs to increase the number of fly-ins and fun competitions. Once these programs are in position, this sub-committee will continue to monitor and revise these programs for performance in retaining and increasing USHPA membership.

- A. The ACE subcommittee is responsible for supporting chapters, clubs and individuals to increase the number of accredited fly-ins and fun competitions. The benefits of ACE accreditation are:
  1. Event Insurance to protect organizers and volunteers
  2. Free advertisement in HG/PG Magazine
  3. Free advertisement on the USHPA web page
  4. Corporate sponsorship, when available
  5. Access to organizational tools (comp templates, on-line scoring, on-line registration)
  6. Marketing support, when available
  7. USHPA branding and support for the event
  8. Some level of quality assurance

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B. Goals of ACE events are:

1. Be open to all qualified pilots
2. Define the type of event.
3. Have a pilot registration system
4. Have a Meet Director
5. Have a Safety Director
6. Require a waiver
7. Have a safety system
8. Have an accident/incident procedure
9. Have emergency information for all pilots
10. Account for all pilots at the end of each day
11. Take place at recognized flying sites

C. ACE event types may be any the following or any event which promotes fun competitions. Some examples are:

1. Fly-ins or club events
2. R2G
3. OD
4. Aero
5. Speed gliding/speed flying

D. Goals of ACE events are:

1. Promote fun
2. Promote community
3. Promote safety
4. Promote skill development

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## Elections and Allocations

Standard Operating Procedure 03-03  
Last Amended October, 2016

### 03-03.01 Introduction

The Elections and Allocations Committee shall be responsible for the election process for Regional Directors. The Committee shall also be responsible for the allocation of the (20) Regional Directors to the regions based on population and changes in regional makeup.

### 03-03.02 Responsibilities of Headquarters

The following will automatically be performed by the office staff:

- A. Nomination solicitation will be published annually in the May and June issue of *Hang Gliding & Paragliding* magazine. All nominations must be received in the office no later than August 15<sup>th</sup> in order for the candidate's name to be published on the ballot.
- B. All candidates nominated for inclusion on the annual Election Ballot will be asked to submit resumes and photos to be published in the November issue of *Hang Gliding & Paragliding* magazine, and to accompany the electronic ballot.
- C. Elections are conducted electronically using a secure balloting service. Ballots shall indicate that ballots of eleven members from each region are needed to meet the quorum requirements, and that the deadline for the receipt of ballots is December 15th.
  1. The USHPA Executive Director shall be responsible for access to the voting service and ballot configuration, under the direction of the Elections Committee chair. The Executive Director shall provide the Audit Committee chairperson with access to the voting data after the conclusion of the election for auditing purposes.
  2. All voting members who have an email address on file will receive an electronic mailing with a unique password for access to the voting service, to be sent after the record date. The record date for determining those members entitled to vote shall be at the close of business on October 15th or the following work day if October 15th falls on a weekend or holiday. The election shall open on November 1<sup>st</sup>. Members may obtain their voting password by postal mail on request to the office.
  3. The electronic ballot shall permit the voter to vote for up to the number of candidates for which positions are open.
  4. Voters will have access to a region specific ballot, so they may only vote for qualified candidates. Each ballot will have a space for a write-in vote for each open position.
  5. The voting password mailing provides information on how to access the voting service, validates membership and the right to vote.
- D. Deadline for receipt of ballots to be December 15th.
  1. Electronic ballots will be counted by the voting service during the election, but no totals will be displayed until after the election closes. During the election, the only information displayed is the member number and whether a vote has been cast by that member.
  2. No minimum number of votes is required to be elected.

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3. The candidate(s) who receives the highest vote total for their region is elected. The term of the Director shall commence on January 1 following the election.
  4. In case of a tie, a run-off election will be called within 60 days to determine a winner. Voters eligible for the original election are eligible for the run-off election. Both tied candidates will be listed on the ballot, along with space for a write-in candidate.
  5. If fewer than 11 total votes are received in a regional or run-off election, the election shall be declared invalid and the incumbent shall continue to serve until the next meeting of the Board of Directors. At that time the Board shall hold an election for the position using the procedure for filling a vacancy, SOP 02-08.03.
- E. Election results will be reported on the USHPA website.

### 03-03.03 Official Reports

- A. Headquarters will submit an official report to all current and newly elected Directors. The report will show the winners for each region as well as the total ballots received, totals for each nominee and total of non-votes.
- B. Letters of welcome, a job description, list of duties, a membership roster of the region and the latest Board Meeting minutes will be sent to all newly elected Directors. New Directors should receive a copy of the Bylaws and SOPs.
- C. Letters of appreciation for participation will be sent to all nominees not elected as Directors.

### 03-03.04 Re-Appportionment of Regions

- A. Once a year, the Committee Chair shall evaluate Regional Directors apportionments.
- B. Recommendations for re-apportionment will be sent to the Board of Directors for review and actions as appropriate. Both numerical and geographic distributions of members shall be considered when adjusting regional boundaries.

### 03-03.05 Foreign Resident Pilots

- A. For voting purposes, members residing outside of the United States shall be allocated to the following regions:
  1. Pilots residing in Canada shall be assigned to Region 5.
  2. Pilots residing in all other countries shall be assigned to the region with the fewest members, excluding Region 5. Once assigned, the allocation shall be fixed unless the member moves to a US-resident region.

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## Organization and Bylaws Committee

Standard Operating Procedure 03-04  
Last Amended March, 2017

### 03-04.01 Introduction

The Organization and Bylaws Committee (the "Committee") shall review and process all suggested changes to the Articles of Incorporation, Bylaws and SOPs.

### 03-04.02 Responsibilities of the Organization and Bylaws Chair

- A. The Chair shall act as parliamentarian to the Board, and shall review all motions and resolutions for possible conflict with the Bylaws.
- B. The Chair shall be prepared to raise points of order and/or advise the Chair of the Board of Directors on points of order. Ruling on points of order remains the prerogative of the Chair of the Board of Directors.

### 03-04.03 Articles, Bylaws, and SOPs

- A. The Committee shall review all proposed changes to the Articles, Bylaws and SOPs.
- B. The Committee may request review of the proposed changes to SOPs by any other committees affected by the proposed change. If the proposed change to the SOP's requires additional or modified actions by the USHPA Office, the Committee will submit the proposed change to the Office for their review and comment.
- C. Proposed changes to the Articles, Bylaws or SOPs which conflict with other language in the Articles, Bylaws or SOPs, are rough draft changes or insufficiently defined for the Committee to implement, or for some other reason cannot be implemented, may be referred back to the Board to determine whether to suspend, alter or refer the change back to the Committee that proposed the change.
- D. If the proposed change is to the Articles or Bylaws, the Committee will obtain a legal opinion from counsel as to whether the proposed change is permitted under California Nonprofit Corporation Law or whether the change requires approval of the members.
- E. If the proposed change to the SOPs relates to any of the matters addressed in the Bylaws, including, but not limited to, the purpose of the corporation, the offices of the corporation, the qualifications of the membership, the classes of membership, voting rights of members, termination process of members, membership meetings, quorum requirements, membership class size, membership notice, election of directors, number of directors, length of director terms, removal of directors, filling director vacancies, notice of director meetings, indemnification of directors, or authority of committees (other than the Executive Committee) to act with authority of the board, then the Committee will obtain a legal opinion from counsel as to whether the proposed change is permitted under California Nonprofit Corporation Law, whether the change should be contained in the Bylaws instead or whether approval of the members is required.
- F. The Organization & Bylaws Chair sends a PDF of the proposed change to Committee of origin for presentation to BOD, sends a copy to the USHPA Office for inclusion in the BOD packet, and



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keeps original document for use at BOD meeting. The motion for the proposed change is either adopted, defeated, or referred to Committee.

- G. The Organization & Bylaws Chair, upon approval of the President, may change SOPs to correct typographical errors, formatting issues, or to clarify language, provided that the change does not alter the meaning of the SOP.
- H. The Committee Chair sends a copy of both the draft document and the finalized SOP to the USHPA Office for archiving and uploading to USHPA web site and other USHPA member resources as appropriate.

### 03-04.04 Official Reports

- A. The Committee shall prepare a report to be presented to the Board with its recommendation for changes to the Articles of Incorporation, Bylaws and/or SOPs, and whether such changes require membership approval.

### 03-04.05 Effective Date of Changes

- A. Changes to the Articles of Incorporation or Bylaws become effective immediately upon approval by the Board or the members.
- B. Changes to SOPs become effective only when disseminated to the members. In some instances, there may be a delay between approval of changes by the Board and the availability of the final document.

### 03-04.06 Document Responsibilities

The table below lists which Committee is responsible for reviewing changes to which document/s.

| POLICY MANUAL DOCUMENT                         | RESPONSIBLE COMMITTEE                                    |
|--|--|
| Bylaws   | Organization & Bylaws                                    |
| SOP 01-02, Articles of Incorporation           | Executive Committee with Membership Vote                 |
| SOP 02-00, Mission Statement                   | Executive Committee                                      |
| SOP 02-01, Primary Focus                       | Executive Committee                                      |
| SOP 02-02, Selection of Board Meeting Location | Executive Committee                                      |
| SOP 02-03, Committee System                    | Executive Committee                                      |
| SOP 02-04, Travel Reimbursement                | Finance, Insurance and Risk Management                   |
| SOP 02-05, Member Referendum                   | Elections & Allocation, and Membership and Communication |
| SOP 02-06, Board of Directors Responsibilities | Executive Committee                                      |
| SOP 02-07, Urgent Incident Procedures          | Executive Committee                                      |
| SOP 02-08, Election and Removal of Officers    | Elections and Allocations                                |
| SOP 02-09, Regional Director Recall Procedure  | Elections and Allocations                                |
| SOP 02-10, Conduct of Meetings                 | Executive Committee                                      |
| SOP 02-11, Denial of Membership Procedure      | Executive Committee                                      |
| SOP 03-00, Executive Committee                 | Executive Committee                                      |

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| SOP 03-01, Finance, Insurance and Risk Management | Finance, Insurance and Risk Management |
| SOP 03-02, Competition Committee                  | Competition                            |
| SOP 03-03, Elections and Allocations              | Elections & Allocations                |
| SOP 03-04, Organization and Bylaws Committee      | Organization & Bylaws                  |
| SOP 03-05, Safety and Training Committee          | Safety & Training                      |
| SOP 03-06, Site Development and Chapter Support   | Site Development and Chapter Support   |
| SOP 03-07, Membership and Communication           | Membership and Communication           |
| SOP 03-09, National Coordinating                  | National Coordinating                  |
| SOP 03-13, Strategic Planning Committee           | Strategic Planning                     |
| SOP 03-14, Towing Committee                       | Towing                                 |
| SOP 03-16, Accident Review Committee              | Accident Review                        |
| SOP 03-17, Awards                                 | Awards                                 |
| SOP 03-18, Tandem Committee                       | Tandem                                 |
| SOP 04-01, Employment Policies                    | Executive Committee                    |
| SOP 04-02, Financial Policies                     | Finance, Insurance and Risk Management |
| SOP 04-03, Executive Director                     | Executive Committee                    |
| SOP 04-04, Merchandise                            | Executive Committee                    |
| SOP 05-01, Magazine Editorial                     | Membership & Communications            |
| SOP 05-02, Magazine Production                    | Membership & Communications            |
| SOP 05-03, Magazine Subscriptions                 | Membership & Communications            |
| SOP 06-01, Chapters                               | Chapter Support                        |
| SOP 06-02, Site Insurance                         | Finance, Insurance and Risk Management |
| SOP 06-03, ACE Insurance                          | Finance, Insurance and Risk Management |
| SOP 07-01, USHPA Sanction Requirements            | Competition                            |
| SOP 08-01, Privacy Policy                         | Executive Committee                    |
| SOP 09-00, Gifts and Contributions                | Finance, Insurance and Risk Management |
| SOP 10-01, Affiliation with NAA/FAI               | National Coordinating                  |
| SOP 10-03, CIVL Representative                    | National Coordinating                  |
| SOP 11-01, Member Feedback                        | Safety & Training                      |
| SOP 11-02, Accident Reporting                     | Accident Review                        |
| SOP 12-01, Basic Safety Recommendations           | Safety & Training                      |
| SOP 12-02, Pilot Proficiency System               | (as follows)                           |
| 12-02.01 through 12-02.11                         | Safety & Training                      |
| 12-02.12  | Towing                                 |
| 12-02.13  | Tandem                                 |
| 12-02.14 through 12-02.20                         | Safety & Training                      |

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| 12-02.21   | Tandem  |
| 12-02.22   | Safety & Training                                 |
| 12-02.23   | Tandem  |
| SOP 12-03, Foreign Ratings   | Safety & Training                                 |
| SOP 12-04, FAA Regulations   | National Coordinating                             |
| SOP 12-05, Directors/Examiners/Observers/Instructors   | (as follows)                                      |
| 12-05.01 through 12-05.04  | Safety & Training                                 |
| 12.05.05   | Safety & Training and Tandem                      |
| SOP 12-07, Policy on Revocation and Reinstatement of Ratings Certifications and Appointments | Safety & Training                                 |
| SOP 12-09, Approved Method of Instruction  | Safety & Training                                 |
| SOP 12-10, Towing Administration   | Towing  |
| SOP 12-11, Mentor Coordinator/Mentors  | Mentor Coordinator and Membership & Communication |
| SOP 12-12, Tandem Program  | Safety & Training                                 |
| SOP 12-13, Instructors   | Safety & Training                                 |
| SOP 13-01, Regions of the USHPA  | Elections & Allocations                           |
| SOP 13-03, Chapter Listing   | Executive Director                                |
| SOP 13-04, Insured Chapter Sites   | Executive Director                                |
| SOP 13-05, Board of Directors List   | Executive Director                                |
| SOP 13-06, Committee List  | President   |

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## Safety and Training Committee

Standard Operating Procedure 03-05  
Last Amended March, 2014

### 03-05.01 Introduction

The Safety and Training Committee of the Board of Directors is established by Article VII, Section 1 of the Bylaws as a standing committee. This SOP outlines the functions of the committee and the responsibility of the Committee Chair. The main purpose of this SOP is to outline the scope of the committee for its members and future chairs.

### 03-05.02 Committee Responsibilities

- A. Keeps the Basic Safety Regulations and Doctrine current and consistent with prevailing equipment, procedures, techniques and knowledge in hang gliding.
- B. Keeps abreast of current events, techniques and equipment effective safety and training and publishes guidance to the membership.
- C. Keeps current on accidents and fatalities in the sport, analyzes for cause, and publishes conclusions and recommended procedures in the magazine.
- D. Supervises and provides guidance and direction to Examiners, Observers and Instructors.
- E. Appoints Instructors and Administrators in accordance with the requirements of SOP 12-02.
- F. Responsible for rating pilots, establishes criteria and insures smooth functioning of the program.
- G. Publishes training materials, pamphlets, films and other aids for the training of hang glider and paraglider pilots.
- H. Cooperates with the Federal Aviation Administration to insure that only those regulations mandatory to the saving of human life and the perpetuation of the sport become federal law.
- I. The Chair of the committee will decide when a change to an exam, job description or training material merits notification of the rating officials (Directors, Examiners, Observers and Instructors). When notification is necessary, the Chair of the committee will notify the office of the change and suggest a means of notification (post to web site, email, U.S. mail or article in the magazine). The office is then responsible for making the notification.
- J. The committee has administrative responsibility and authority to amend certain documents under committee control without Board approval. When amending a document, the committee must notify the Board of the change and provide a description of the changes on request of a Director.

The Committee has administrative authority over the following documents:

- 1. Beginner rating exam
- 2. Beginner rating exam answer sheet
- 3. Beginner rating exam answer key
- 4. Novice rating exam
- 5. Novice rating exam answer sheet
- 6. Novice rating exam answer key
- 7. Intermediate rating exam
- 8. Intermediate rating exam answer sheet
- 9. Intermediate rating exam answer key

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10. Advanced rating exam
11. Advanced rating exam answer sheet
12. Advanced rating exam answer key
13. Examiner packet
14. HG Intermediate Observer packet
15. HG Advanced Observer packet
16. PG Intermediate Observer packet
17. PG Advanced Observer packet
18. HG Basic Instructor packet
19. HG Advanced Instructor packet
20. HG Instructor Administrator packet
21. PG Basic Instructor packet
22. PG Advanced Instructor packet
23. PG Instructor Administrator packet

### **03-05.03 Responsibilities of the Chair**

- A. Responsible for insuring that the functions of the Safety and Training Committee listed above are satisfied. Leads the Committee in identifying current problem areas with its area of responsibility, established projects to solve these problems and assigns specific tasks to committee members in order to produce an end product which can be disseminated to the membership.
- B. Acts as focal point for all Committee projects, receives recommendations, informs all members of progress, consolidates contributions of the Committee and publishes the findings.
- C. Responsible for responding to safety-related member inquiries referred to the Committee by the USHPA Office. The Chair may delegate follow-up responsibility to a Committee member.
- D. Keeps the President and other necessary personnel informed of the committee projects and progress.
- E. Chairs all Committee meetings at the Board of Directors meeting and presents the Committee reports to the Board.

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## Site Development and Chapter Support Committee

Standard Operating Procedure 03-06  
Last Amended March, 2016

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### 03-06.01 Introduction

Chapters are critical to the acquisition of flying sites, insuring flying sites, promoting the sport at the local level, and providing the individual pilot numerous benefits and a sense of connection to USHPA. Stronger Chapters yield many benefits to the Association, but more importantly they benefit the individual pilot.

The acquisition and retention of flying sites is essential to the continuation of our sport. Appropriate and legal access to flying sites is necessary for participation in our sport. The purpose of this committee is to provide expertise in understanding, and a voice for addressing State, National and other governmental practices and policies that affect our ability to access flying sites as well as working with appropriate partners that share similar goals.

In order to formalize the important concept of chapter support, and site development and retention, the Chapter Support and Site Development Committee is charged with the following responsibilities.

### 03-06.02 Functions of the Committee

- A. Insure regular communication between USHPA and affiliated chapters.
- B. Mediate and resolve for chapters any disputes that may arise.
- C. Provide governmental liaison support with chapters as may be required.
- D. Assist chapters with insurance issues.
- E. Make recommendations to the Board of Directors for programs and/or actions as deemed necessary.
- F. Provide chapters with assistance and other support as may be appropriate.
- G. To lend support to state, federal and private initiatives that make it easier to obtain access to flying sites.
- H. To identify barriers to site development and retention and at the direction of the Board of Directors attempt to address those barriers.
- I. To assist local chapters in obtaining and retaining access to flying sites on public and private lands.

### 03-06.03 Responsibilities of the Chair

- A. Responsible for seeing that committee functions are carried out. Oversee two sub-committees – one for chapter support, and one for site retention.
- B. Report to the Board of Directors at each board meeting.
- C. Keep the USHPA President and Executive Director informed.
- D. Chair committee meetings.



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## **03-06.04 Official Reports**

- A. The Committee shall present a report at each board meeting identifying issues and opportunities confronting chapters, and provide recommendations to the Board of Directors which will improve and better support affiliated chapters.
- B. The committee shall present a report at each board meeting identifying issues and opportunities confronting sites and provide recommendations to the Board of Directors which will improve and better support site development and retention.



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## Membership and Communication

Standard Operating Procedure 03-07  
Last Amended March, 2017

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### 03-07.01 Introduction

The success of any organization is measured by the type and quantity of its members. A large and increasing membership is healthy and has the ability to influence official regulatory bodies. The Membership and Communication Committee should seek out new ideas and methods to encourage individuals to join the United States Hang Gliding and Paragliding Association. Just as important, these ideas should also encourage existing members to actively support their national organization. An important part of the committee's task is responsibility for the overall quality of the Association's magazine and Websites. Constantly improving the features, format, layout and content of the magazine can be accomplished through a few excellent ideas and feedback and recommending them to the Editor. The Committee may also act as a liaison between the Editor and staff of the magazine and the Board of Directors.

### 03-07.02 Function of the Committee

- A. Prioritize and screen ideas and feedback for obtaining new members submitted to the Committee into objectives which can be accomplished. Review all decisions made by USHPA committees as to impact on membership renewals.
- B. Place articles in *Hang Gliding & Paragliding* magazine and other appropriate media explaining the benefits offered by USHPA, i.e. ratings, insurance, competition, etc. Communicate through the magazine and Websites ways in which the membership and Board of Directors can encourage and support new membership initiatives, newer members and the health of the Association.
- C. Determine from the Editor if the ideas are feasible. Determine if the Editor needs additional resources.
- D. Work closely with the National Coordinating Committee for the maximum dissemination of information and minimum duplication of effort.
- E. Work with Safety and Training to publish in the magazine the current Safety Reports produced by the Accident Review Committee.
- F. Work with the Finance Committee to determine the cost(s) of related decisions.
- G. Make final recommendations regarding implementation to the Board.

### 03-07.03 Responsibilities of the Chair

- A. Encourage committee members to develop programs that will acquire new members and retain old ones. Collect information, ideas, and suggestions for committee review.
- B. Report to the Board of Directors at Board Meetings and other times when directed.
- C. Follow through to see that approved recommendations are accomplished.

### 03-07.04 Responsibilities of the Board of Directors

- A. To review and act on Committee recommendations.
- B. Send ideas, information and suggestions on the magazine to the Editor and Chair of the Committee.



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## 03-07.05 Official Reports

- A. The Committee Chair will submit an official report to the Board of Directors at the next scheduled meeting and at other times when directed.



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## **National Coordinating**

Standard Operating Procedure 03-09  
Last Amended November, 2010

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### **03-09.01 Introduction**

The USHPA has established the National Coordinating Committee for the purpose of direct liaison by USHPA with the Federal Government and other national groups which should appropriately be dealt with by the USHPA.

The Federal Aviation Administration; National Park Service; Dept. of the Interior; and the National Aeronautic Association are agencies with which committees should interact. USHPA is a member of the NAA which is itself a member of the Fédération Aéronautique Internationale (FAI). USHPA's membership in NAA and FAI provides proper representation for hang gliding and paragliding records.

### **03-09.02 Functions of the Committee and Chair**

- A. The Chair or his designated alternate should maintain contacts as necessary with each of the appropriate groups and attend relevant meetings thereof.

### **03-09.03 Responsibilities of the Board of Directors**

### **03-09.04 Official Reports**

- A. A report of significant items should be relayed by the Chair to the President of USHPA.
- B. A written report of Committee actions should be reported to each meeting of the USHPA Board of Directors.
- C. A written report or summary of current status from the appropriate groups concerning hang gliding should be reported to the Board of Directors at each meeting of the Board.

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The United States Hang Gliding and Paragliding Association, Inc.

## Strategic Planning Committee

Standard Operating Procedure 03-13  
Last Amended March, 2011

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### 03-13.01 Introduction

The functions of this committee are to create, develop, monitor and adjust a five year strategic plan to further the growth of the Association. The Plan will document anticipated as well as desired trends within the Plan depending upon future trends that are outside of our control, but have direct impact upon our sport. The Plan should include business as well as philosophical goals. Those goals should have quantifiable measures which allow the Board to track the Association's progress as well as documenting the changes in the Plan on an annual basis.

### 03-13.02 Committee Responsibilities

- A. The Committee shall meet once every even numbered year during the winter between the Fall and Spring Board meetings. The time and place of the meeting shall be set by the President.
- B. The travel and lodging expenses of the committee members shall be reimbursed by the Association, providing they comply with the limits expressed in SOP 02-04, Travel Reimbursement.
- C. The Committee's report shall be presented to the Board within 15 days prior to the Spring Board meeting.
- D. To the degree possible, the Committee's report should include individual action items/recommendations for the appropriate USHPA committee.
- E. The Committee Chair, in conjunction with the Association's President and Executive Director, shall prepare a report to be presented at the beginning of the fall Board meeting documenting the progress (or lack of) towards the goals of the five year plan.

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## Towing Committee

Standard Operating Procedure 03-14  
Last Amended October, 2015

### 03-14.01 Introduction

The ability to tow launch FAI Class I, II, and III gliders enables flying at sites other than traditional foot launch locations. Flat areas like fields, open roads, and airports can become usable for Surface Tow (ST), and Aerotow (AT) operations. The methods differ and may require more people than foot launch. Proper training, equipment, and procedures are required for safe operations. The Towing Committee should gather and disseminate information and oversee rating programs for tow standards.

### 03-14.02 Towing Committee

The Towing Committee meets during the spring and fall USHPA Board of Director meetings. The Committee is comprised of two committee Chairs, and other members appointed by the Chairs. One Chair is to have expertise in the towing of Hang Gliders, and the other Chair is to have expertise in the towing of Paragliders

### 03-14.03 Committee Responsibilities

- A. Seek out information on towing methods, equipment, and sites.
- B. Promote standards and procedures to ensure safe towing operations.
- C. Develop, initiate, and maintain rating programs for towing operations.
- D. Review tow related accidents and fatalities to prevent repetition.
- E. Appoint Towing Examiners in accordance with the requirements of SOP 12-10.
- F. The committee has administrative responsibility and authority to amend certain documents under committee control without Board approval. When amending a document, the committee must notify the Board of the change and provide a description of the changes on request of a Director.

The Committee has administrative authority over the following documents:

- 1. HG AT Observer packet
- 2. HG AT Special Skill packet
- 3. HG AT Examiner packet
- 4. HG ST Observer packet
- 5. HG ST Special Skill packet
- 6. HG ST Examiner packet
- 7. PG ST Observer packet
- 8. PG ST Special Skill packet
- 9. PG ST Examiner packet
- 10. PG Tow Technician packet
- 11. HG Aero-Tug packet

### 03-14.04 Responsibilities of the Chairs

- A. Responsible for insuring that committee functions are carried out.



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- B. Report to Board of Directors at each meeting.
- C. Chair committee meetings.

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## Accident Review Committee

Standard Operating Procedure 03-16

Last Amended March, 2017

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### 03-16.01 Introduction

The Accident Review Committee ("Committee") is a standing committee of the Board of Directors. The Committee's primary purpose is to serve as an independent committee advocating and promoting pilot safety through a better understanding of accidents and incidents. The Committee gathers and evaluates accident reports and shares its findings with the Board of Directors, USHPA oversight committees and the USHPA membership in a fair and objective manner. The Committee does not apportion blame, suggest punishment, or advocate for revocations.

### 03-16.02 Committee Responsibilities

- A. Develop accident reporting templates, surveys and tools needed develop and operate the online Accident/Incident Reporting System.
- B. Educate members in the importance of using the Accident/Incident Reporting System to report accidents and incidents.
- C. Compile and evaluate statistical accident data, reporting to the membership as deemed appropriate by the Committee and Co-chairs.
- D. Recommend changes in USHPA policy and training procedures to improve safety. These recommendations may be presented to the Board of Directors, oversight committees and to Instructors/Administrators through formal USHPA communication channels. Where information is provided to an overseeing committee, e.g. Tandem, Safety & Training, Towing, or Competition, no personally identifiable information shall be revealed.
- E. Assist USHPA legal counsel, when requested, by providing expertise in reviewing accidents and incidents.

### 03-16.03 Responsibilities of the Co-chairs

- A. The Committee will have two Co-chairs; one representing hang gliding and one representing paragliding. Each Co-chair is expected to have expertise for their particular wing type. Together, they are responsible for insuring that the functions of the Committee are satisfied.
- B. Either or both Co-chair may attend Board of Directors meetings and report to the board as needed.
- C. Due to the unique and confidential nature of the accident review and reporting process, Co-chairs will not appoint Committee members without the express permission of the Executive Committee.
- D. Co-chairs and Committee members (if appointed) must sign and adhere to the terms set forth in USHPA's Board Member Agreement or Volunteer Agreement, whichever is appropriate.
- E. Co-chairs will consult with the Executive Director, providing assistance so that the Executive Director can act as the spokesperson for USHPA with the public and the press in matters related





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to accidents and accident reporting. Co-chairs are not to act as a spokesperson; inquiries from the media should be referred to the Executive Director.

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## Awards

Standard Operating Procedure 03-17  
Last Amended March, 2015

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### 03-17.01 Introduction

Presentation of annual awards provides an opportunity for the Association to recognize individuals, groups, and supporters who have made significant contributions to the sports of hang gliding and paragliding. With the exceptions of the Presidential Citation and the Special Commendation, for which contributions may represent a body of work over time, all awards are designed to recognize contributions that have occurred during the current year.

### 03-17.02 Responsibilities of the Awards Committee Chair

- A. The Chair will write an article calling for nominations to appear in the June & July issues of *Hang Gliding & Paragliding* magazine. This article will name awards, list criteria, indicate submission due date, and inspire readers to adequately define the nominee's contribution or effort.
- B. After the committee session at the fall Board meeting, the Chair will present the agreed-on slate of award recipients during a general session for full board approval; a list of all nominees will be available. All original nominations (or copies of electronically submitted nominations) will be handed over to the Editor for use in development of the article in the magazine at the conclusion of the Awards committee meeting.
- C. The Chair will notify all recipients and invite them to attend the spring Board of Director's meeting to receive the Award.
- D. The Chair will write, or cause to be written, appropriate wording for the certificates and plaques and forward to the office.
- E. The Chair will write, or cause to be written, letters of nomination to be issued to NAA and CIVL for their consideration of the nominations for their awards.
- F. The Chair will preside at the Awards ceremony.

### 03-17.03 Responsibilities of the Awards Committee

- A. The committee members will review all nominations for awards at the fall Board meeting and decide on a slate of recipients.
- B. The committee will review/enhance criteria of existing awards for relevancy.
- C. The committee members can recommend establishment of new awards as needed, and suggest criteria to be adopted.
- D. The committee members will review and make recommendation for the FAI & FAA Certificates, the NAA's Safety Award, and the CIVL's Hang Gliding Diploma.

### 03-17.04 Responsibilities of the Regional Director

- A. If a recipient or his designee cannot attend the awards ceremony, the Regional Director may receive the award on the recipient's behalf.

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- B. The Regional Director will make every effort to personally present the award at an appropriate ceremony.
- C. Regional Directors are urged to solicit nominations for any award from his constituents or the membership at large.

### 03-17.05 Responsibilities of the Office

- A. The office will receive the award nominations and forward to the Chair before the fall Board meeting.
- B. During the month of August of each year, the office will send letters/email (using the Awards Committee's name) to Directors, chapters, membership and businesses reminding them to submit nominations using the on-line nomination system or to bring nominations to the meeting for submittal to the Chair.
- C. The Office shall submit to NAA and CIVL the nominations for awards of those organizations.
- D. After receiving the appropriate wording of the certificates and plaques from the committee chair, the office will cause them to be made.
- E. The office will obtain the signature of the President of the Association for these documents.

### 03-17.06 Awards Criteria

The existing awards and their criteria are as follows:

#### ***A. Presidential Citation***

- 1. The Presidential Citation Award provides an opportunity for the Association to annually recognize an individual, group, or organization who has made a significant contribution to the sports of hang gliding and/or paragliding. It is USHPA's highest, most prestigious, and oldest award with a history dating to 1975. It is the one of the two awards that may be presented to those outside the Association.
- 2. Criteria
  - a. The contribution must be a significant advancement for one or both sports. The contribution or effort need not have occurred in the current year.
  - b. The Presidential Citation recipient will be chosen by the current USHPA President at the fall BOD meeting prior to the spring meeting/Awards Ceremony. The Awards Committee will present to the President all nominations up to the close of the nomination process. The President will consider all nominations presented and will be solely responsible for the final determination of the recipient, be it an official nomination or the President's choice. At the Awards ceremony, the Presidential Citation will be presented by the President or his designate.

#### ***B. Chapter of the Year***

- 1. The Chapter of the Year Award provides an opportunity for the Association to annually recognize the Chapter that has conducted successful programs in various activities which reflect in a positive manner upon the Chapter and the sports of hang gliding and/or paragliding.
- 2. Criteria

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- a. Overall excellence in programs and activities for:
  - i. Beginner and Novice pilots
  - ii. Site procurement, development and retention
  - iii. Safety
  - iv. Membership development
  - v. Chapter meetings
  - vi. Special programs or activities
- b. The programs and activities must have been held or started in the current year by a USHPA Chapter.

### ***C. Newsletter of the Year***

1. The Newsletter of the Year Award provides an opportunity for the Association to annually recognize an outstanding newsletter that has been supportive of hang gliding and/or paragliding and the sponsoring Chapter's activities. Three current examples of the nominee's work are to be submitted for review by the Awards Committee.
2. Criteria
  - a. Overall excellence in:
    - i. Service to members
    - ii. Layout
    - iii. Article variety
    - iv. Safety promotion
    - v. Meeting publication deadlines
    - vi. Promoting the sports of hang gliding and/or paragliding.
  - b. The newsletter must be a USHPA Chapter publication and the three examples submitted must have been published in the current year.

### ***D. Exceptional Service Award***

1. The Exceptional Service Award provides an opportunity for the Association to annually recognize one member who has provided the most outstanding volunteer service to USHPA for activity at the national, regional, or local level. The award is different from the Presidential Citation, which recognizes service to the sports of hang gliding and/or paragliding; the Exceptional Service award focuses on a member's service to the Association, and is its leading award for such service.
2. Criteria
  - a. Service(s) recognized must be performed by the member in the current year and must be of significant benefit to the Association.
  - b. The volunteer work may have begun prior to the current year, or may be completed at a future date, but must be ongoing in the current year.

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### ***E. Commendation***

1. The Commendation Award provides an opportunity for the Association to annually recognize members who have exhibited volunteer service to the USHPA at the national, regional, or local level; that is of excellent quality and of significant importance to the Association.
2. Criteria
  - a. The effort or service must be of significant benefit to the Association or the sports of hang gliding and/or paragliding, and may have begun prior to the current year, or may be completed at a future date, but must have occurred or be ongoing in the current year.

### ***F. Recognition for Special Contributions***

1. The Recognition for Special Contributions Award provides an opportunity for the Association to annually recognize non-USHPA members, groups or organizations who have made a significant effort or contribution to the USHPA, its Chapters, or the sports of hang gliding and/or paragliding. This is one of the two awards, which may be presented to those outside the Association.
2. Criteria
  - a. The effort or service must be of significant benefit to the Association or the sports of hang gliding and/or paragliding, and may have begun prior to the current year, or may be completed at a future date, but must have occurred or be ongoing in the current year.

### ***G. National Aeronautic Association Safety Award Nomination***

1. The NAA Safety Award nomination provides an opportunity for the Association, in conjunction with the National Aeronautic Association, to annually recognize an individual, group, or organization that has contributed most toward advancing and promoting safe flying practices.
2. Criteria
  - a. The contribution or effort must be directly related to increasing the safety of the sport. The contribution need not be in the preceding year, but may span several years.

### ***H. Hang Gliding Diploma***

1. The FAI Hang Gliding Diploma may be awarded to an individual who has made an outstanding contribution to the development of hang gliding by his or her initiative, work or leadership in flight achievement.
2. Criteria
  - a. The Diploma will only be awarded for truly significant acts or services and will not necessarily be awarded every year.
  - b. Only one Diploma shall be awarded each year. Procedures shall be as described in Chapter 10 of the FAI Bylaws

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### ***I. Pepe Lopez Medal***

1. The FAI Pepe Lopez Medal may be awarded for outstanding contributions to sportsmanship or international understanding in the sport of hang gliding and paragliding.
2. Criteria
  - a. The medal will only be awarded for truly significant acts or services and will not necessarily be awarded every year.
  - b. Only one Medal shall be awarded each year. Procedures shall be as described in Chapter 10 of the FAI Bylaws

### ***J. Instructor of the Year***

1. The Instructor of the Year Hang Gliding Award and the Instructor of the Year Paragliding Award recognize the importance of our certified hang gliding and paragliding Instructors in promoting safe flying practices and contributing to the positive image and growth of our sport. Innovative approaches that the instructor uses to enhance safety or teaching will be a significant part of the evaluation.
2. Criteria
  - a. Nominations should include letters of support from at least three students.
  - b. Considerations will include effectiveness as a teacher, being a safety role-model, and other factors that the nominating parties deem worthy of recognition.
  - c. One award per sport per year may be given.
  - d. Awards Chair will solicit evaluations from Directors and Administrators in the candidate's region.

### ***K. Website of the Year***

1. The Website of the Year Award provides an opportunity for the Association to annually recognize an outstanding Internet Website that has been supportive of hang gliding and/or paragliding and the sponsoring Chapter's activities.
2. Criteria
  - a. Overall excellence in:
    - i. Service to members
    - ii. Layout
    - iii. Article variety
    - iv. Safety promotion
    - v. Promoting the sports of hang gliding and/or paragliding.
  - b. The Website must be updated in the current year, and be the website for a USHPA Chapter.

### ***L. Bettina Gray Award***

1. The Bettina Gray Award was created to honor the woman who contributed so much to our sport through her photography.

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2. Criteria

- a. The award is issued to the photographer whose work is judged to be the highest quality in aesthetics, originality, and a positive portrayal of hang gliding or paragliding.
- b. Three examples of the nominee's works are to be submitted for review by the Awards Committee.

***M. Promotional Film of the Year***

1. The Promotional Film of the Year Award recognizes the videographer (film-maker) whose work is judged to be the highest quality in aesthetics, originality, and a positive portrayal of hang gliding and/or paragliding.
2. Criteria
  - a. One example of the nominee's works is adequate for review by the Awards Committee.

***N. Rob Kells Memorial Award***

1. The Rob Kells Memorial Award honors an individual or group that stands out in the free-flight community as having qualities and actions that bring to mind our good friend Rob Kells by devoting a substantial amount of time and energy to the sports of hang gliding and/or paragliding.

The physical award is a perpetual award and is presented at the USHPA awards ceremony. The perpetual award is kept on display either at the USHPA headquarters or the Wills Wing office during the year between presentations. The USHPA retains sole ownership of the award and has sole responsibility to determine where the award is kept on display.

Recipient names are to be inscribed on the base of the award. A small, individual award with the award criteria inscribed is to be presented and retained by the recipient.

2. Criteria

- a. The nominee must have a minimum of 15 years of service to the flying community. This should be an unbroken time frame and easily verifiable.
- b. This award should reflect all the qualities of the namesake. Guidelines would include a driving concern for the safety and well being of other pilots, a demonstrated pattern of self-sacrifice, the ability and means to help others achieve flight and the drive to make it happen.
- c. The nominee must have provided continuous long-term service to the broadest possible community that has resulted in a dramatic impact on the community and has improved the perception of and participation in hang gliding and paragliding.
- d. The nominations must include at least 10 cases of specific testimony from nominee's peers who have witnessed the contributions. The contributions should span the 15 years of service.
- e. The award will not necessarily be awarded every year. There must be a compelling body of nominations for a nominee to be considered.





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## Tandem Committee

Standard Operating Procedure 03-18  
Last Amended March, 2015

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### 03-18.01 Introduction

USHPA has established a two-tiered system of requirements for tandem (“two-place” or “dual”) flying: Tandem 1 for recreational tandem flying, and Tandem Instructor for instructional tandem flying. These requirements are in addition to those established by the Federal Aviation Administration tandem exemption (FAA Exemption No. 4721). Tandem flying methods differ from solo flying methods, and may require more training and assistance. Close attention to proper training, equipment, and procedures are required for safe operations. The Tandem Committee should gather and disseminate information and oversee the tandem rating programs and tandem operational standards.

### 03-18.02 Committee Responsibilities

- A. Seek out information on tandem methods, equipment, and sites.
- B. Promote standards and procedures to ensure safe tandem operations.
- C. Develop, initiate, and maintain rating programs for tandem operations.
- D. Review tandem related accidents and fatalities to prevent repetition.
- E. Appoint Tandem Administrators in accordance with the requirements of SOP 12-05.
- F. The committee has administrative responsibility and authority to amend certain documents under committee control without Board approval. When amending a document, the committee must notify the Board of the change and provide a description of the changes on request of a Director.

The Committee has administrative authority over the following documents:

- 1. HG Tandem 1 packet
- 2. HG Tandem Administrator packet
- 3. HG Tandem Instructor packet
- 4. PG Tandem 1 packet
- 5. PG Tandem Administrator packet
- 6. PG Tandem Instructor packet

### 03-18.03 Responsibilities of the Chair

- A. Responsible for seeing that committee functions are carried out.
- B. Report to Board of Directors at each meeting.
- C. Chair committee meetings.



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## Employment Policies

Standard Operating Procedure 04-01  
Last Amended November, 2010

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### 04-01.01 Introduction

The USHPA Personnel Policy Manual contains the employment practices of the USHPA. In addition, the following employment policies exist.

### 04-01.02 Employment Practices

- A. All employees of the Association shall be considered at-will employees including without limitation the Executive Director. Any employment contract to the contrary must be approved by the Board of Directors.
- B. Each employee shall be provided with a copy of the USHPA Personnel Policy Manual upon hire and all referenced acknowledgment forms, checklists, etc. shall be executed and collected by the Executive Director or other authorized person.
- C. The Executive Director's evaluation will be written by the USHPA President and will be reviewed by the Vice President with copies sent to the Secretary and Treasurer. It shall be done annually prior to September 30th in order for consideration in the next year's Salary Plan budget process. The President will recommend to the Finance Committee a wage and salary plan for the Executive Director as part of the overall yearly budget plan discussed at the Association's board meeting. The rating on the Executive Director's Performance Evaluation and his/her position in the salary range established for their job and the external competitive job market conditions should be used as the criteria for developing the salary plan.



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## **Financial Policies**

Standard Operating Procedure 04-02  
Last Amended March, 2017

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### **04-02.01 Introduction**

The continued existence of the Association depends upon proper management of the Association's fixed and financial assets. This management includes short and long term planning with adequate measures set in place to periodically assess the status of the existing plan.

### **04-02.02 Financial Plan**

The financial plan is created by the Finance Committee. At the Annual Board of Directors meeting, as part of the financial plan, the Executive Director shall present to the Finance Committee a proposed budget for the coming fiscal year. The Finance committee presents the financial plan to the Board of Directors for approval.

### **04-02.03 Committee Budgets**

Committee Chairs are expected to submit annual budget requests to the Executive Director. The Executive Director will include all committee requests in the annual budget request to the Finance Committee.

### **04-02.04 Reporting**

The Executive Director will, at the end of each quarter, report the financial status to the organization and how that varies from the annual budget to the Association's Treasurer with copies to the Executive Committee.

### **04-02.05 Deviation of Approved Expenditures**

Any expenditure that exceeds approved budget by \$5000 will require the approval of the Executive Committee. The Executive Committee has the authority and obligation to adjust expenditures based upon financial trends or operational needs. The original approved budget shall not be changed so that an accurate measure can be made of the year's activities as well as a check of the accuracy of the planning process.

### **04-02.06 Rating Fees**

The Executive Director has the responsibility to determine rating filing fees in order that the fees adequately offset the cost. The USHPA office will maintain a current fee schedule. Changes to rating filing fees must be approved by the Executive Committee.

### **04-02.07 Cash Reserve Target**

The Executive Director and the Board shall strive to maintain a cash reserve equal to the sum of four months' projected expenses (including anticipated extraordinary expenses) plus current liabilities, less prepaid expenses.



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The United States Hang Gliding and Paragliding Association, Inc.

As an alternate statement, if we define E4 to be four months' expenses, CL to be current liabilities, and PE to be prepaid expense, the cash target may be represented as:

$$E4 + CL = \text{Cash} + PE$$



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The United States Hang Gliding and Paragliding Association, Inc.

## Executive Director

Standard Operating Procedure 04-03  
Last Amended November, 2010

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### 04-03.01 Job Description

To manage the business affairs of the USHPA. To give information on those affairs to the USHPA BOD, and to take direction with regard to the management of those affairs from the BOD. In addition to sufficient educational, knowledge, management skills and experience, the executive director is required to adhere to ethical standards and responsibilities.

### 04-03.02 Ethical Responsibilities

- A. USHPA Integrity Statement. – Integrity is a fundamental part of the way the United States Hang Gliding and Paragliding Association and its agents do business. Our commitment to integrity means that all our actions and relationships are based on these uncompromising values:
1. Deliver courteous, high quality services to our members.
  2. Treat each other with respect.
  3. Deal fairly in all of our relationships.
  4. Honor our commitments and obligations.
  5. Communicate honestly.
  6. Take responsibility for our actions.
  7. Provide equal opportunity to all.
- B. Statement of Principles of Ethical Behavior and Conflict of Interest. – The USHPA ethics initiative is a value based rather than a compliance based system. The degree of success of this initiative will depend upon an understanding of the rules, regulations and ethical standards of our association. The Board of Directors, Executive Director, and Staff have a special responsibility to be leaders and role models in this effort. To assure that USHPA is an association of high ethical standards. All USHPA agents should:
1. Adhere to the spirit of the USHPA Integrity Statement.
  2. Honor the confidentiality of organizational information that is declared confidential.
  3. Disclose actual or potential conflict of interest.
  4. Neither give nor receive gifts, cash, travel, hotel accommodations, entertainment, or favors, except as part of open and generally accepted practices which serve to promote the best interests of USHPA, and do not compromise the objectivity and integrity of the individual.

### 04-03.03 Required Knowledge, Skills & Experience

- A. A working knowledge of Generally Accepted Accounting Principles at the level of a full charge bookkeeper. (This is not to say that the Executive Director will function as an accountant or bookkeeper, but that the Executive Director must have the ability to set up from scratch and administer a formal accounting system in accordance with GAAP.)

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**The United States Hang Gliding and Paragliding Association, Inc.**

- B. The ability and willingness to hire, train, manage, evaluate, and fire employees, and experience in this area.
- C. Experience in stating requirements for, and cost effective utilizations of, data processing applications in an office environment.
- D. The ability to manage the USHPA office operation as an efficient, profit making business operation which provides all appropriate member services in a timely, efficient, and cost effective manner. this includes not only management of existing programs and procedures but the creation of new programs (such as merchandising) and procedures as appropriate.
- E. Experience in (D) above in some environment reasonably similar to the USHPA. (Need not involve a member service association, merely a business in which some product or service was provided and in which expenses and revenues were managed in such a way so as to produce a consistent profit.)
- F. The ability to provide to the USHPA Board of Directors, in a formal manner, complete information on the financial state of the association, and the projected future financial state of the association, and on the state of the operation of the office, and on the specific degree to which member needs are or are not being met, and what can and should be done about it.
- G. Experience in some form of communication similar or related to (F) above.
- H. Experience in Marketing.
- I. Ability and experience in establishing and maintaining liaison with other organizations of like purpose and with appropriate governmental organizations.
- J. Decides which (if any) of the office personnel shall attend each BOD meeting based on the need for expertise, financial considerations, and approval of the Executive Committee.

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The United States Hang Gliding and Paragliding Association, Inc.

## Merchandise

Standard Operating Procedure 04-04  
Last Amended November, 2010

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### 04-04.01 Introduction

The sale of merchandise is maintained by the USHPA as a form of revenue and as an educational tool for the membership. Many books have influenced the performance of pilots to a higher degree and has been influential in the instruction of hang gliding. The Association strives to bring new items and material to the use of all members and other interested parties.

### 04-04.02 Responsibilities of the Office Manager/Buyer

- A. The staff will purchase materials in relation to the sports of hang gliding and paragliding and for the educational use of the membership.
- B. Any purchased merchandise should be considered on a long time basis, except that purchased for special events.
- C. Advertisements in the magazine(s) and through the merchandise order form will be the responsibility of the designated staff.
- D. The retail price will be determined with at least a 40% markup in mind plus the cost of mailing. The retail price should not exceed comparable advertised materials.
- E. Any increase in retail prices, including postage costs, will be determined and incorporated, without the Board of Directors approval being needed.
- F. The mailing of merchandise, in the appropriate mailing package shall be administered effectively, efficiently, and with minimum expense as possible by designated staff members.
- G. All reorders will be at the discretion of the staff concerning amounts purchased, frequency of orders and costs.

### 04-04.03 Maintenance of Merchandise Inventory

- A. Perpetual inventory will be kept on all items for resale in a computer data base.
- B. Inventory will be created on the last day of the quarter.

### 04-04.04 Official Reports

- A. Any major change in the merchandise procedures will be reported to the Board of Directors at their next scheduled meeting, as part of the Executive Director's Report.
- B. Any direction given by the Directors concerning merchandising will be completed and a report made, as would be appropriate.



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The United States Hang Gliding and Paragliding Association, Inc.

## Editorial

Standard Operating Procedure 05-01  
Last Amended November, 2010

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### 05-01.01 Introduction

The Association shall publish one or more magazine and/or maintain an electronic web site to provide information to the members on official business of the organization and activities within the sport. The purpose is to educate and entertain.

Currently the magazine is *Hang Gliding & Paragliding* magazine and the web site is [www.usHPA.aero](http://www.usHPA.aero).

### 05-01.02 Responsibilities of the Editor

- A. The Editor shall solicit articles, handle correspondence, service the advertisers, oversee typesetting, printing and general technical aspects of the physical production of the magazine and design and paste-up the camera-ready art-work.
- B. The Editor shall be responsible to the Directors and readership for the timely production of the Association's publication(s).
- C. It is the Editor's function as well, to control production costs to keep them within the means of the Association.
- D. The Editor and the Executive Director shall be responsible for maintaining a published rate structure for advertising in the magazine. This rate structure shall be reviewed and approved at least once a year by the Publications Committee.

### 05-01.03 Responsibilities of the Board of Directors

- A. The USHPA Directors shall supply the Editor with important information for publication that pertains to his/her Region. Directors should also seek feed-back from their constituents as to the direction they feel the magazine and web site should be heading.
- B. Directors are welcome to editorialize in the magazine when they see fit, within reasonable limits.

### 05-01.04 Official Reports

- A. The Editor shall supply a complete report to the Board of Directors at each national meeting, outlining any significant publication-related news and reporting on the financial status of the magazine.

### 05-01.05 Magazine Editorial Content

- A. The Editor and the Executive Director have a shared responsibility for previewing all material in the magazine and web pages for errors prior to the final publication.
- B. The Editor shall not knowingly publish any information that condones flying activities in violation of FAA regulations except as to prevent future occurrences.
- C. If an article is received by the Editor that contains references to operations outside of the FAA regulations, FAR part 103, a copy shall be immediately forwarded to the Executive Director who will in turn forward that information to the appropriate Regional Director(s) for appropriate action.

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The United States Hang Gliding and Paragliding Association, Inc.

- D. The Editor may choose to print the article after all references to violations of FAA regulations have been removed from the article.
- E. The letters-to-the-editor department is primarily intended to present reader feed back about articles that have appeared in previous editions of *Hang Gliding & Paragliding* magazine.
- F. The editor has the option of including letters on topics other than those that have appeared in previous editions if they are deemed to be of significant interest to the readership.
- G. Letters are limited to a maximum of 500 words. The editor has the option of editing letters for brevity as long as the original meaning remains intact.
- H. Letters must be factually correct and must not contain personal attacks. If such letters are submitted, the editor may reject them or may return them to the writer for revision.
- I. In cases where the editor suspects that a letter may have indirect adverse consequences for USHPA or for any member of the association, but that also is judged to have some redeeming value, the editor shall submit the letter to the USHPA Executive Committee or to the member in question before any decision to publish is made. If the Executive Committee or the member in question provides a written response in a timely manner, it will be printed with the letter.

The United States Hang Gliding and Paragliding Association, Inc.

## Production

Standard Operating Procedure 05-02  
Last Amended November, 2010

### 05-02.01 Credit and Billing

- A. Advertisers will be granted credit at the discretion of the Executive Director.
- B. Credit applications must become a part of the file on all new accounts. Failure to comply could cancel any prior or present commitments that the USHPA has given the new account.
- C. Order forms for all insertions in the magazine are required. The order form also serves as a binding agreement between the advertiser and the USHPA, as to the policies and billing procedures used.
- D. All advertisers and newsstand accounts will be invoiced upon insertion or purchase for resale. Payments are payable within 30 days of the invoice date or the account may be reverted to a cash payment basis for all subsequent insertions.
- E. The Executive Director may require that payment be made toward back debts before new advertising is accepted on accounts that are more than 30 days in arrears. The amount of required payments toward back debts is at the discretion of the Executive Director.
- F. Statements are only sent after an account is 30 days in arrears. A four part warning procedure starts after 15 days of the date of Statement. If the debt is not satisfied, the account may revert to legal collection at the discretion of the Executive Director.
- G. Any business or account that reverts to collection will not have future credit extended. All future transactions will be on a pre-paid cash basis only. Any collection fees on previous account balance are payable before any monies are applied to current request.
- H. All advertisers will be charged the current rates as indicated on the current rate sheet.
- I. Effective January 1, 2002, all past due accounts will be charged an interest fee of the lesser of 1.5% per month and the maximum amount allowed by law.
- J. The Executive Director may, at his/her discretion, negotiate settlements on past due accounts.

### 05-02.02 Advertising Policies

- A. Closing Dates. All ad copy, instructions, changes, additions and cancellations must be received, in writing, six weeks preceding the cover date. A \$10 fee will be charged for any changes taking place after the deadline. No cancellations will be accepted after the closing date.
- B. All copy is subject to approval by the Editor.
- C. Advertisers assume all responsibility for contents of advertising printed and any claims arising there from against the USHPA.
- D. The magazine is not responsible for contingencies beyond its control and therefore not liable for failure to publish an advertisement.
- E. The word 'advertisement' will appear on any ad that does not clearly distinguish itself as such.
- F. Advertisements will be refused from manufacturers stating compliance with the HGMA Airworthiness Standards in their ad, when in fact, no certificate has been issued.

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The United States Hang Gliding and Paragliding Association, Inc.

### **05-02.03 Agency Discounts**

- A. USHPA will discount recognized advertising agencies 15% for advertising inserted in magazine provided the material submitted is camera-ready and billing for the account is handled by the agency. If USHPA bills one business and must work with another business for advertising, no discount will apply.
- B. Invoicing and payments shall apply as stated in 2.01 (D).

### **05-02.04 Responsibilities of the Office Personnel**

- A. Maintain pre-scheduled billing and statement procedure, as would be appropriate after the issuance of the magazine or merchandise.
- B. Maintain overview of each account; be watchful for non-payments and accounts in arrears.
- C. To report to the Executive Director any accounts that should revert to a cash basis or collection actions.
- D. To maintain each account to date.
- E. To credit any account, with notice, of earned amounts from the membership applications.
- F. Executive Director shall approve any business account that is sent for legal collection action and shall approve or disapprove the subsequent follow-up advice of the collection agency.
- G. Designated personnel shall keep records of all transactions, forms and other items pertaining to all accounts. Separate files will be kept for current open accounts.

### **05-02.05 Responsibilities of the Editor**

### **05-02.06 Responsibilities of the Board of Directors**

### **05-02.07 Official Reports**

- A. The Editor shall report to the Board of Directors, at their next scheduled meeting, all aspects and/or changes in the production of the magazine.



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The United States Hang Gliding and Paragliding Association, Inc.

## Subscriptions

Standard Operating Procedure 05-03  
Last Amended November, 2010

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### 05-03.01 Introduction

Subscriptions to the magazine shall be made available to any individual or agency at the current rate and as part of membership in the Association. All membership levels except Affiliate/Student shall entitle the member to a subscription to the magazine.

Subscriptions shall consist of one year's worth of issues of the magazine or portions fully paid for through subscription fees. Subscription fees are an automatic portion of the member dues.

Subscribers are those receiving the magazine only. No other benefits of the Association are to be included in the form of subscriptions.

### 05-03.02 Responsibilities

- A. To mail a magazine to all paid up subscribers and appropriate members of the Association who are entitled to that magazine when each issue is published.
- B. To refund any unused portion of the subscription fee as requested by the subscriber.
- C. To answer any inquiries, change of addresses or complaints by subscribers.
- D. To notify all subscribers and members of their upcoming expiration date.

### 05-03.03 Selling Subscriptions

- A. USHPA will not sell subscriptions through any agency.
- B. USHPA will not give special library rates or discount unless otherwise noted in the subscription information.
- C. Foreign subscriptions will be charged an annual fee for postage over the currently published rate, for subscriptions only.
- D. USHPA will not discriminate against anyone wishing to subscribe.

### 05-03.04 Paid Ahead Postage Accounts

- A. USHPA will offer alternative mailings of the magazine for a fee.
- B. All Airmail, first class, second class, united parcel or other type of mailing, other than second class bulk, shall be by paid-ahead postage costs.
- C. Paid-ahead accounts will be for one or more years and an annual fee of \$5 will be charged for each postage account, payable at the beginning of the account.
- D. Any subscriber may receive a refund of the unused portion of their postage account upon request.
- E. Notification of postage balance will be at the time of renewal notice, or one issue before the postage balance will be used up, for sufficient time for reimbursement. If the paid ahead balance



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falls to less than one issue's mailing cost, delivery will revert to second class surface for balance of subscription period.

## **05-03.05 Renewal Notifications**

- A. Two renewal notices will be mailed to all subscribers. The first six weeks prior to the last issue. The second notice will be mailed

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## Chapters

Standard Operating Procedure 06-01

Last Amended March, 2017

### 06-01.01 Introduction

Chapters are member-controlled clubs affiliated with USHPA to encourage a close relationship between USHPA and local hang gliding and paragliding communities throughout the country.

Chapters are autonomous organizations that are financially independent from USHPA and are self-governing. Chapters are, however, required to satisfy the standards and meet the requirements as set forth in this SOP.

### 06-01.02 Chapter Benefits

USHPA chapters can take advantage of many benefits provided by USHPA, to the extent that such benefits are available. Chapter benefits are subject to change at any time. Chapter benefits include:

- A. Participation in the USHPA site insurance program. See SOP 06-02 Site Insurance.
- B. Participation in the Accredited Competitions and Events ("ACE") program. See SOP 06-03 Ace Insurance.
- C. Access to USHPA's publication resources, including:
  - 1. Chapter listing on USHPA web site.
  - 2. Chapter event listings on the USHPA website.
  - 3. Periodic listing and news coverage for chapter events in *Hang Gliding & Paragliding* magazine.
  - 4. Two subscriptions to *Hang Gliding & Paragliding* magazine for promotional purposes as donations to libraries, public officials and landowners.
- D. Chapter flying sites are listed in the USHPA Site Guide.
- E. Access to materials for public relations projects.
- F. Additional leverage in lobbying efforts.
- G. Access to USHPA member mailing labels for members in their region.
- H. Chapters are eligible for discounts on USHPA merchandise for special projects and events.
- I. USHPA assistance in getting high traffic flying sites added to FAA Sectionals.
- J. Increased credibility when dealing with landowners and public officials

### 06-01.03 Administrative Requirements

Hang gliding and paragliding clubs can apply for Chapter status by completing and submitting a chapter application to USHPA together with the required one-time documentation fee for new chapters. USHPA and USHPA Regional Director(s) review applications for new chapter status and determine if chapters satisfy the eligibility requirements set forth below. Chapters are required to complete and return a chapter renewal application annually.

## The United States Hang Gliding and Paragliding Association, Inc.

### Requirements for chapter status:

- A. Chapters must have at least five members.
- B. At least 70% of the Chapter members must be USHPA members. Chapters are required to provide USHPA with a membership roster annually. The roster must include names and USHPA membership numbers for USHPA members.
- C. Chapters must have a minimum of four officers, to include President, Vice President, Secretary, and Treasurer. No member may hold more than two offices at a time. The office of President, and Vice President cannot be held by the same individual.
- D. Not less than 60% of chapter officers must be USHPA members. Non-pilot chapter members may serve as chapter officers provided they do not hold more than 40% of the elected officer positions. The 40% limit does not apply to non-pilot officers who are USHPA members. Expelled or suspended USHPA members may not serve as chapter officers.
- E. Chapters are required to appoint or elect a Safety Coordinator responsible for encouraging safety and helping develop and implement site risk assessments and safety protocols. The Safety Coordinator must be a USHPA member but is not required to be a club officer.
- F. Risk Management Plan.
  1. Chapters must create and maintain a Risk Management Plan and Map for each flying site used, whether or not site insurance has been requested for that site.
    - a. Plans are to include all launches and landing zones associated with a site.
    - b. Plans are to include the maximum allowed winds and maximum gust factor for that site. Explainations should be included if these numbers are high for the industry.
  2. Risk Management plans must be reviewed and updated annually to implement any changes based on the last 12 months activity.
- G. Chapters are required to provide USHPA with current chapter bylaws meeting the following requirements:
  1. Chapters are required to hold annual elections for chapter officers.
  2. Chapters are required to have objective requirements for membership and voting in chapter elections. Chapters may restrict membership and voting rights provided the restrictions are based on objective requirements such as minimum pilot ratings or a dues structure with different annual dues for each class of membership. Chapters may not discriminate by using a membership review committee, for example, to screen prospective members.
  3. Chapter members shall be entitled to hold office as officers of the chapter, subject to the objective requirements and USHPA membership requirement described in this SOP.
  4. Chapters may not, as a matter of policy, discriminate against pilots of one glider type, either hang glider or paraglider, or discriminate between pilots of equal pilot rating. Chapters must ensure that flight privileges at insured sites are made available to any and all qualified USHPA members meeting chapter site requirements in a fair and equitable manner without discrimination. Note: This requirement does not mean chapters cannot designate a site for hang gliding or paragliding only. Glider specific site requirements are permissible because of safety or landowner requirements, and possibly other conditions.



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**The United States Hang Gliding and Paragliding Association, Inc.**

- 5. Chapters are encouraged to comply with applicable state regulatory requirements for clubs and non-profit organizations.
- H. Chapters are required to provide USHPA with current site rules and regulations.
- I. Chapter membership applications shall not unreasonably limit or restrict membership or the rights of individual members.
- J. USHPA reserves the right to ask chapters to provide copies of current Club bylaws, membership rosters and meeting minutes.
- K. Complaints regarding chapter governance may be submitted in writing to the chair of the chapter support committee.
- L. In extraordinary circumstances, a Club may not be able to conform to the organizational requirements. The chapter can submit a request for exemption from an organizational requirement to USHPA. Such requests are reviewed by the Chapter Support Committee and must be approved by the Board of Directors.

Chapters must designate one Officer to be their USHPA Primary Contact person. Chapter Officers designated as the Primary Contact must maintain a valid email address in their USHPA Member Record to allow communication with USHPA.

## **06-01.04 Suspension of Chapter Status**

- A. Chapters are required to renew their Chapter status annually. Clubs failing to renew in a timely manner or failing to satisfy the conditions for renewal shall have their chapter status suspended.
- B. If USHPA determines a chapter is not in compliance with the administrative, organizational, or site insurance requirements in this SOP, USHPA may temporarily suspend a chapter's status by notifying the chapter and regional directors in the region where the chapter is located. The chapter will be given 30 days to come into compliance. Failure to do so may result in a revocation of chapter status.

## **06-01.05 Revocation of Chapter Status**

Following a temporary suspension of a chapter's status, USHPA may permanently revoke Chapter status for any club not conforming with the administrative, organizational, or site insurance requirements in this SOP. Once revoked, the Club can only regain Chapter status by vote of the Board of Directors.

## **06-01.06 Disclaimer Statement**

THIS DOCUMENT IS ISSUED FOR INFORMATIONAL PURPOSES ONLY AND CONFERS NO RIGHTS UPON USHPA CHAPTERS, MEMBERS OR SITE LANDOWNERS. THIS DOCUMENT DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE INSURANCE POLICY. IN ORDER TO DETERMINE THE ACTUAL TERMS OF THE POLICY, THE EXTENT OF THE COVERAGE PROVIDED OR ANY APPLICABLE EXCLUSIONS, PLEASE REFER TO THE POLICY.

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The United States Hang Gliding and Paragliding Association, Inc.

## Site Insurance

Standard Operating Procedure 06-02

Last Amended August, 2017

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### 06-02.01 Introduction

Site insurance is a benefit available to USHPA-affiliated chapters, allowing USHPA Chapters to open and retain access to flying sites in the US. Through the site insurance program, USHPA's insurer provides landowners with a certificate of insurance, where landowners are named as an insured party to the USHPA commercial general liability policy. This is the same policy that insures USHPA members against third-party claims. When landowners are named as an additional insured, the USHPA commercial general liability policy defends landowners against claims resulting from USHPA member accidents, subject to the terms and limits of the policy. Site insurance only covers landowners named on the insurance rider and does not automatically provide coverage for every landowner in the vicinity of a launch or landing zone (LZ). The insurer's certificate of insurance is evidence of coverage. (Please reference the insurance disclaimer section at the end of this SOP.)

### 06-02.02 Definition of a Site

For the purpose of site insurance, a site may have more than one launch and more than one LZ even if they are not under common ownership. However, launches and LZ's must be located in the same general proximity. Pilots must be able to routinely fly from the launch or launches to specified LZ's without cross country flying. When launches don't share the same LZ's, or vice versa, they must be insured as separate sites. Coverage is limited to the specific landowners who are listed in the insurance policy named as additional insured and who have been issued certificates of insurance.

### 06-02.03 Site Insurance Requirements

The availability of USHPA site insurance is subject to the terms and conditions of this SOP and the insurance policy. While USHPA determines site insurance eligibility requirements, the decision to provide site insurance ultimately rests with the insurer. USHPA and the insurer reserve the right to deny coverage where chapters fail to satisfy the requirements set forth in this SOP or in cases where USHPA makes a good-faith determination that providing site insurance for a particular site or chapter presents a level of risk that would jeopardize the site insurance program. USHPA's Executive Director and the Regional Director(s) in the region where the site is located must approve site insurance applications.

The requirements for site insurance are as follows:

- A. Only chapters in good standing may apply for site insurance. Site insurance is not available to individual members, schools or concession operators.
- B. Chapters are required to have an agreement with landowners for flying-related use of the site. Permission may be through an easement, ground lease, license agreement, letter authorizing permission or verbal permission. The chapter's agreement with landowners must provide for the following:
  1. The landowner has delegated responsibility to manage or oversee flight operations at the site to the chapter applying for site insurance.
  2. The landowner requires site insurance as a condition of use.

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The United States Hang Gliding and Paragliding Association, Inc.

- C. Chapters may insure sites jointly used by other chapters, flight schools, or concession operators provided:
1. The landowner recognizes the chapter as being responsible for managing all or a part of the flying activities at the site.
  2. Multiple chapters may have delegated responsibility for the same site provided all chapters have a joint site management agreement with the land owner, clarifying the responsibility for each chapter's use and management of the site.
  3. Chapters are expected to work with landowners to establish their responsibility for site management. This is not a determination made by USHPA; this is a determination made by landowners. USHPA reserves the right to contact landowners to confirm responsibility for site management prior to issuing site insurance certificates.
  4. One or more schools or instructors may operate from USHPA insured sites provided the school or instructor complies with the chapter's rules and requirements for such use. Chapters cannot unreasonably discriminate against a school or instructor meeting the same requirements applicable to other schools or instructors, provided; landowners may impose their own requirements for such use, which may include exclusive use provisions for a school or instructor, with requirements for compensation, additional commercial and professional liability insurance, special certification requirements or other conditions.
- D. Chapters are required to limit flight activities at USHPA-insured sites to USHPA members only. Chapters are expected to take reasonable steps to enforce this provision. Such steps may include signage, restrictions on issuance of gate keys, helmet stickers, verification of membership cards and any other means of restricting site access and use to USHPA members. Exceptions to the USHPA membership requirement may be made where schools, concessionaires, or non-USHPA member pilots provide the landowner with evidence of insurance comparable or in excess of the coverage provided by USHPA site insurance. Landowners may require non-USHPA members to sign the USHPA waiver or the landowner's waiver in addition to satisfying the insurance requirement.
- E. Chapters are required to allow all USHPA members access to USHPA-insured sites subject to the following:
1. Chapters are required to establish minimum pilot rating requirements for the site based on safety considerations.
  2. It is required that pilots wear a helmet whenever they are in their harness and hooked-in or otherwise attached to their glider..
  3. Chapters may limit the number of pilots flying at any one time to reduce the danger of overcrowding and to comply with landowner requirements.
  4. Chapters may require launch assistants to be USHPA members where launch conditions present hazards.
  5. Chapters can limit access and use of insured sites to satisfy landowner conditions of use. Such requirements may restrict or limit access to the site by hang gliders or paragliders or limit use of the site for instruction. Such restrictions cannot be arbitrary or imposed for the purpose of discriminating against individuals or groups of qualified USHPA members.
  6. Chapters may require chapter membership and payment of a site use fee as a condition of flying at the site. Chapter membership requirements and site use fees may not unreasonably restrict site access.

## The United States Hang Gliding and Paragliding Association, Inc.

- F. All operations that are not "Purely Recreational" as defined by the USHPA insurance policy and are being conducted at USHPA Chapter insured flying sites must be conducted by PASA certified flight schools that are certified for operations at that flying site.

### 06-02.04 Site Insurance Application

Every year, chapters are required to complete and submit a chapter site insurance application for each site it wishes to insure. A site application can include multiple launches and LZ's at the same flying site but only one flying site can be insured per application. Site insurance applications must be returned to USHPA on a timely basis complete with the following documentation:

- A. A list of landowners to be named as insured parties and issued insurance certificates. USHPA may require proof of ownership. There is no restriction on the number of additional insured parties/landowners who may be listed on a site's certificate.
- B. Copies of lease agreements, easements, license agreements, letters of authorization or other agreements establishing a right for USHPA members to fly at the site and establishing responsibility for the management of flying-related activities to the insuring chapter. In cases where the chapter has a verbal site use agreement, the chapter may substitute an affidavit confirming (i) the landowner allows the chapter and USHPA members to use their property as a flying site; (ii) the landowner recognizes the chapter as the responsible party for managing and administering flying activities covered by the site insurance application; and (iii) the landowner requires site insurance as a condition of use.
- C. A copy of additional waivers required by the chapter or landowner to use the site, if applicable. Chapters implementing their own form of waiver at an insured site must name USHPA as a released party. Chapters are required to have USHPA approval of the waiver before it is implemented.
- D. An affidavit of compliance with USHPA's site risk assessment and site management policy. Chapters, in cooperation with landowners, shall develop and maintain a risk assessment plan and work with landowners and pilots to manage flying operations in a safe and responsible manner. USHPA does not require chapters to submit these risk assessment plans to USHPA for review but it does reserve the right to request copies of these plans as a condition of applying for or retaining site insurance.
- E. A copy of site rules for the site. Site rules must include requirements for USHPA membership and minimum pilot ratings and special skill signoffs required to fly the site. Site rules may include requirements for chapter membership, wing types and other rules.
- F. Confirmation that the chapter has an appointed Safety Coordinator, has completed a site risk assessment plan for the site and has rules and procedures in place to minimize the risk of accidents to the greatest extent possible.
- G. Payment of the site insurance fee.

### 06-02.05 Site Insurance Conditions

Site insurance is subject to the terms of the USHPA general liability insurance policy. Chapters are encouraged to review the insurance policy in the members-only section of the USHPA website.

- A. Landowners may require coverage limits in excess of those provided for in the USHPA general liability policy. Chapters should contact the USHPA office to determine the availability and additional cost of such coverage.

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- B. The insurance policy has a deductible and a claim limit. Chapters should refer to the insurance policy for specific information regarding coverage and limitations of the policy. In all cases, the policy itself shall be the controlling document regarding such coverage. Should a claim be filed against a member, landowner, Chapter or USHPA, the member responsible for the damages is responsible for paying the insurance deductible and claims in excess of available coverage.
- C. In the event a chapter fails to qualify as a USHPA chapter in good standing, USHPA reserves the right to terminate site insurance coverage.
- D. The insurance policy is subject to renewal or cancellation. USHPA reserves the right to amend, modify or suspend site insurance at any time in its sole discretion.

## 06-02.06 Disclaimer Statement

THIS DOCUMENT IS ISSUED FOR INFORMATIONAL PURPOSES ONLY AND CONFERS NO RIGHTS UPON USHPA CHAPTERS, MEMBERS OR SITE LANDOWNERS. THIS DOCUMENT DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE INSURANCE POLICY. IN ORDER TO DETERMINE THE ACTUAL TERMS OF THE POLICY, THE EXTENT OF THE COVERAGE PROVIDED OR ANY APPLICABLE EXCLUSIONS, PLEASE REFER TO THE POLICY.



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## Accredited Competition and Event (“ACE”) Insurance

Standard Operating Procedure 06-03

Created March, 2014

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### 06-03.01 Introduction

Accredited Competition and Event Insurance ("ACE Insurance") is a benefit available to USHPA chapters hosting sanctioned and unsanctioned competitions and events. The ACE insurance program also provides coverage for the non-flying activities a chapter may sponsor such as a booth at an airshow, a community event or a chapter fundraiser. ACE insurance provides coverage for non-member volunteers who are not otherwise insured under the USHPA policy. ACE coverage is for specific events scheduled within a timeframe not to exceed two weeks.

The ACE insurance program is not a substitute for coverage under the membership third-party liability coverage for claims resulting from participation in the sport, nor is it a substitute for site insurance covering landowners for the annual policy period. The ACE insurance program does not insure chapters or individual members engaged in the business of providing instruction for hire, even if the instruction is done in conjunction with a not-for-profit fundraising chapter event.

### 06-03.02 Definition of ACE Events

Chapters may apply for ACE coverage for the following types of events:

- A. Hang gliding and paragliding competitions and events, whether sanctioned by USHPA or unsanctioned.
- B. Fly-ins and social events.
- C. Chapter events and activities that do not involve flying but generally support the chapter mission. These events can include demonstration flights and display booths at airshows, fairs and other events where the purpose is to promote the sport to the public.

### 06-03.03 Eligibility

ACE coverage is available subject to these conditions:

- A. Chapters are required to sponsor or co-sponsor events. Individual USHPA members may apply for ACE coverage provided the event is sponsored or co-sponsored by a local USHPA chapter.

### 06-03.04 ACE Insurance Requirements

The ACE insurance program administered by USHPA is subject to the terms and conditions of the insurance policy. USHPA and the insurance company reserve the right to deny ACE insurance to chapters failing to satisfy the requirements set forth in this SOP or in cases where a good-faith determination has been made that providing ACE insurance for a particular event or chapter presents an unacceptable level of risk.

All ACE event requests for insurance coverage require submission of the required documentation and written approval of the Executive Director and at least one Regional Director from the region in which the event is scheduled to take place. The ACE event application needs to be completed. The information provided on the application includes:

- A. The name(s) and contact information for the event sponsors.

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- B. A brief description of the event, including the types of competition and contests (if applicable) and the history of the event.
- C. Dates for the event. (Note: the event must take place within a two-week period.)
- D. Disclosure of significant injuries or accidents at prior events sponsored by the chapter and/or any of the event's sponsors.
- E. Confirmation that the event sponsors will secure any required permits or landowner permission prior to the event.
- F. If alcohol is allowed at the event, confirmation that reasonable steps will be taken to comply with local law and USHPA rules preventing consumption of alcohol prior to flying.
- G. Payment of applicable ACE event fees.

### **06-03.05 ACE Insurance Conditions**

ACE insurance is subject to the terms, conditions and exclusions of the USHPA general liability insurance policy. Chapters are encouraged to review the insurance policy in the members-only section of the USHPA website.

- A. Chapters may request an insurance certificate for landowners or other parties requiring insurance as a condition of hosting the event.
- B. The insurance policy has a deductible and a claim limit. Chapters should refer to the insurance policy for specific information regarding coverage and limitations of the policy. The policy, in all cases, shall be the controlling document regarding such coverage. Should a claim be filed against a member, landowner, Chapter or USHPA, the person against whom such claim is brought is responsible for paying the insurance deductible and claims in excess of available coverage.
- C. In the event a chapter fails to qualify as a USHPA chapter in good standing, USHPA reserves the right to terminate ACE insurance coverage.
- D. The insurance policy is subject to renewal or cancellation. USHPA reserves the right to amend, modify or suspend ACE insurance at any time in its sole discretion.

### **06-03.06 Disclaimer Statement**

THIS DOCUMENT IS ISSUED FOR INFORMATIONAL PURPOSES ONLY AND CONFERS NO RIGHTS UPON USHPA CHAPTERS, MEMBERS OR SITE LANDOWNERS. THIS DOCUMENT DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE INSURANCE POLICY. IN ORDER TO DETERMINE THE ACTUAL TERMS OF THE POLICY, THE EXTENT OF THE COVERAGE PROVIDED OR ANY APPLICABLE EXCLUSIONS, PLEASE REFER TO THE POLICY.





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## USHPA Sanction Requirements

Standard Operating Procedure 07-01  
Last Amended October 2008

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### 07-01.01 Sanctioned Competition Standards

The following are the conditions required of the organizers to have a hang gliding and/or paragliding contest sanctioned by the USHPA. They represent the minimum standards established by the USHPA to help insure safe, valid competitions in the best interests of our sports and the pilots involved.

- A. The competition organizers and Directors will use the official USHPA Competition Rulebook as their basic guideline. However, Meet Specific Rules may take precedence when they do not conflict with or jeopardize the safety, validity or integrity of competitions as outlined in the Official Competition Rulebook and these Sanction Requirements. The USHPA Competition Rulebook can be downloaded at [www.usHPA.aero](http://www.usHPA.aero).
- B. The competition organizers must provide liability insurance. Annual Site or Event Insurance is available through the USHPA. Where Meet Organizers are using the facilities and/or services of a commercial flight park or school, event insurance through the USHPA will cover only the activities and operation of the competition. When organizers provide insurance by another source, the policy must be equal to or better than the USHPA policy and the USHPA must be named as an "additional insured" on their policy.
- C. Competition organizers will enter into a Sanction Agreement with the USHPA averring their intention to provide a safe, quality competition worthy of USHPA sanction.
- D. Minimum requirements for pilot participation are outlined in the official Competition Rulebook for the subject year. In addition, competitors must sign a written Waiver, Release and Assumption of Risk Agreement on a form approved by the USHPA's counsel, which includes USHPA as a released party. Sample Pilot Request and Release form is available from the USHPA website and will be sent with notice of approval of sanction.
- E. Competition organizers are responsible for insuring there is no false advertising about their meet. The Competition Rulebook contains specifics on certain aspects of advertising and publicizing a USHPA sanctioned competition.
- F. All of section 2, Sanctioning, and all sections of Chapter 8, Responsibilities and obligations of Meet Organizers, of the Competition Rulebook apply and are considered sanction requirements.
- G. Sanction application information and forms (Sanction Application Package) are available free of charge from USHPA Headquarters. Phone 719.632.8300 or E-mail [info@ushpa.aero](mailto:info@ushpa.aero). It is also available on the USHPA web site ([www.usHPA.aero](http://www.usHPA.aero)) for automatic download.





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## Gifts and Contributions

Standard Operating Procedure 09-00  
Last Amended October 2008

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### 09-00.01 Explanation

The USHPA formerly administered a number of funds dedicated to various purposes and funded by contributions, in particular the Charles Kocsis Jr. Memorial Fund to preserve sites and airspace and the Douglas C. Evans Memorial Fund for the study and/or research relating to safety in hang gliding and equipment. The money in and administration of these funds has been transferred by the USHPA to the United States Hang Gliding Foundation. People interested in these funds should contact the Foundation.

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## Affiliation with NAA/FAI

Standard Operating Procedure 10-01  
Last Amended November, 2010

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### 10-01.01 Introduction

Each FAI member-country is required to have an Aero Club. In the United States, it is the National Aeronautic Association. NAA operates at six levels: international, national, record certification, institutional, aviation education and general sport aviation activities.

Nationally the function of NAA is to represent all phases of sport aviation whose activities are recognized by FAI or who represent the US in world championships. World record attempts in the US must be sanctioned by the NAA to be recognized by the FAI.

The purpose of the NAA is to keep the public informed of the importance of aviation and space flight. The NAA has delegated the USHPA as the representative for hang gliding activities in the United States.

The FAI General Conference meets once each year to further aeronautics and astronautics by coordinating member efforts.

### 10-01.02 Purpose of Affiliation

- A. To supervise all hang gliding record attempts, competition sanctions, and selection of U.S. team members attending world championships, and sites on the international hang gliding committee, CIVL, as the U.S. representative providing input to the committee.
- B. To provide national continuity on sport issues such as insurance and site preservation as well as strengthening communication links with other aviation groups for the purpose of advancing aviation in general.

### 10-01.03 Designated Delegate

- A. The Chair of the National Coordinating committee appointed by the President is the official USHPA Delegate to all NAA/FAI functions.
- B. The President shall appoint an alternate delegate with the approval of the Official Delegate.
- C. The USHPA delegate shall have the voice of the USHPA and shall be authorized to present materials pertinent to the sport, and to make decisions in the name of the USHPA.

### 10-01.04 Responsibilities of the Board of Directors

- A. Through the President, appoint an official FAI Delegate (National Coordinating Committee Chair) each year, upon the request of the NAA.
- B. To represent the sport of hang gliding to the NAA/FAI.
- C. To report to the members of USHPA, any material originating from NAA/FAI.
- D. To support and select the U.S. team members for world championships.
- E. To establish world and national record attempt procedures for USHPA members.



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## 10-01.05 Official Reports

- A. The designated official delegate to the FAI shall report on the progress of any FAI meetings to the Board of Directors at their next scheduled meeting.
- B. The USHPA shall report to the members any pertinent information through the publication of magazine and/or web site.



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## **CIVL Representative**

Standard Operating Procedure 10-03  
Last Amended November, 2010

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### **10-03.01 Introduction**

These policies are a general guideline for the USHPA CIVL Delegate and his/her Alternate. The USHPA President appoints both the Delegate and the Alternate. The President should take into account the fact that this position has special needs and should be filled by an individual with extensive knowledge of the international competition community and its rules, as well as a long-term commitment to the USHPA board.

### **10-03.02 Delegate Responsibilities**

- A. The CIVL Delegate is an ambassador of the USHPA Board of Directors and is responsible for bringing forth and supporting USHPA policies.
- B. The Delegate should not be overly influenced by individual USHPA members, businesses or special interests. The Delegate may answer points of information on an individual basis, but generally should refer individuals to their respective USHPA Director.
- C. The Delegate must prepare a written report after each CIVL meeting covering the pertinent details of the meeting, and be prepared for more detailed reporting when requested.
- D. The responsibilities of the Alternate are the same as the Delegate.

### **10-03.03 Voting**

- A. On matters with no guidance from the USHPA BOD the Delegate should vote according to his/her experience and knowledge.
- B. On matters pre-discussed by the USHPA BOD, the Delegate will vote in accordance with the USHPA Board's intent.

### **10-03.04 CIVL Representative Selection Recommendations**

- A. Process. – When a vacancy occurs in the CIVL delegation, the National Coordinating Committee will nominate a short list of qualified individuals. This list will be presented to the Executive Committee. After discussion, the USHPA president will be free to appoint the Delegate or Alternate Delegate of his choice.
- B. Delegate Nominee Qualification Guidelines. – The following items are basic requirements for an effective CIVL Delegate.
  - 1. Have communication skills. REASON: The delegate must be able to effectively present our policies to the CIVL body as well as present reports to the USHPA.
  - 2. Have diplomatic skills. The nominee must be able to communicate in a diplomatic manner in order to operate effectively in the international environment. REASON: The delegate must work in a political environment wherein getting desired policies passed depends on the individual's development of good will within the CIVL body.

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3. Be familiar with the requirements of a CIVL delegate. The delegate should also have a thorough knowledge of current CIVL issues and care deeply about these issues. The CIVL documents and background are available online at the FAI web site.
4. Have competition experience, preferably on the international level. REASON: The delegate must discuss and vote on many competition issues. Ideally, the delegate will have experience both as a pilot and a competition administrator.
5. Has demonstrated reliability by accepting and completing action items. REASON: Failure to attend a meeting or present a report to the USHPA will lose a year in communication.
6. Have a minimum of 5 years experience coming to USHPA meetings. The individual does not have to be a Director during this period. REASON: A CIVL delegate must understand the history of the many issues that will be involved in his or her representation.
7. Have international travel experience. REASON: The CIVL meetings take place in many different countries, some not on the normal tourist routes. Without travel experience, the delegate will experience more stress perhaps, and be less effective in his or her role.

These qualifications are listed in general order of importance. Ideally a nominee will have all the qualifications, but otherwise they should be judged from the top down.

- C. Policies. – The general intention of delegate appointment and replacement will be a long-term process. The longer a delegate serves, the more influence the delegate will have on the CIVL level. The intention is that the alternate delegate will be the person to take over as delegate if or when the delegate no longer serves. The alternate delegate serves as the delegate when the delegate cannot attend. Both the delegate and the alternate delegate should not be changed at the same time in order for there to be a smooth transition of personnel and a transmission of experience and knowledge.



## Member Feedback Reporting System

Standard Operating Procedure 11-01

Last Amended March, 2017

### 11-01.01 Introduction

The Member Feedback Reporting System provides members with an opportunity to provide feedback regarding the conduct of USHPA, its appointed and certified representatives and its members. The system allows members (including temporary members) to provide feedback for the purpose of improving USHPA's standard operating procedures ("SOP's"), instructor training and, where appropriate, initiating disciplinary proceedings in accordance with SOP 12-07. The Awards Committee may use reports in evaluating Instructor of the Year candidates.

The Member Feedback Reporting System is not intended to serve as a substitute for the Accident/Incident Reporting System (AIRS), where the information learned from accident and incident reports is used to promote safety through education, but is not used in disciplinary proceedings. Accidents should be reported using the online Accident/Incident Reporting System (AIRS) and not the Member Feedback System.

### 11-01.02 Committee Oversight

The Safety & Training Committee shall have operational oversight for the Member Feedback Reporting System and responsibility for policy decisions related to the system. In this capacity, the Safety & Training Committee shall:

- A. Cooperate with the USHPA office in developing member feedback reporting templates, surveys and other tools needed develop and operate the Member Feedback Reporting System;
- B. Educate members in the availability and importance of using the Member Feedback Reporting System as an evaluation tool;
- C. Cooperate with and assist the USHPA staff in developing the online reporting system; and
- D. Report to the membership in an annual member feedback summary.

### 11-01.03 Use of Feedback Report information

Feedback reports will be used as follows:

- A. Statistical data is aggregated to evaluate USHPA's instruction and competition programs over time.
- B. Feedback that would be helpful in improving instruction and safety will be made available to oversight committees.
- C. Instructors are permitted to view their own feedback to self-evaluate their teaching methods.
- D. Oversight committees, administrators and the USHPA office are permitted to view feedback for instructors in their region and instructors they've appointed for the purpose of administering USHPA's certification and appointment programs.

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- E. Competition organizers are permitted to view feedback on their competition and aggregate data on the USHPA competition program.
- F. Directors and staff are permitted to view all feedback.
- G. USHPA legal counsel and its insurer(s) may use feedback for purposes of risk management and claims management.

### 11-01.04 Report Handling

Members are encouraged to use the online Member Feedback Reporting System on the USHPA website to provide feedback to USHPA.

- A. USHPA forwards copies of member feedback reports to USHPA standing committees with operational oversight. Oversight committees include Safety & Training, Tandem, Towing, Competition and Accident Review. The USHPA office is responsible for tracking reports.  
Requested information;
  - 1. Names and contact information for the reporter and witnesses.
    - a. The nature of the report.
      - i. Policy, operations, and publications feedback.
      - ii. Appointed officials and instructors feedback.
      - iii. Chapter feedback.
      - iv. Member feedback.
      - v. Feedback Reporting System is NOT intended for accident reporting and the reporter will be redirected to the Accident/Incident Reporting System if the desire is to report an accident.
    - b. The location, time and date of the incident (if reporting a location or date-specific incident).
    - c. Survey questionnaire information.
    - d. A detailed narrative report.
    - e. Suggested course of action for USHPA response or request for follow up.
  - 2. Distribution and use of information
    - a. Reports are routed to the chair, sub-chair, USHPA office and USHPA legal counsel.
    - b. Oversight committees use information provided in member feedback reports for several purposes:
      - i. Statistical analysis of USHPA programs over time.
      - ii. To improve USHPA training programs, instructor effectiveness, and certification standards.

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- iii. To investigate feedback reports and, where appropriate, discipline instructors and appointed officials pursuant to SOP 12-07.
    - iv. Committees may provide feedback reports to administrators, rating officials and revoking officials for follow up.
  - c. The USHPA office uses feedback reports for several purposes:
    - i. Evaluating the effectiveness of USHPA programs based on member feedback.
    - ii. Tracking how committees respond to feedback reports.
  - d. Member feedback reports are confidential. Distribution of the report and personally identifiable information is limited to the oversight committee, USHPA appointed officials, Board of Directors, USHPA office, and counsel.
  - e. Member feedback reports may be used in revocation of rating or other disciplinary proceedings. When used in such proceedings, persons who are the subject of a feedback report may, on request, view the reports. The identity of the reporter and witnesses can only be disclosed to the person subject to the discipline or revocation.
  - f. The Awards Committee may use feedback reports in their awards selection process.
- 3. Accident Reports – Accidents should be reported using the online Accident/Incident Reporting System (AIRS) and not the Member Feedback System.
- 4. The Member Feedback Reporting System will include the following disclosures:
  - a. Confidentiality. USHPA will not publish or disclose the names of reporters except as follows:
    - i. USHPA provides names of reporters and copies of reports to USHPA oversight committees, appointed USHPA officials, USHPA's insurer and counsel.
    - ii. Member feedback reports may be used in revocation of rating or other disciplinary proceedings. When used in such proceedings, persons who are the subject of a feedback report may, on request, view the reports. The identity of the reporter and witnesses can only be disclosed to the person subject to the discipline or revocation.
    - iii. Committees may provide feedback reports to administrators, rating officials and revoking officials for follow up.
  - b. Use. The USHPA may use member feedback submitted through the Member Feedback Reporting System;
    - i. To improve safety.





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- ii. To develop improved training methods and techniques.
- iii. To develop better USHPA programs.
- iv. In revocation proceedings or other disciplinary actions, when warranted.



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### Accident Reporting

Standard Operating Procedure 11-02  
Created March, 2017

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#### 11-02.01 Introduction

This SOP describes USHPA accident report handling.

#### 11-02.02 Accident Report Handling

Members reporting accidents must use the online Accident/Incident Reporting System (AIRS) on the USHPA website. Written reports will not be accepted. Persons submitting written accident reports will be redirected to the online system. USHPA does not retain copies of reports submitted outside of the online Accident/Incident Reporting System and assumes no responsibility for such reports. Information submitted to the AIRS system will only be used in aggregate and/or with unidentifiable information to improve knowledge and safety; specific information will not be used for disciplinary action or for legal defense. In support of an accident investigation, the Primary Investigators may delegate tasks, and provide supporting information from AIRS, to additional Investigators. These Investigators must maintain Collaborative Institutional Training Initiative (CITI) certification. Primary investigators, with CITI training are able to contact reporters at their discretion. The AIRS system does not place any restrictions on another group of pilots or a chapter to perform its own investigation, though results from such an investigation are not protected by AIRS and are “discoverable” by subpoena in a court of law.

##### A. AIRS Standard Operating Procedures

1. Information gathered within AIRS will only be reported in aggregate.
2. Primary investigators are not limited to collecting data within AIRS.
3. Primary investigators have the authority to delegate tasks associated with AIRS.
4. USHPA will use the information in accident reports submitted through AIRS to improve safety and develop improved training methods and techniques.
5. The Primary investigator will maintain a Regulatory Binder that will contain all the operating procedures for AIRS.
6. Any investigator having contact with an accident reporter must maintain CITI certification (Collaborative Institutional Training Initiative).

##### B. Fatality Investigation and Reporting

1. The Accident Review Committee will investigate or delegate an investigation of all fatal accident reports for the purpose of deriving lessons learned that may have prevented or mitigated the fatal accident.
2. The basic facts of the fatality (who, where, when, etc.) shall be made available to the membership on the USHPA website in a timely manner, typically within 15 days of the accident.
3. Lessons learned from the investigation will be shared with the membership in the manner deemed most effective by the Committee.



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## USHPA Basic Safety Requirements

Standard Operating Procedure 12-01  
Last Amended October, 2016

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### 12-01.01 General

- A. Definition - Hang gliders, paragliders, and mini wings are defined as gliders capable of being carried, foot launched, and foot landed solely by the energy and use of the pilots legs.
- B. Hang gliding, paragliding, and mini-wing flights in the United States are governed by FAR part 103, Federal Aviation Regulation, Ultralight Vehicles, (except for flights by FAA licensed pilots in FAA registered aircraft which are governed by FAR Part 61 and FAR Part 91) and may be governed in addition by other civil laws and regulations. Persons participating in hang gliding, paragliding, and mini-wing operations under FAR Part 103 are required by law to fly in accordance with FAR Part 103, and in accordance with any other applicable civil laws.
- C. It is recommended that persons participating in hang gliding, paragliding, and mini-wing gliding be familiar with:
  - 1. USHPA SOP 12-01 (these recommendations).
  - 2. USHPA SOP 12-02 (Pilot Proficiency Program).

### 12-01.02 Operations

- A. Site Operational Rules and Standards - At flying sites where hang gliding, paragliding, and mini-wing operations are regulated under the USHPA Pilot Proficiency Program, (USHPA SOP 12-02), pilot proficiency requirements and operating rules and procedures will be specified by the USHPA Instructor, Observer or Examiner or other officials responsible for regulating use of the site. At sites where the use is by agreement with a city, county, state or federal agency, certain such rules and procedures may carry the force of law.
- B. Instruction - Pilots flying under the direct supervision of a USHPA Instructor will have operating limitations prescribed for them by that Instructor.
- C. It is recommended that preplanned landings not be attempted in an area less than 40 feet wide by 100 feet long.
- D. For hang glider pilots, establish being hooked in just prior to launch using some static harness check method. For paragliding and mini-wing pilots, establish being hooked in just prior to launch by performing a complete harness leg and chest buckle check, and a line check.
- E. It is recommended that cliff launches in winds over 15 mph be assisted by at least one wire assist person.
- F. At flying sites where hang gliding, paragliding, and mini-wing operations are NOT regulated under the USHPA Pilot Proficiency Program:
  - 1. USHPA members will observe all rules and regulations that apply to any flying site they may use, both at home and abroad.
  - 2. Members are asked to support the USHPA Mission Statement, section D, **Flying sites**: "USHPA will support the development of new flying sites and the preservation of existing sites".

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## 12-01.03 Preflight Procedures

- A. It is recommended that prior to flight, the pilot shall:
  - 1. Determine that surface winds and winds aloft are within safe margins.
  - 2. Plan the entire flight, including landing and alternate landing areas.
  - 3. Pre-flight the glider, giving it a meticulous walk around inspection.
  - 4. Inspect the landing area for obstructions.
  - 5. Secure the property owner's permission when using private property.

## 12-01.04 Recommended Traffic and Right of Way Conventions

- A. The primary right-of-way convention is that all pilots must "See and Avoid" as set out in FAR Part 103.13:
  - a. Each person operating an ultralight vehicle shall maintain vigilance so as to see and avoid aircraft and shall yield the right-of-way to all aircraft.
  - b. No person may operate an ultralight vehicle in a manner that creates a collision hazard with respect to any aircraft.
- B. Flight of hang gliders and paragliders under FAR Part 103 is only available to individuals who have assumed all responsibility for their own personal safety. See FAA Advisory Circular AC-103-7.
- C. To assist pilots in seeing and avoiding other aircraft, and potentially reduce the risk of collision that is inherent in the sport, USHPA recommends that pilots flying a particular launch/flight/landing area agree upon and utilize the following right-of-way conventions when flying in the proximity of other unpowered hang gliders or paragliders. It may be helpful to pilots flying a particular launch/flight/landing area, for those managing the area to make it known to those pilots that these or other conventions have been agreed upon.
- D. Recommended Conventions to help reduce the inherent risk of collision:
  - 1. When traveling opposing directions, pass to the right. Yield to the pilot on the "inside" with the ridge to their right.
  - 2. Gliders with greater altitude yield to pilots who are lower.
  - 3. The first pilot to enter a thermal sets the turn direction regardless of altitude. When entering a thermal with other pilots already in it, yield to them.
  - 4. Clear all turns. Look for other gliders that are within your intended flight path and that appear to be headed towards your intended flight path.
  - 5. When overtaking another glider going the same direction as you, pass between the other glider and the ridge, when practical. Consider turning around instead of passing where passing puts you in close proximity to another glider.

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6. Pilots on the ground yield to gliders already in the air. Pilots launching should wait for the airspace to be sufficiently clear that they can see, be seen, and avoid glider already in the air. Pilots who have landed should clear the LZ as quickly as practicable.
7. Takeoffs and landings should be made into any significant wind.
8. When ridge soaring, reversing turns should be made away from the ridge and into the wind.
9. Gliders approaching head on should give way by moving to the right. When gliders are approaching head on and one has the ridge to the right and cannot safely give way to the right, that glider has right of way and the other should yield.
10. Pilots should avoid flying directly above or below another glider in close proximity.

## 12-01.05 Equipment

### A. Glider

1. No glider should be delivered for the purpose of unsupervised use to anyone who has not demonstrated the ability to use the glider safely.
2. It is recommended that all hang gliders meet or exceed HGMA specifications as published for that category.
3. It is recommended that all paragliders be certified by an authorized agency or company under LTF or EN standards.
4. Mini-Wings are defined as wings specifically sold by manufacturers and described in the owner's manual for Mini-Wing. They are differentiated from paragliders by smaller size, being trimmed for a much higher speed than max LD, usually have use of a trimmer system for increasing set riser trim speed, are capable of being flown safely in higher winds than paragliders, and are meant primarily for being flown closer to the ground than paragliders and not soared. There is a type of wing with an elliptical planform which may be sold as a mini wing, but which has paraglider characteristics, called a Hybrid Wing (Mini-Paraglider). This Hybrid Wing (Mini-Paraglider) should be flown only by pilots trained in both paragliding and mini-wing flying, and may be used for soaring.

### B. Other Equipment

1. It is required that pilots wear a helmet whenever they are in their harness and hooked-in or otherwise attached to their glider.
2. It is recommended that pilots wear adequate protective clothing.
3. It is recommended that pilots utilize flotation gear when there is any likelihood of landing in water.
4. It is recommended that pilots wear or utilize a reserve parachute.
5. It is recommended that pilots fly with a reliable communication device.

## 12-01.06 Two-Place Flights

- A. Hang glider and paraglider flights conducted under FAR 103 are restricted by federal aviation regulation to single place operations, except where they are conducted under the Tandem



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Exemption granted to the USHPA by the FAA. Such operations conducted under the Tandem Exemption are required by the terms of the exemption to be conducted under the applicable rules and procedures of USHPA SOP 12-12 and its supplements.

## **12-01.07 Aero Towing Operations**

- A. Aero towing flights in hang gliders, paragliders, or mini-wings, which are not conducted under FAR Part 61 and FAR Part 91, are conducted under the FAA Towing Exemption. Such operations are required by the terms of the exemption to be conducted under the applicable rules and procedures of USHPA SOP 12-02 and its supplements.

## **12-01.08 Alcohol and Drug Use**

- A. Flight or instructional operations conducted in violation of the FAA CFR Part 91.17 Alcohol or Drugs, as follows:

No person may act as pilot or passenger of a hang glider or paraglider;

1. Within 8 hours after the consumption of any alcoholic beverage;
  2. While under the influence of alcohol;
  3. While using any drug that affects the person's faculties in any way contrary to safety; or
- While having an alcohol concentration of 0.04 or greater in a blood or breath specimen. Alcohol concentration means grams of alcohol per deciliter of blood or grams of alcohol per 210 liters of breath

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## Pilot Proficiency System

Standard Operating Procedure 12-02  
Last Amended March, 2017

### 12-02.01 Introduction

USHPA pilot ratings are issued to reflect completion of WITNESSED tasks. Some tasks may seem to require excessive precision or attention to detail, but the practice of preparing for them will prove beneficial. A rating gives a pilot an introduction to local pilots at a different site. Flying sites are rated according to the approximate skill level required to fly there safely. A pilot may fly the site only if the local pilots feel the pilot is capable of doing so safely.

***It is recommended that all pilots maintain a flight log.***

#### Definitions:

- A. Pilot Ratings: A rating reflects the aptitude and flying competence on a free-flight wing or craft. Pilots are rated via the type of free-flight wing or craft: including hang glider, and paraglider. Pilots are assigned a pilot rating 0-5 (Student, Beginner, Novice, Intermediate, Advanced, Master), depending on each classification structure outlined in the rating structure of SOP 12-02. Ratings do not expire until another rating of a higher level supersedes it.
- B. Special Skills: Techniques to support and enhance a rated pilots' flying experience are called special skills and include but are not limited to: launching, flying techniques, competitive learning, and circumstantial skills that enrich the pilots flying experience on or with a particular wing-type. Special Skills do not expire or get replaced by other special skills, ratings, or appointments.
- C. Appointments: Administrators or Regional Directors give Appointment titles to a skilled pilot or pilot supportive role that shows a level of expertise and training above the average rating process or special skill processes – may include clinics, support the rating process, training high-level instructors, training basic pilot members, or acknowledgment of service to the members of the organization. Titles may include, but are not limited to: Instruction, Towing Administration & Supervision, Examiners, Observers, Mentors, and Tandem. All appointments are renewed every three years or annually based on SOP 12-05.

### 12-02.02 Administration Procedures

- A. Flights offered in evidence of a skill must have been made in accordance with regulations and requirements of the USHPA in effect at the time of the flight.
- B. Ratings shall be obtained in order, starting with either the Student (H0/P0) or Beginner (H1/P1) rating. Each successive rating assumes the applicant has the ability to perform the tasks required by all lower ratings. Beginner and Novice (H2/P2) ratings may be issued simultaneously.
- C. Student ratings (temporary or H0/P0) are issued by USHPA Basic, Advanced or Tandem Instructors for ALL students prior to training or tandem flights. A temporary Student rating is issued when the student and the Instructor complete and sign a 30-Day temporary Student membership application (including the Student Rating section), and waiver. A permanent Student rating (H0/P0) may be issued when the applicant completes and signs a full membership



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application, the USHPA waiver, and both Student and instructor sign the Student Rating Form. The documents and application fees (if applicable) are submitted to USHPA headquarters. Provided all the requirements are met, the USHPA shall issue a permanent rating.

- D. Beginner (H1/P1) and Novice (H2/P2) ratings may be issued by USHPA Basic or Advanced Instructors. A temporary Beginner or Novice rating is issued when the applicant and the Instructor complete and sign a USHPA Pilot Proficiency Program Rating Application. The applicant retains the 30-Day Temporary Rating Card at the bottom of the application and submits the application with the required application fee to USHPA.
- E. Intermediate (H3/P3) and Advanced (H4/P4) ratings may be issued by USHPA Observers or Advanced Instructors. A temporary Intermediate or Advanced rating is issued when the applicant and the Observer or Advanced Instructor complete and sign a USHPA Pilot Proficiency Program Rating Application. The applicant retains the 30-Day Temporary Rating Card at the bottom of the application and submits the application with the required application fee to USHPA.
- F. Master ratings (H5/P5) may be issued by USHPA Regional Directors. The applicant shall send the signed application form, the required application fee, and the completed waiver to USHPA Headquarters and provided that all the requirements are met, the USHPA shall issue a Master rating.
- G. Examiners may recommend applicants for the Instructor Certification Program, may appoint Observers, and may recommend Advanced Pilots (H4/P4) for the Master Rating (H5/P5). All recommendations are submitted to the USHPA office.
- H. All pilots applying for ratings Beginner (H1/P1) and above must be a current Pilot, Rogallo, or Lifetime member.
- I. Any member renewing their membership as a Contributor must have any ratings deactivated in the USHPA database prior to processing that membership.
- J. Any pilot allowing their membership in USHPA to lapse for a period of 3 or more years, or any member who downgrades from a Pilot or Rogallo member to a Contributor or Subscriber member for a period of 3 or more years must receive a proficiency check by a USHPA Basic Instructor, Advanced Instructor, or Observer in order for the previous rating and special skills to be restored. A rating or special skill can be restored only by a Basic Instructor, Advanced Instructor, or Observer qualified to issue that rating or special skill.
- K. Pilots who have been inactive for a substantial period of time but have maintained their Pilot or Rogallo membership status are advised to see an Instructor for a proficiency check as a matter of good judgment.
- L. Before the USHPA issues any permanent rating card, and as a condition precedent to the issuance of any rating, the applicant must agree to all the provisions of the USHPA standard waiver and assumption of risk agreement and deliver an original signed copy to the USHPA office.
- M. Aerotow special skills (AT) can only be issued by Aerotow Observers, or by Basic or Advanced Instructors who also possess an AT rating.
- N. Aerotow Vehicle Pilot appointment (ATP) can only be issued by Aerotow Observers.

### 12-02.03 Rating Requirements

- A. Launch Method - All USHPA rated pilots holding a rating of Novice or above must hold at least one Launch Special Skill endorsement.



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- B. Tow launch special skills - Holding a tow launch Special Skill does not signify the skills necessary to operate a tow system. The operation of a tow system is a difficult and demanding task requiring special training. A pilot must have an Aerotow Special Skill signoff before aerotowing behind a flying tow vehicle.

## 12-02.04 Witnessed Tasks and Launch Skill Requirement

Pilots applying for a higher rating must demonstrate proficiency in the launch method/s used to demonstrate the skills or tasks required to attain the higher rating.

## 12-02.05 Student Hang Gliding Rating (H0)

A. Requirements for Student Pilots flying tandem

A Student pilot has the basic knowledge required to understand and accept the risks of flying as a tandem passenger on a hang glider. This includes:

1. A basic understanding of the process involved in launching, flying and landing modern hang gliders.
2. An understanding that a hang glider is controlled through weight shift and that control is hampered by holding any part of the vehicle other than where the Instructor indicates.
3. An understanding that to foot launch a tandem flight, the Student and the Instructor must run efficiently together to produce airspeed to launch.
4. An understanding that the Student must pay attention to the Instructor's commands at all times and be capable of carrying out those instructions.
5. An understanding of the reasons for, techniques used, and deployment of a backup parachute.
6. Must be advised that tandem flights on a hang glider is conducted under an exemption granted by the Federal Aviation Administration (FAA) and the glider is not certified for tandem flight by the FAA

B. Recommended Operating Limitations for Student Pilots flying solo

1. It is highly recommended that all flights be made under the direct supervision of a USHPA Certified Basic or Advanced Instructor.

## 12-02.06 Beginner Hang Gliding Rating (H1)

- A. General Description - A Beginner pilot has the knowledge and basic skills necessary to fly and practice under direct instructor supervision and within significant operating limitations. The pilot understands the USHPA hang gliding rating systems and recommended operating limitations.

B. Beginner Rating - Required Witnessed Tasks

1. Set up and preflight of glider and harness, to include familiarity with owner's manual(s).
2. Demonstrate proper ground handling of equipment.
  - a. With each flight, demonstrate method(s) of establishing that pilot is hooked in just prior to launch.
3. Launch unassisted showing:
  - a. Aggressive run, if foot launched.

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- b. Good angle of attack and pitch control.
  - c. Directional control.
  - d. Smooth transition to flying, during launch.
4. Airspeed recognition and control.
  - a. Two flights, predetermined to show:
    - i. Constant airspeed.
    - ii. Smooth straight flight towards a pre-selected target.
    - iii. Safe, smooth landing, as pre-arranged on feet, wheels, or floats, into wind.
  - b. Two flights, predetermined to show:
    - i. Confident, slight variation in airspeed showing awareness and control of airspeed envelope.
    - ii. Smoothly increasing airspeed, smoothly slowing airspeed showing good control, familiarity, and anticipation of safe envelope, without losing control. Airspeed to remain well above stall speed.
    - iii. Safe, smooth landing, as pre-arranged on feet, wheels, or floats, into wind.
5. Shows ability to recognize and understand how different wind conditions at this site will affect their flights, including but not limited to:
  - a. Wind direction.
  - b. Wind velocity.
  - c. Terrain Shape.
  - d. Obstructions.
6. On each flight, demonstrates proper post-landing procedure, to include, but not limited to:
  - a. Setting glider down.
  - b. Unhooking.
  - c. Checking traffic.
  - d. Removal of glider from landing area.
  - e. Any specific protocol at this site.
7. Demonstration of understanding of the importance of proper breakdown, packing, transportation, and storage of glider.
8. The pilot shall use good judgment and have a level of maturity commensurate with the rating.
9. Must pass USHPA Hang Gliding Beginner written exam.
10. Must agree to all the provisions of the USHPA standard waiver and assumption of risk agreement for the Beginner rating and deliver an original signed copy to the USHPA office.

### C. Recommended Operating Limitations for Beginner Pilots flying solo:

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1. Should exceed these limitations only after demonstrating complete mastery of the required Beginner tasks (above), and only after acquiring a full understanding of the potential problems and dangerous situations which may arise from exceeding these limitations.
2. It is highly recommended that all flights be made under the direct supervision of a USHPA Certified Basic or Advanced Instructor.
3. Should fly only in winds of 12 mph or less, with gust differential of 5 mph or less.
4. Should foot launch only on slopes of 3:1 to 6:1, where wind is within 15° of being straight up the slope.
5. Should launch only when there are no obstructions within 60° to either side of intended flight path, and when pilot may fly straight out from launch to landing with no need to maneuver and no possibility of over-flying the landing area.
6. Should maintain flight heading within 15° of directly into the wind.
7. Should fly appropriate sites so as to maintain altitude below 100' AGL.

## 12-02.07 Novice Hang Gliding Rating (H2)

- A. General Description – A Novice hang glider pilot has the knowledge and basic skills necessary to fly and practice without direct instructor supervision but within significant operating limitations. The pilot understands the USHPA hang gliding rating systems and recommended operating limitations.

The pilot shall use good judgment and have a level of maturity commensurate with the rating. Pilots must demonstrate Beginner level skills and knowledge before obtaining the Novice rating. All witnessed flights must be pre-planned by pilot and discussed with Instructor.

- B. Novice Rating - Required Witnessed Tasks

### 1. Logged Requirements

- a. Attends a minimum of 8 hours of ground school theory as outlined in the ICP Manual:

#### i. Weather

- aa. Show students how to observe weather forecasts relating to the site from news broadcasting, newspapers and the Internet.
- ab. Monitor weather forecast on a weather radio and or smart phones prior to leaving for flying and on site prior to flying.
- ac. Discuss with students the wisdom of calling a local pilot to gain insight into the local conditions.

#### ii. Launches

- aa. Consider altitude humidity and temperature factors (air density)
- ab. Consider the slope of the ramp or hill, wind factors and the need for wire assistance.

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- ac. Discuss the angle of attack requirements, especially with cliff launches.
- iii. Danger Signs
  - aa. High wind, dust blowing, white caps, swaying trees, smoke laying down and lenticular clouds.
  - ab. Rotor possibilities – note overall wind signs (cloud drift, water lines, bird drift, smoke from fires or smoke stack smoke direction) with respect to wind indicators at launch.
  - ac. Varying wind directions and differences at launch and landing.
- iv. Landing
  - aa. Consider air density (as listed above in launches)
  - ab. Wind direction awareness and how wind affects landing. Wind direction indicators other than the wind sock.
  - ac. Approach.
    - i. Watch for man-made objects. Lines in the field mean fences, ditches or power lines. Assume all roads have power lines.
    - ii. Setup procedures for long straight approach.
    - iii. Discuss approach options and preferred approaches with locals.
    - iv. Extra speed for handling gradient and turbulence.
    - v. Review crosswind landing techniques
    - vi. Tree landing techniques
    - vii. Avoidance of obvious crop fields.
- v. Equipment
  - aa. Food and water
  - ab. Instruments – air speed indicator etc.
- vi. Site Orientation
  - aa. Discuss general site specifics, departure time, arrival time, and protocol. Also review the dive syndrome (first flight students flying too fast to LZ) and signs of proper airspeed (bar position, air speed indicator and bar feel).

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- b. Must have logged a minimum of 25 flights with a required ability to demonstrate an appropriate landing approach.
2. Demonstrated Skills and Knowledge
- a. Demonstrates set-up and preflight of glider, harness, and reserve parachute.
  - b. Gives a reliable analysis of general conditions of the site and self; and flight plan including flight path, areas to avoid in relation to the wind flow, and obstacles to stay clear of.
  - c. With each flight, demonstrates method of establishing that pilot is hooked in just prior to launch.
  - d. Demonstrates flight with smooth variation in airspeed, from above minimum sink to fast flight, while maintaining a heading.
  - e. Demonstrates flight showing ability to comfortably and precisely slow the glider to minimum sink and smoothly increase to normal airspeed while maintaining a heading. The pilot should not mush or stall the glider. These maneuvers should be practiced and observed with a minimum of 75 feet AGL in smooth conditions.
  - f. While in preferred flying position, demonstrates flight(s) along a planned path alternating "S" turns of at least 90° change in heading. Flight heading need not exceed 45° from straight into wind. Turns must be smooth with controlled airspeed, ending in safe, stand-up landings on a heading.
  - g. Demonstrates 180° turns in both directions, and at various speeds and bank angles.
  - h. Explains how to safely execute a 360 degree turn, and describes the associated risk factors and decision making process.
  - i. Demonstrates three consecutive landings that average less than 100' from a target (or optional landing task – see Addendum 1 – Optional Landing Task), safe, smooth, on feet and into the wind. The target must be sufficiently close to launch such that turns are required to set up an approach and avoid over-flying the target. The target should be at least 100' below the launch point.
  - j. Demonstrates smooth entry to and exit from flying position without changes in pitch and roll.
  - k. While in preferred flying position, demonstrates flight with smooth variation in airspeed, from above minimum sink to fast flight, while maintaining a heading.
  - l. While in preferred flying position, demonstrates flight showing ability to comfortably and precisely slow the glider to minimum sink and smoothly increase airspeed to normal while maintaining a heading. The pilot should not mush or stall the glider. These maneuvers should be practiced and observed with a minimum of 75 feet AGL in smooth conditions.
  - m. Must pass the USHPA Novice Hang Gliding Written Examination.
  - n. Must agree to all the provisions of the USHPA standard waiver and assumption of risk agreement for the Novice rating and deliver an original signed copy to the USHPA office.
  - o. Demonstrates reserve deployment while hanging in a harness in simulated turbulence or emergency conditions.

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- p. Acknowledges and understands the need to become familiar with site-specific restrictions and launch or landing access limits, consistent with preservation of flying privileges at a site.

### C. Recommended Operating Limitations for Novice Pilots

1. Should exceed these limitations only after thoroughly mastering all required tasks, and after acquiring a full understanding of the potential problems and dangers involved in exceeding these limitations.
2. It is highly recommended that all flights be made under the direct supervision of a USHPA Certified Basic or Advanced Instructor or Observer.
3. Should fly only in smooth winds of 18 mph or less and gusty winds to 11 mph.
4. If foot launching, should launch only on slopes 2:1 to 7:1, where wind is within 25° of being straight up the slope.
5. Should maintain heading within 90° of directly into wind, and within 45° of directly into wind below 60' AGL.
6. Flight speed. Should not attempt to fly slowly when encountering lift, but instead, concentrate on maintaining attitude, heading, and airspeed. Slow flight must be preceded by stall experience 500' from any object.

## 12-02.08 Intermediate Hang Gliding Rating (H3)

- A. General Description – The pilot has the knowledge and skills to fly most sites in mild to moderate soaring conditions, and to judge when the site and conditions are within the pilot's skill, knowledge, and experience level. The pilot understands the USHPA hang gliding rating system and recommended operating limitations, and the FARs and other flying rules applicable to his/her flying (ridge rules, thermal right of way, FAR 103, aircraft sectional use and regulated airspace avoidance, etc.).

The pilot shall use good judgment and have a level of maturity commensurate with the rating.

### B. Intermediate Rating - Required Witnessed Tasks

1. Logged Requirements
  - a. Must have logged a minimum of 30 flying days.
  - b. Must have logged a minimum of 90 flights.
  - c. Must have logged a minimum of ten hours of solo airtime.
2. Demonstrated Skills and Knowledge
  - a. Has received training in and/or understands the importance and significance of:
    - i. Right of way rules.
    - ii. FAA Regulations and aircraft sectional charts.
    - iii. Airspeed control, stalls, spins, and adverse yaw.
    - iv. Glider owner's manual.
    - v. USHPA Accident Report results currently in print.

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- b. Can give verbal analysis of conditions on the hill demonstrating knowledge of wind shadows, gradients, lift, sink, laminar air, turbulence, and rotors, and the effect these items can have on an intended flight path and turns.
  - c. Must give a verbal flight plan for each observed flight.
  - d. Must show thorough preflight of harness, glider, and reserve parachute.
  - e. With each flight, demonstrates a method of establishing that the pilot is hooked in just prior to launch.
  - f. All takeoffs should be aggressive, confident and with a smooth transition to flying. Flights with slow, unstable launches will not be considered adequate as witnessed tasks.
  - g. For witnessed tasks, all landings must be safe, smooth, on the feet, and in control.
  - h. Demonstrates the ability to differentiate airspeed from ground speed.
  - i. Demonstrate smooth coordinated 360° turns in both directions, with reversal at various speeds and bank angles.
  - j. Demonstrates linked 180° turns along a predetermined ground track showing smooth controlled reversals and proper coordination at various speeds and bank angles.
  - k. Explains stall warning characteristics.
  - l. Has practiced and demonstrates gentle stalls and proper recovery under the direct supervision of an instructor or qualified observer, at least 500' from any object.
  - m. In 8 to 15 mph wind, demonstrates the ability to maintain airspeed at or near minimum sink during crosswind and upwind legs, without any evidence of stalls.
  - n. Demonstrates three consecutive landings that average less than 50' from a target, **or**, optional landing task (see Addendum 1 - Optional Landing Task) after flights requiring turns on approach.
  - o. Demonstrates proper airspeed control on landing approach when descending through a gradient.
  - p. Demonstrates proper airspeed for maximum distance flown into a significant headwind.
  - q. Must pass USHPA Hang Gliding Intermediate written exam.
  - r. The pilot must agree to all the provisions of the USHPA standard waiver and assumption of risk agreement for the Intermediate rating and deliver an original signed copy to the USHPA office.
  - s. Acknowledges and understands the need to become familiar with site-specific restrictions and launch or landing access limits, consistent with preservation of flying privileges at a site.
3. Recommended Operating Limitations for Intermediate Pilots
    - a. Should fly only in winds of 25 mph or less, with gust differential of 10 mph or less.

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- b. Should initiate downwind turns only with 500' of clearance outward from the hill or ridge in winds above 18 mph, and 300' of clearance in winds above 10 mph.
- c. Upon mastering the above skills, an Intermediate Pilot should pursue new maneuvers, sites and conditions with the guidance of a USHPA Certified Advanced Instructor or Observer.

## 12-02.09 Advanced Hang Gliding Rating (H4)

- A. General Description – The pilot has the knowledge and skills to fly technically demanding sites in strong soaring conditions, and to judge when the site and conditions are within the pilot's skill, knowledge, and experience level. The pilot understands the USHPA hang gliding rating system and recommended operating limitations, and the FARs and other flying rules applicable to his/her flying.

The pilot will fly using good judgment and have a level of maturity commensurate with the rating.

- B. Advanced Rating - Required Witnessed Tasks

- 1. Logged Requirements

- a. 250 flights.
    - b. Must have made 5 flights at each of 5 different sites in Intermediate level conditions, of which at least 3 were inland.
    - c. Must have logged a minimum of 80 flying days.
    - d. Must have at least one 1-hour flight.
    - e. Must have at least one 30-minute flight in thermal lift without sustaining ridge lift.
    - f. Must have logged 75 hours total air time with no more than 25 of these hours to be tandem. Of these 75 hours, 25 must be in thermal lift, with no more than 10 of these 25 hours to be tandem.

- 2. Demonstrated Skills and Knowledge

- a. Demonstrates preflight of harness, glider, and reserve parachute.
    - b. Can give a verbal analysis of conditions.
    - c. Can develop then follow a flight plan.
    - d. With each flight, demonstrates a method of establishing that pilot is hooked in just prior to launch.
    - e. All takeoffs should be aggressive, confident and with a smooth transition to flying. Flights with slow, unstable launches will not be considered adequate as witnessed tasks.
    - f. All landings must be safe, smooth, on the feet and in control.
    - g. Demonstrate ability to allow clearance when doing 180° turns by demonstrating figure eights:
      - i. In a wind sufficient to cause drift, two points will be selected on a line perpendicular to the wind.
      - ii. The pilot will fly along a line parallel to that joining the pylons, slightly downwind of the pylons, toward a point midway between them. During



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the crosswind leg, the pilot will establish the degree of wind drift. At the midpoint between the pylons, the pilot will make a smooth deliberate upwind turn and enter a figure eight course consisting of smooth turns of constant ground track radius around the pylons (centered on the pylons) with straight segments crossing at the midpoint between the pylons.

- iii. The pilot must complete two consecutive figure eights in which the airspeed, bank angle, and turn rate are altered smoothly around the course such that the proper ground track is held and the drift is compensated for, without overcompensation or hesitation.
  - h. Demonstrate three consecutive landings that average less than 25' from a target, **or**, optional landing task (see Addendum 1 - Optional Landing Task) after a flight which requires turns on approach. In smooth conditions, the spot location should be changed by the Observer, for each of the three flights. Flights should be a minimum of one minute and 200' AGL.
  - i. At a minimum of 500' demonstrate intentional stalls straight ahead and in turns, not exceeding manufacturer's recommended limitations, showing confident, smooth recoveries.
  - j. Demonstrates the ability to soar above a low point for five minutes on each of three different flights.
  - k. Demonstrates an altitude gain of at least 500' in thermals.
  - l. Must pass the USHPA Hang Gliding Advanced written exam.
  - m. Must convince the Instructor or Observer that he can check in and fly Advanced rated sites without endangering spectators, other pilots, or jeopardizing the site.
  - n. Must agree to all the provisions of the USHPA standard waiver and assumption of risk agreement for the Advanced rating and deliver an original signed copy to the USHPA office.
3. Recommended Operating Limitations for Advanced Pilots
    - a. Should not fly within 30' of another glider in smooth air, or 100' of another glider in moderately turbulent air.

## 12-02.10 Master Hang Gliding Rating (H5)

A. General Description – For pilots who wish to further diversify their skills in the sport of hang gliding, and to recognize the achievement of the expert skilled pilot who has experience beyond the Advanced level, there is a designation of Master Pilot. No site will be designated as requiring Master skills. The pilot will fly using good judgment and have a level of maturity commensurate with the rating.

### B. Master Rating - Required Witnessed Tasks

#### 1. Logged Requirements

- a. Must be a current USHPA Pilot or Rogallo Member.
- b. Must have all non-launch Special Skills.
- c. Must have a minimum of 1,450 points in at least six categories. (see chart below)  
Must have a minimum of 400 hours logged airtime with at least 200 hours in thermals, and at least 500 logged flights.

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- d. Must obtain at least three letters of recommendation from USHPA Observers, Examiners or Advance Instructors, who will attest to the flying requirements and especially the good judgment and maturity of the applicant. If these officials have not seen the applicant flying for this three year period, additional letters of recommendation must be presented so that the three year block of time is covered.
- e. Must possess the Bronze Safe Pilot Award, or above (100 flights; there are no points given for this).

| <u>Categories</u>   | <u>Points</u>   | <u>Max Points Allowed</u>                              |
|---|---|--|
| Air time<br>(min. 400 hours)  | 1 pt./hour<br>(beyond 400 hrs. required airtime)  | 350  |
| Number of flights<br>(Min. 500 flights. 250 must<br>be foot launched)     | 1 pt./flight.<br>(beyond required 500 flights)  | 250  |
| Altitude Gains(Only one<br>altitude gain may be used<br>from each flight) | 10 pts./2,000' gain<br>15 pts./3,000' gain<br>20 pts./4,000' gain<br>25 pts./5,000' gain<br>30 pts./6,000' gain | 350  |
| Cross Country<br>(10 mile min. flights)                                   | 1 pt./mile  | 350  |
| Number of different sites<br>flown  | 10 pts./site  | 300  |
| Number of different gliders<br>flown                                      | 5 pts./glider   | 150  |
| Competition   | 10 pts./fifth<br>20 pts./fourth<br>30 pts./third<br>40 pts./second<br>50 pts./first                             | 100  |
| Tandem<br>(As pilot in command)   | 10 pts./flight  | 100  |
| Towing(Payout Reel,<br>Stationary Winch Static Line,<br>Aerotow)          | 5 pts./flight   | 100 (50 pts. in each<br>of the possible<br>categories) |

- f. The pilot is to present documentation of flight experience, to meet the 1,450 point minimum, to his Regional Director, who confirms completion of requirements. The Director then approves or denies the application. If the application is denied, the pilot may appeal the denial to the USHPA Board of Directors. A two-thirds vote of the Board is required to uphold the appeal. A Regional Directors' award of a Master designation may be rescinded by a two-thirds vote of the Board.
- g. Must agree to all the provisions of the USHPA standard waiver and assumption of risk agreement for the Master rating and deliver an original signed copy to the USHPA office.

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## 12-02.11 Hang Gliding Special Skill Endorsements

### A. Special Skills attainable by Novice and above (H2-H5).

#### 1. Foot Launch (FL):

- a. Demonstrates successful, aggressive, confident launches on a slope shallower than 4:1 with less than 6 mph wind.
- b. Demonstrates successful, aggressive, confident launches, where wind is at least 15° cross to straight in wind not exceeding 5 mph.

#### 2. Light Wind Cliff or Ramp Launch (CL):

- a. Demonstrates the ability to launch safely from a shallow slope ramp or cliff top, where running room is severely restricted, drop off is precipitous, wind is 5 mph or less, such that positive attitude control and strong, aggressive sprinting starts are required. Stalled, falling/diving launches are not acceptable demonstrations, even if flight is achieved.

#### 3. Flat Slope Launches (FSL):

- a. Demonstrates ability to launch in less than 10 mph wind from slopes which approach the maximum L/D of the glider.

#### 4. Platform Launch (PL)

- a. Must demonstrate tow system set up and preflight, including a complete discussion of the factors that are particular to the specific tow system used, and those factors that are relevant to towing in general.
- b. Must demonstrate complete understanding of both normal and emergency procedures, including checklists for normal procedures and the indications of an impending emergency, and convince the instructor of his/her ability to recognize and execute emergency procedures. Must demonstrate understanding of ground clearance requirements for high line tension.
- c. Demonstrates successful, confident, controlled launches and flight under tow to release altitude, with a smooth transition to flying, proper directional and pitch control resulting in the proper tracking of the tow line while maintaining proper tow line tension and airspeed. Such demonstrations may be made in ideal wind conditions.
- d. Demonstrates proper practices in loading the glider onto the launch platform and taxiing into launch position with special attention given to wind direction and speed.
- e. Demonstrates successful, smooth, confident launches in a crosswind.
- f. Demonstrates how to brief and instruct a ground crew.
- g. Demonstrates the assembly of the system, including inspection of the towline connection, tow bridle and release system, weak link, and test of the release functionality prior to every flight.
- h. Demonstrates understanding of signals between ground crew and pilot.
- i. Demonstrates or describes thoroughly the procedures related to weak link breaks at various stages of flight and towline tension (takeoff, initial climb out, and at altitude).

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- j. Demonstrates complete understanding about the inherent increased risk of lockout as the glider's heading diverges from the towline.
- k. Describes thoroughly how to recognize a lockout situation, including emergency procedure.
- l. Demonstrates complete understanding of when and how to use a hook knife.
- m. Has discussed Towing Discussion Topics with the issuing PL Observer and passed the PL written examination.
- n. Demonstrates to the satisfaction of the rating official knowledge of proper weak link use for the towing skill under evaluation. The pilot under evaluation must demonstrate an understanding of the following:
  - i. The purpose of weak links.
  - ii. How to determine proper weak link failing strength.
  - iii. Proper weak link set up including acceptable knotting.
- o. Demonstrate the knowledge of applicable FAA regulations.

5. Aerotow (AT)

The aerotow skill is a demonstration of the pilot's ability to launch and tow successfully and safely behind a flying tow vehicle.

In order to receive the special skill, a pilot must demonstrate the following to an Aerotow Observer:

- a. Demonstrates the assembly and preflight of the system, including inspection of the tow line, tow line connection, tow bridles and releases.
- b. Demonstrates understanding of signals between tow vehicle pilot and glider pilot. Must demonstrate system set up and pre-flight, including a complete discussion of all those factors which are particular to the specific aerotow system used and those factors which are relevant to aerotowing in general. Must demonstrate complete understanding of both normal and emergency procedures, including checklists for normal procedures, indications of possible impending emergencies and how to properly execute emergency procedures.
- c. Gives a complete discussion of the risks to the glider pilot and tow vehicle pilot due to improper positioning of the glider pilot during tow in both straight and turning flight; being high or low and left or right of the proper center position in straight flight, being too high or low on the inside of a turn, and being too high or low on the outside of a turn.
- d. Demonstrates successful, confident, controlled launches and flight under tow to release at altitude, with a smooth release and turn to the right when transitioning to free flight. Must demonstrate proper directional and pitch control resulting in proper tracking of the aerotow vehicle in both straight and turning flight and appropriate maintenance of proper tow line tension and

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airspeed. If aerotowing skills were gained through tandem instruction, the candidate must demonstrate all skills during solo flights as well.

- e. Must demonstrate proper technique for at least one normal and one crosswind takeoff (actual or simulated).
- f. Must demonstrate the ability to control the glider position within the “cone of safety” behind the aerotow vehicle.
- g. The candidate must also demonstrate the ability to properly react to a weak link/tow rope break simulation, initiated by the pilot at altitude, but at a lower than normal release altitude. Such demonstrations should be made in smooth air.
- h. Additional instruction or mentorship should be provided to help the newly skilled aerotow pilot gradually transition to towing in mid-day thermal/turbulent conditions.
- i. Has discussed all [Towing Discussion Topics](#)<sup>[SR1]</sup> with the issuing AT Observer and passed the AT written examination.
- j. Demonstrates to the satisfaction of the rating official knowledge of proper weak link use for the towing skill under evaluation. The pilot under evaluation must demonstrate an understanding of the following:
  - i. The purpose of weak links.
  - ii. How to determine proper weak link failing strength.
  - iii. Proper weak link set up including acceptable knotting.
- k. Demonstrates the [knowledge of the standards of FAR Part 103](#)<sup>[SR2]</sup> as [applicable to both powered and unpowered ultralight vehicles.](#)<sup>[MS3]</sup>

### 6. Surface Tow (ST)

- a. Must demonstrate tow system set up and preflight, including a complete discussion of the factors which are particular to the specific tow system used, and those factors which are relevant to towing in general.
- b. Must demonstrate complete understanding of both normal and emergency procedures, including checklists for normal procedures and the indications of an impending emergency, and convince the instructor of his/her ability to recognize and execute emergency procedures. Must demonstrate understanding of ground clearance requirements for high line tension.
- c. Demonstrates successful, confident, controlled launches and flight under tow to release altitude, with a smooth transition to flying, with proper directional and pitch control resulting in the proper tracking of the tow line and appropriate maintenance of proper tow line tension and airspeed. Such demonstrations may be made in ideal wind conditions.
- d. Demonstrates 3 or more accelerations to speed with heading and glider control using the appropriate launch method (foot launch or wheel assisted).

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Observers[MS4] must document an endorsement into the pilot's logbook attesting to the launch method demonstrated[SR5]

- e. Demonstrates successful, smooth, confident launches in a crosswind.
- f. Demonstrates no-wind (0-5 mph) launches.
- g. Demonstrates high-wind (10-12 mph) launches.
- h. Demonstrates how to brief and instruct a ground crew.
- i. Demonstrates the assembly of the system, including inspection of the towline connection, tow bridle and release system, weak link, and test of the release functionality prior to every flight.
- j. Demonstrates understanding of signals between ground crew and pilot.
- k. Demonstrates or describes thoroughly the procedures related to weak link breaks at various stages of flight and towline tension (takeoff, initial climb out, and at altitude).
- l. Demonstrates complete understanding about the inherent increased risk of lockout as the glider's heading diverges from the towline.
- m. Describes thoroughly how to recognize a lockout situation, including emergency procedure.
- n. Demonstrates complete understanding of when and how to use a hook knife.
- o. Has discussed all Towing Discussion Topics[SR6] with the issuing ST Observer and passed the ST written examination.
- p. Demonstrates to the satisfaction of the rating official knowledge of proper weak link use for the towing skill under evaluation. The pilot under evaluation must demonstrate an understanding of the following:
  - i. The purpose of weak links.
  - ii. How to determine proper weak link failing strength.
  - iii. Proper weak link set up including acceptable knotting.
- q. Demonstrates the knowledge of applicable FAA regulations.

### B. Special Skills attainable by Intermediate and above (H3-H5).

1. Assisted Windy Cliff or Ramp Launch (AWCL):
  - a. Demonstrates ability to launch with wire assist in windy conditions from a precipitous cliff or ramp with strong lift at takeoff. Must show proper use of release signals and confident, aggressive launch.
2. Turbulence (TUR):
  - a. Demonstrates controlled and un-panicked flight in conditions requiring quick, deliberate, substantial, and correct control application.
3. Restricted Landing Field (RLF):

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- a. Demonstrates a landing using a downwind leg, base leg and a final leg approach where the entire base leg, final and landing occur within a 300' square.
4. Cross Country (XC):
  - a. Must hold 2 and 3 above.
  - b. Demonstrate ability to recognize a safe landing area from the air and determine and execute a safe approach and landing, accounting for wind direction, rotors, obstacles, power lines, ground slope, vegetation, etc.
5. High Altitude Launch (HA):
  - a. Demonstrates the ability to launch unassisted with strong launches in winds less than 5 mph.
  - b. Demonstrates launches from sites with density altitude of 6000' or higher.
  - c. Demonstrates understanding of high altitude conditions (e.g., air density, cloud suck, anabatic and catabatic conditions, hypoxia, hypothermia).

## 12-02.12 Student Paragliding Rating (P0)

### A. Requirements for Student Pilots flying tandem

A Student pilot has the basic knowledge required to understand and accept the risks of flying as a tandem passenger on a paraglider. This includes:

1. A basic understanding of the process involved in launching, flying and landing modern paragliders.
2. An understanding that a paraglider is controlled through the use of brakes and risers and that control is hampered by holding any part of the vehicle other than where the Instructor indicates.
3. An understanding that to foot launch a tandem flight, the Student and the Instructor must run efficiently together to produce airspeed to launch.
4. An understanding that the Student must pay attention to the Instructor's commands at all times and be capable of carrying out those instructions.
5. An understanding of the reasons for, techniques used, and deployment of a backup parachute.
6. Must be advised that tandem flights in paragliders are conducted under an exemption granted by the Federal Aviation Administration (FAA) and the glider is not certified for tandem flight by the FAA

### B. Recommended Operating Limitations for Student Pilots flying solo: It is highly recommended that all flights be made under the direct supervision of a USHPA Certified Basic or Advanced Instructor.

## 12-02.13 Beginner Paragliding Rating (P1)

- A. General Description - A Beginner pilot has the knowledge and basic skills necessary to fly and practice under direct instructor supervision and within significant operating limitations. The pilot understands the USHPA paragliding rating systems and recommended operating limitations.
- B. Beginner Rating - Required Witnessed Tasks



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1. Attends and completes a basic ground school.
2. Layout and preflight of canopy and harness.
3. Demonstrates canopy handling skills sufficient to launch - under control.
4. With each flight, demonstrate method(s) of establishing that pilot is properly connected to the canopy, with cleared lines and risers, just prior to inflation.
5. Launch unassisted showing:
  - a. Smooth, confident inflation and run.
  - b. Pendulum control during launch.
  - c. Directional control.
  - d. Smooth transition from running to flying, during launch.
6. Airspeed recognition and control,
  - a. Two flights, predetermined to show:
    - i. Constant airspeed.
    - ii. Smooth straight flight towards a pre-selected target.
    - iii. Safe, smooth landing, on feet, into wind.
  - b. Two flights, predetermined to show:
    - i. Confident, slight variation in airspeed showing awareness of control inputs and pendulum control.
    - ii. Smoothly increasing airspeed, and smoothly slowing airspeed showing good control.
    - iii. Safe, smooth landing, on feet, into wind.
7. Shows the ability to recognize and understand how different wind conditions at this site will affect their flights.
  - a. Wind direction.
  - b. Wind velocity.
  - c. Terrain shape.
  - d. Obstructions.
8. On each flight, demonstrates proper post-landing procedure, to include, but not limited to:
  - a. Canopy deflation.
  - b. Canopy immobilization.
  - c. Checking traffic.
  - d. Removal of canopy from landing area.
  - e. Disconnection from the canopy.
9. Demonstration of understanding of the importance of proper packing, storage, and care of the canopy.



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10. The pilot shall use good judgment and have a level of maturity commensurate with the rating.
11. Must pass the USHPA Beginner Paragliding written exam.
12. Must agree to all the provisions of the USHPA standard waiver and assumption of risk agreement for the Beginner rating and deliver an original signed copy to the USHPA office.

C. Recommended Operating Limitations for Beginner Pilots:

1. Should exceed these limitations only after demonstrating complete mastery of the required Beginner paragliding tasks (above), and only after acquiring a full understanding of the potential problems and dangerous situations which may arise from exceeding these limitations.
2. It is highly recommended that all flights be made under the direct supervision of a USHPA Certified Basic or Advanced Paragliding Instructor.
3. Should fly only in steady winds of 12 MPH. or less.
4. If foot launching, should only foot launch only on slopes of 3:1 - 4:1, where wind is within 15° of being straight up the slope.
5. Should launch only when there are no obstructions within 60° to either side of the intended flight path, and when pilot may fly straight out from launch to landing with no need to maneuver and no possibility of over-flying the landing area.
6. Should fly appropriate sites for this skill level.
7. Should fly a canopy recommended by the manufacturer as suitable for Beginner or Novice pilots.

## 12-02.14 Novice Paragliding Rating (P2)

- A. General Description – A Novice paraglider pilot has the knowledge and basic skills necessary to fly and practice without direct instructor supervision but within significant operating limitations. The pilot understands the USHPA paragliding rating systems and recommended operating limitations.

The pilot shall use good judgment and have a level of maturity commensurate with the rating. Pilots must demonstrate Beginner level skills and knowledge before obtaining the Novice rating. All witnessed flights must be pre-planned by the pilot and discussed with the Instructor.

B. Novice Rating - Required Witnessed Tasks

1. Logged Requirements
  - a. Attends a minimum of 8 hours of ground school theory as outlined in the ICP Manual
    - i. Weather
      - aa. Show students how to observe weather forecasts relating to the site from news broadcasting, newspapers and the Internet.
      - ab. Monitor weather forecast on a weather radio and or smart phones prior to leaving for flying and on site prior to flying.

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- ac. Discuss with students the wisdom of calling a local pilot to gain insight into the local conditions.
- ii. Launches
  - aa. Consider altitude humidity and temperature factors (air density).
  - ab. Consider the slope of the ramp or hill, wind factors and the need for wire assistance.
  - ac. Discuss the angle of attack requirements, especially with cliff launches.
- iii. Danger Signs
  - aa. High wind, dust blowing, white caps, swaying trees, smoke laying down and lenticular clouds.
  - ab. Rotor possibilities – note overall wind signs (cloud drift, water lines, bird drift, smoke from fires or smoke stack smoke direction) with respect to wind indicators at launch.
  - ac. Varying wind directions and differences at launch and landing.
- iv. Landing
  - aa. Consider air density (as listed above in launches)
  - ab. Wind direction awareness and how wind affects landing. Wind direction indicators other than the wind sock.
  - ac. Approach.
    - i. Watch for man-made objects. Lines in the field mean fences, ditches or power lines. Assume all roads have power lines.
    - ii. Setup procedures for long straight approach.
    - iii. Discuss approach options and preferred approaches with locals.
    - iv. Extra speed for handling gradient and turbulence.
    - v. Review crosswind landing techniques.
    - vi. Tree landing techniques.
    - vii. Avoidance of obvious crop fields.
- v. Equipment

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- aa. Food and water.
    - ab. Instruments – air speed indicator etc.
  - vi. Site Orientation
    - ab. Discuss general site specifics, departure time, arrival time, and protocol. Also review the dive syndrome (first flight students flying too fast to LZ) and signs of proper airspeed (bar position, air speed indicator and bar feel).
  - b. Must have logged a minimum of 25 flights with a required ability to demonstrate an appropriate landing approach with the canopy lowered to the ground between flights.
2. Demonstrated Skills and Knowledge
- a. Demonstrates layout and preflight of the canopy, harness, and backup reserve parachute.
  - b. Gives a reliable analysis of general conditions of the site and self, and a flight plan including flight path, areas to avoid in relation to the wind flow, and obstacles to stay clear of.
  - c. Demonstrates 5 consecutive forward inflations with a visual check of the canopy each time.
  - d. Demonstrates 5 consecutive controlled reverse inflations with proper surge dampening.
  - e. Demonstrates controlled kiting of a glider overhead for 2 minutes in a steady wind.
  - f. With each flight, demonstrates a method of establishing that the pilot is properly connected to the glider, with cleared lines and risers just prior to inflation.
  - g. Demonstrates flight with smooth variation in airspeed, from above minimum sink to fast flight, while maintaining a heading.
  - h. Demonstrates flight showing the ability to comfortably and precisely slow the glider to minimum sink and smoothly increase to normal airspeed while maintaining a heading. The pilot should not slow the glider to near the stall speed.
  - i. Demonstrates flight(s) along a planned path alternating 'S' turns of at least 90° change in heading. Flight heading need not exceed 45° from straight into the wind. Turns must be smooth with controlled airspeed, ending in safe, standup landings on a heading.
  - j. Demonstrates 180° turns in both directions, and at various speeds and bank angles.
  - k. Explains how to safely execute a 360 degree turn, and describes the associated risk factors and decision making process.
  - l. Demonstrates hands-off flying, one handed flying skills, weight-shift turns, and rear-riser turns.
  - m. Demonstrates symmetric and asymmetric tip folds for increased descent rate.

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- n. Demonstrates the ability to judge and allow for proper clearance from a ridge and other vehicles.
- o. Demonstrates 5 landings within 25' of a target (or optional landing task – see Addendum 1 – Optional Landing Task), safe, smooth, on the feet and into the wind. The target must be sufficiently close to launch such that turns are required to set up an approach and avoid over-flying the target. The target should be at least 100' below the launch point.
- p. Explains proper strong wind landing procedures and how to keep from being dragged back.
- q. Explains correct canopy maintenance.
- r. Explains how to lengthen and shorten the flight path.
- s. Explains the right of way traffic rules.
- t. Demonstrates the proper use of a speedbar/accelerating system.
- u. Demonstrates reserve deployment while hanging in a harness in simulated turbulence or malfunction conditions.
- v. Gives a thorough verbal demonstration of knowledge of how to:
  - i. Maintain directional control during and correct for an asymmetric wing fold of 25% of the wing span.
  - ii. Fly at minimum sink while precluding any chance of inadvertent stall or spin, particularly when flying through lift, sink or in conjunction with making turns.
  - iii. Increase descent rate and/or forward speed.
- w. Demonstrates proper and effective PLF technique.
- x. Must pass the USHPA Novice Paragliding written exam.
- y. Must agree to all the provisions of the USHPA standard waiver and assumption of risk agreement for the Novice rating and deliver an original signed copy to the USHPA office.
- z. Acknowledges and understands the need to become familiar with site-specific restrictions and launch or landing access limits, consistent with preservation of flying privileges at a site.

### C. Recommended Operating Limitations for Novice Paragliding Pilots

1. Should exceed these limitations only after thoroughly mastering all required tasks, and after acquiring a full understanding of the potential problems and dangers involved in exceeding these limitations.
2. Maximum base wind of 12 MPH
3. Maximum peak gusts to 15 MPH
4. Maximum gust rate of 5 MPH in 5 seconds.
5. Should not fly in thermal lift where peak climb rates exceed 200 fpm.
6. If foot launching, should launch only on slopes steeper than 4:1, where the wind is within 25° of being straight up the slope.

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7. If tow launching in winds in excess of 3 mph, should only launch where the wind is within 25° of being straight along the tow line.
8. Visual contact with the landing zone.
9. Avoid application of either brake beyond 2/3 of the way from slack to stall position.
10. Limit turns to 30° of bank, limit speed in turns to 1.5 times the straight line, brakes off, cruise speed, and smoothly exit any spiral turn which shows a tendency to steepen or accelerate.
11. Should fly a canopy recommended by the manufacturer as suitable for Beginner to Intermediate rated pilots.

## 12-02.15 Intermediate Paragliding Rating (P3)

- A. General Description – The pilot has the knowledge and skills to fly most sites in mild to moderate soaring conditions, and to judge when the site and conditions are within the pilot's skill, knowledge, and experience level. The pilot understands the USHPA paragliding rating system and recommended operating limitations, and the FARs and other flying rules applicable to his/her flying (ridge rules, thermal right of way, FAR 103, aircraft sectional use and regulated airspace avoidance, etc.).

The pilot shall use good judgment and have a level of maturity commensurate with the rating.

- B. Intermediate Rating - Required Witnessed Tasks

1. Logged Requirements
  - a. Must have logged a minimum of 30 flying days.
  - b. Must have logged a total of at least 90 flights.
  - c. Must have logged a minimum of 20 hours of solo airtime.
2. Demonstrated Skills and Knowledge
  - a. Has received training in and/or understands the importance and significance of:
    - i. Right of way rules.
    - ii. FAA Regulations and aircraft sectional charts
    - iii. Airspeed control, stalls, spins, and turbulence-induced collapses and recoveries.
    - iv. Canopy owner's manual.
    - v. USHPA Accident Report results currently in print.
  3. Can give verbal analysis of conditions on the hill, demonstrating knowledge of wind shadows, gradients, lift, sink, laminar air, turbulence and rotors, and the effect these items have on an intended flight path and turns.
  4. Must give a verbal flight plan for each observed flight.
  5. Must show thorough preflight of the harness, canopy, and backup reserve parachute.
  6. With each flight, demonstrates a method of establishing that the pilot is properly connected to the glider, with cleared lines and risers just prior to launch.

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7. All inflations/launches should be controlled, confident, and with a smooth transition from running to flying. Flights with slow, unstable inflations/launches will not be considered adequate for witnessed tasks.
8. For witnessed tasks, all landings must be safe, smooth, on the feet, and in control.
9. Demonstrates the ability to differentiate airspeed from ground speed.
10. Demonstrates linked 180° turns along a predetermined ground track showing smooth controlled reversals and proper coordination at various speeds and bank angles.
11. Demonstrates 360° turns in both directions, and at various speeds and bank angles.
12. Demonstrates symmetric and asymmetric tip folds (25% per side, 50% total) or some other method of canopy reduction for increased descent rate.
13. Demonstrates one method to increase forward speed.
14. Demonstrates proper surge control of canopy using properly timed brake application.
15. Gives a thorough verbal description of how to maintain directional control during and correct for a 50% asymmetric wing collapse.
16. Gives a thorough explanation of:
  - a. Why flying a paraglider with one or both control toggles significantly extended should be avoided unless flaring for a landing.
  - b. The signs that the paraglider has entered a stalled configuration (one or both sides).
17. In 8 to 15 mph winds, demonstrates the ability to maintain airspeed at or near minimum sink during crosswind and upwind legs, without any evidence of stalls.
18. Demonstrates 5 landings within 10' of a target (or optional landing task – see Addendum 1 – Optional Landing Task) after flights requiring turns on approach.
19. Demonstrates proper airspeed control on landing approach when descending through a gradient.
20. Demonstrates proper airspeed for maximum distance flown into a significant headwind.
21. Must pass the USHPA Intermediate Paragliding written exam.
22. Must agree to all the provisions of the USHPA standard waiver and assumption of risk agreement for the Intermediate rating and deliver an original signed copy to the USHPA office.
23. Acknowledges and understands the need to become familiar with site-specific restrictions and launch or landing access limits, consistent with preservation of flying privileges at a site.

C. Recommended Operating Limitations for Intermediate Paraglider Pilots

1. Maximum base wind of 15 m.p.h.
2. Maximum peak gusts to 18 m.p.h.
3. Maximum gust rate of 5 mph in 5 seconds.
4. Avoid steep turns close to the ground.
5. Avoid application of either brake beyond 3/4 of the way from full off to stall position.

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6. Limit turns to bank angles recommended by the manufacturer, limit speed in turns to 2 times the straight line, brakes off, cruise speed, and smoothly exit any spiral turn that shows a tendency to steepen or accelerate.
7. Should initiate downwind turns only with 300' of clearance outward from the hill or ridge in winds above 15 mph, and 200' of clearance in winds above 10 mph.
8. Should not fly in thermals where peak climb rates exceed 500 fpm or where significant vertical cloud development exists.
9. Upon mastering the above skills, an Intermediate Paragliding Pilot should pursue new maneuvers, sites, and conditions with the guidance of a USHPA Certified Advanced Paragliding Instructor or Observer.

### 12-02.16 Advanced Paragliding Rating (P4)

- A. General Description – The pilot has the knowledge and skills to fly technically demanding sites in strong soaring conditions, and to judge when the site and conditions are within the pilot's skill, knowledge, and experience level. The pilot understands the USHPA paragliding rating system and recommended operating limitations, and the FARs and other flying rules applicable to his/her flying.

The pilot will fly using good judgment and have a level of maturity commensurate with the rating.

- B. Advanced Rating - Required Witnessed Tasks

1. Logged Requirements

- a. 250 flights.
- b. Must have made 5 flights at each of 5 different sites in Intermediate level conditions, of which 3 were inland.
- c. Must have logged a minimum of 80 flying days.
- d. Must have at least three 1-hour flights in thermal lift without sustaining ridge lift. Flights must originate from at least 2 different sites in Intermediate level conditions.
- e. Must have at least one 1-hour flight in ridge lift without sustaining thermal lift.
- f. Must have logged a minimum of 75 hours total airtime, with no more than 25 of these hours to be tandem. Of these 75 hours, 25 must be in thermal lift, with no more than 10 of these 25 hours to be tandem flights.
- g. Must have flown a minimum of 5 different canopies.

2. Demonstrated Skills and Knowledge

- a. Demonstrates preflight of the harness, canopy, and backup reserve parachute.
- b. Can give a verbal analysis of conditions.
- c. Can develop then follow a flight plan.
- d. With each flight, demonstrates a method of establishing that the pilot is properly connected to the glider, with cleared lines and risers just prior to launch.
- e. All inflations/launches should be controlled, confident, and with a smooth transition from running to flying. Flights with slow, unstable inflations/launches will not be considered adequate as witnessed tasks.



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- f. All landings must be safe, smooth, on the feet and in control.
- g. Demonstrate ability to allow clearance when doing 360° turns by demonstrating figure eights:
  - i. In a wind sufficient to cause drift, two points will be selected on a line perpendicular to the wind.
  - ii. The pilot will fly along a line parallel to that joining the pylons, slightly downwind of the pylons, toward a point midway between them. During the crosswind leg, the pilot will establish the degree of wind drift. At the midpoint between the pylons, the pilot will make a smooth, deliberate upwind turn and enter a figure eight course consisting of smooth turns of constant ground track radius around the pylons (centered on the pylons) with straight segments at the midpoint between the pylons.
  - iii. The pilot must complete two consecutive figure eights in which the airspeed, bank angle, and turn rate are altered smoothly around the course such that the proper ground track is held and the drift is compensated for, without overcompensation or hesitation.
- h. Demonstrate three consecutive landings within 10' of a target (or optional landing task – see Addendum 1 – Optional Landing Task) after a flight which requires turns on approach. In smooth conditions, the spot location should be changed by the Observer, for each of the three flights. Flights should be a minimum of one minute and 200' AGL.
- i. Demonstrate smooth coordinated 360° turns in both directions, with reversal at various speeds and bank angles appropriate to the rating level.
- j. Demonstrates significant asymmetric wing collapses (50% of the wing span) with directional control.
- k. Must pass the USHPA Advanced Paragliding written exam.
- l. Must convince the Instructor or Observer that he can check in and fly Advanced rated sites without endangering spectators, other pilots, or jeopardizing the site.
- m. Must agree to all the provisions of the USHPA standard waiver and assumption of risk agreement for the Advanced rating and deliver an original signed copy to the USHPA office.

### C. Recommended Operating Limitations for Advanced Paraglider Pilots

- 1. Should not fly within 30' of another glider in smooth air, or within 100' of another glider in moderately turbulent air.

## 12-02.17 Master Paragliding Rating (P5)

- A. General Description – For pilots who wish to further diversify their skills in the sport of paragliding, and to recognize the achievement of the expert skilled pilot who has experience beyond the Advanced level, there is a designation of Master Pilot. No site will be designated as requiring Master skills. The pilot will fly using good judgment and have a level of maturity commensurate with the rating.

### B. Master Rating - Required Witnessed Tasks

#### 1. Logged Requirements



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- a. Must be a current USHPA Pilot or Rogallo Member.
- b. Must have all non-launch Special Skills except Para Ski (PS), Mini-Wing 1 (M1) or Mini-Wing 2 (M2).
- c. Must have a minimum of 1,450 points in at least 6 categories (see chart below). Must have a minimum of 400 hours airtime with at least 200 hours in thermals, and at least 500 logged flights.
- d. Must obtain at least 3 letters of recommendation from USHPA Paragliding Observers, Examiners, or Advance Instructors, who will attest to the flying requirements and especially the good judgment and maturity of the applicant. If these officials have not seen the applicant flying for this 3 year period, additional letters of recommendation must be presented so that the 3 year block of time is covered.
- e. Must possess the Bronze Safe Pilot Award, or above (100 flights; there are no points given for this).

| <u>Categories</u>   | <u>Points</u>   | <u>Max Points Allowed</u>                              |
|---|---|--|
| Air time<br>(min. 400 hours)  | 1 pt./hour<br>(beyond 400 hours required<br>airtime)  | 350  |
| Number of flights<br>(Min. 500 flights. 250<br>must be foot launched)     | 1 pt./flight<br>(beyond required 500 flights)   | 250  |
| Altitude Gains(Only one<br>altitude gain may be used<br>from each flight) | 10 pts./2,000' gain<br>15 pts./3,000' gain<br>20 pts./4,000' gain<br>25 pts./5,000' gain<br>30 pts./6,000' gain | 350  |
| Cross Country<br>(10 mile min. flights)                                   | 1 pt./mile  | 350  |
| Number of different sites<br>flown  | 10 pts./site  | 300  |
| Number of different<br>gliders flown                                      | 5 pts./glider   | 150  |
| Competition   | 10 pts./fifth<br>20 pts./fourth<br>30 pts./third<br>40 pts./second<br>50 pts./first                             | 100  |
| Tandem<br>(As pilot in command)   | 10 pts./flight  | 100  |
| Towing(Payout Reel,<br>Stationary Winch Static<br>Line)                   | 5 pts./flight   | 100 (50 pts. in each<br>of the possible<br>categories) |

- f. The pilot is to present documentation of flight experience, to meet the 1,450 point minimum, to his Regional Director, who confirms completion of the requirements. The Director then approves or denies the application. If the application is denied, the pilot may appeal the denial to the USHPA Board of Directors. A two-thirds vote of the Board is required to uphold the appeal. A Regional Director's award of a Master designation may be rescinded by a two-thirds vote of the Board.

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- g. Must agree to all the provisions of the USHPA standard waiver and assumption of risk agreement for the Master rating and deliver an original signed copy to the USHPA office.

## 12-02.18 Paragliding Special Skill Endorsements

### A. Special Skills attainable by Novice and above (P2-P5).

#### 1. Foot Launch (FL)

- a. Demonstrates 2 clean, smooth reverse inflations/reversals prior to launch.
- b. Demonstrates 2 successful, smooth, confident launches where the wind is at least 15° to straight up the hill in wind not exceeding 5 mph.
- c. Demonstrates 2 no-wind (0-5 mph) launches.
- d. Demonstrates 2 high-wind (10-15 mph) launches.
- e. Demonstrates how to brief and instruct a ground crew.

#### 2. Ridge Soaring (RS):

- a. Demonstrates the ability to kite and launch safely on a slope producing sustainable ridge lift
- b. Demonstrates the ability to fly a standard traffic pattern in both isolated and traffic conditions, illustrating the ability to communicate properly with other pilots in the pattern.
- c. Demonstrates the ability to soar in a crosswind without stalling on downwind legs, and demonstrates the ability to fly at minimum sink without stalling in turns.
- d. Demonstrates the ability to perform consistent and safe top landings.

#### 3. Light Wind Cliff or Ramp Launch (CL):

- a. Demonstrates the ability to launch safely from a shallow slope ramp or non-abrupt or overhung cliff top, where running room is severely restricted, drop off is steep, and wind is 5 m.p.h. or less, such that positive attitude control and strong, committed sprinting starts are required. Stalled, falling/diving launches are not acceptable demonstrations, even if flight is achieved.

#### 4. Flat Slope Launches (FSL):

- a. Demonstrates ability to launch in less than 10 mph wind from slopes which approach the maximum L/D of the glider.

#### 5. Restricted Landing Field (RLF):

- a. Demonstrates a landing using a downwind leg, base-leg, and a final leg approach where the entire base-leg, final, and landing occur within a 100' square.
- b. Demonstrates the ability to plan and execute consistent and controlled side hill landings on various slopes.
- c. Demonstrates the ability to plan and execute consistent and controlled top landings from various approaches.

#### 6. Turbulence (TUR):

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- a. Demonstrates controlled and un-panicked flight in conditions requiring quick, deliberate, substantial, and correct control application to reduce pendulum motion.
  - b. Demonstrates proper directional control and correction of full (i.e., 50% of the wing span) asymmetric collapses.
  - c. Demonstrates sustained flight in moderate thermal conditions without the aid of ridge lift.
  - d. Demonstrates smooth and correctly timed surge control.
  - e. Must have logged five 30-minute thermal flights without sustaining ridge lift.
7. High Altitude Launch (HA):
- a. Demonstrates the ability to launch unassisted with strong, running forward-inflation launches in winds less than 5 m.p.h.
  - b. Demonstrates launches from sites with density altitude of 6000' or higher.
  - c. Demonstrates understanding of high altitude conditions (e.g., air density, cloud suck, anabatic and catabatic conditions, hypoxia, hypothermia).
8. Surface Tow (ST)
- a. Demonstrates tow system set up and preflight, including a complete discussion of the factors that are particular to the specific tow system used, and those factors that are relevant to towing in general. Specifically demonstrates layout and preflight of the canopy, harness, backup reserve parachute, tow release, tow line, hook knife, and any other equipment required for the tow operation.
  - b. Must demonstrate complete understanding of both normal and emergency procedures, including checklists for normal procedures and the indications of an impending emergency, and convince the instructor of his/her ability to recognize and execute emergency procedures. Specifically demonstrates awareness of fences, power lines, and other areas where the tow line may get tangled.
  - c. Demonstrates ability to inflate and run with glider overhead on the ground along an obstacle zig-zag course.
  - d. Demonstrates successful, confident, controlled launches and flight under tow to release altitude, with a smooth transition to flying. Such demonstrations may be made in ideal wind conditions.
  - e. Demonstrates complete understanding about how to make course corrections in case of deviation from the tow line, including weight shift and required hand positioning to prevent lock-out tendency.
  - f. Demonstrates successful, smooth, confident launches in a crosswind.
  - g. Demonstrates no-wind (0-5 mph) launches.
  - h. Demonstrates high-wind (10-12 mph) launches.
  - i. Demonstrates how to brief and instruct a ground crew and explain when assistance with the tow line is necessary.
  - j. Demonstrates the assembly of the system, including inspection of the tow line connection, tow bridle and release system, weak link, and test of the release functionality prior to every flight.

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- k. Demonstrates understanding of signals between ground crew and pilot.
  - l. Demonstrates on simulator or describes thoroughly, surge control procedure and timing related to weak link breaks.
  - m. Demonstrates complete understanding about how to follow a runway or road while towing in a crosswind, and inherent increased lock-out risk to windward side.
  - n. Describes thoroughly how to recognize a lock-out situation, including emergency procedure.
  - o. Demonstrates complete understanding of when and how to use a hook knife in emergency situations to cut the weak link or tow line.
  - p. Demonstrates complete understanding of using a “tow assist” or “speed assist” bridle.
  - q. Describes differences between stationary and pay out tow systems and the differences between each system.
  - r. Has discussed Towing Discussion Topics with the issuing ST Observer and passed the ST written examination.
  - s. Demonstrates to the satisfaction of the rating official knowledge of proper weak link use for the towing skill under evaluation. The pilot under evaluation must demonstrate an understanding of the following:
    - i. The purpose of weak links.
    - ii. How to determine proper weak link failing strength.
    - iii. Proper weak link set up including acceptable knotting
  - t. Demonstrate the knowledge of applicable FAA regulations
9. Para-Ski (PS)
- a. Demonstrates the ability to correctly set up and self-launch with skis on. This is a no wind skill. Pilot must have the ability to inflate the canopy in forward launch position first try.
  - b. Explains conditions, weather, equipment and protocols peculiar to flight in a ski area environment.
  - c. Demonstrates light wind launches and landings with skis.

### B. Special Skills attainable by Intermediate and above (P3-P5).

- 1. Cross Country (XC):
  - a. Must hold RLF and TUR.
  - b. Demonstrates ability to recognize a safe landing area from the air and determine and execute a safe approach and landing, accounting for wind direction, rotors, obstacles, power lines, ground slope, vegetation, etc.
  - c. Demonstrates significant altitude gains (1000' or greater) above launch.

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- d. Demonstrates flight at a site where the landing area is not visible from launch, is not the normal landing area, and cannot be reached in a glide. The flight must demonstrate the pilot's ability to locate and link thermals to reach a destination.
- e. Demonstrates knowledge applicable to cross-country flight (e.g., downwind rotors, cloud streets, detecting wires and other obstructions from the air, advancing storm fronts, convergences and shears, etc.).

### C. Special Skills for Mini-Wing Flying obtained by Novice rated pilots and above (P2-P5)

- 1. All pilots rated P2-P5 must meet all requirements listed below.
- 2. Issuing of Mini-Wing special skills for Mini-Wing Instructors is outlined in the Administration SOP (see SOP 12-05).
- 3. All Mini-Wing 1 (M1) requirements must be fulfilled before being issued a Mini-Wing 2 (M2) special skill.

### E. Mini-Wing 1 (M1)

General Description – The pilot has the knowledge and skills to fly most sites in mild to moderate flying conditions, and to judge when the site and conditions are within the pilot's skill, knowledge, and experience level. The pilot understands the USHPA Mini-Wing special skill system and recommended operating limitations, and the FARs and other flying rules applicable to their flying (ridge rules, FAR 103, aircraft sectional use and regulated airspace avoidance, etc.). The pilot shall use good judgment and have a level of maturity commensurate with the Special Skill.

#### 1. Required Witnessed Tasks

##### a. Logged Requirements

- i. Attends ground school covering the glider, rules of flight, meteorology and applicable FARs.
- ii. Must have logged a total of at least 25 flights on a mini-wing in a variety of conditions and terrain.
- iii. Flight altitude needs to be adequate height to allow for proper launch transitioning into normal flight and appropriate set up for landing.

##### b. Demonstrated Skills and Knowledge

##### i. Pre-flight and Launch (Includes Foot and Ski launched)

- aa. All inflations/launches should be controlled, confident, and with a smooth transition from running to flying. Flights with slow, unstable inflations/launches will not be considered adequate for witnessed tasks.
- ab. Must pass the USHPA Mini-Wing 1 (M1) written examination.
- ac. Provides a reliable analysis of general conditions of the site, their own mental state, a flight plan (for each flight) including flight path, areas to avoid in relation to the wind flow, how to lengthen and shorten the plan, and obstacle avoidance.
- ad. Gives verbal analysis of conditions on the hill, demonstrating knowledge of wind shadows, gradients, lift, sink, laminar air,

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turbulence and rotors, and the effect these items have on an intended flight path and turns. Able to differentiate airspeed from ground speed.

- ae. Acknowledges and understands the need to become familiar with site-specific restrictions and launch or landing access limits, consistent with preservation of flying privileges at a site.
- af. Must convince the Instructor that he can check-in and fly rated sites without endangering spectators, other pilots, or jeopardizing the site.
- ag. Has received training in and/or understands the importance and significance of:
  - i. Right of way rules.
  - ii. FAA Regulations and aircraft sectional charts
  - iii. Airspeed control, stalls, spins, and turbulence-induced collapses and recoveries.
  - iv. Canopy owner's manual.
  - v. USHPA Accident Report results currently in print.
- ah. Explains relationship between roll and dive and increased rate of descent.
- ai. Explains functionality and proper use of the trim system.
- aj. Demonstrates layout and preflight of the canopy and harness.
- ak. Demonstrates 10 consecutive forward inflations with a visual check of the canopy each time.
- al. Demonstrates 10 clean, smooth reverse inflations/reversals prior to launch.
- am. Demonstrates controlled kiting of a glider overhead for 2 minutes in a steady wind.
- an. Demonstrates 2 successful, controlled, confident inflations/launches, where the wind is not exceeding 5 m.p.h.
- ao. Demonstrates 2 successful, confident, high-wind inflations/launches.
- ap. Explains and demonstrates an aborted launch and reasons for doing so.

### c. Flying

- i. Pilots should only fly a mini-wing commensurate with their skill level.
- ii. When flying an USHPA site, it must be Mini-Wing Approved and appropriate for the pilots skill level.
- iii. Demonstrates weight shift S-Turns.
- iv. Demonstrates flight(s) along a planned path alternating 'S' turns of at least 90 degree change in heading. Flight heading need not exceed 45

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degrees from straight into the wind. Turns must be smooth with controlled airspeed, ending in safe, stand-up landings on a heading.

- v. Demonstrates flight showing Best Glide Speed, which may or may not be the same as the gliders trim speed, without slowing the glider to near stall.
- vi. Demonstrates the ability to judge and allow for proper clearance from a ridge, gliders, and other obstacles.
- vii. Demonstrates proper surge control of canopy using properly timed brake application.
- viii. Demonstrates how to lengthen and shorten a flight path.
- d. Landing
  - 1. Landings must be safe, smooth, upright, and in control.
  - 2. Explains proper strong wind landing procedures and how to keep from being dragged back.
  - 3. Explains and demonstrates proper flare timing.
  - 4. Demonstrates proper and effective PLF technique.
- e. Demonstrates 5 safe landings within a designated rectangle 30' wide by 100' long.

### 2. Recommended Operating Limitations

- a. Should exceed these limitations ONLY AFTER thoroughly mastering all required tasks, and after acquiring a full understanding of the potential problems and dangers involved in exceeding these limitations.
- b. Launching in no wind, cross winds in excess of 25 degrees, and cliff launches are not recommended.
- c. Maximum base wind of 15 m.p.h.
- d. Maximum gust rate of 5 mph in 5 seconds.
- e. Avoid steep turns close to the ground and 360 degree turns.
- f. Limit turns to bank angles recommended by the manufacturer.
- g. Avoid downwind turns.
- h. Should not fly within 50' of another glider in smooth air, or within 100' of another glider in moderately turbulent air.
- i. Should not fly in lift.
- j. Should maintain visual contact with the landing zone.

### F. Mini-Wing 2 (M2)

General Description – The pilot has the knowledge and skills to fly technically demanding sites in strong soaring conditions, and to judge when the site and conditions are within the pilot's skill, knowledge, and experience level. The pilot understands the USHPA paragliding rating system and recommended operating limitations, and the FARs and other flying rules applicable to their

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flying. The pilot will fly using good judgment and have a level of maturity commensurate with the Special Skill. The pilot has completed the training and skills needed to obtain a Mini-Wing 1 (M1) special skill. All pilots shall meet all of the logged requirements, demonstrate ALL skill requirements, and pass the written exam.

### 1. Required Witnessed Tasks

#### a. Logged Requirements

- i. 250 flights.
- ii. Must have made 5 flights at 5 different sites in varied conditions.
- iii. Must have at least 20 flights with at least 1,000' of vertical decent for each flight.
- iv. Must have flown at least 5 different mini-wings.
- v. Must have logged a minimum of 80 flying days.

#### b. Demonstrated Skills and Knowledge

- i. Fulfills the requirements of the Mini-Wing 1 (M1) Special Skill.
- ii. Must pass the USHPA Mini-Wing 2 (M2) written examination.
- iii. Gives verbal analysis of conditions.
- iv. Demonstrates preflight of the harness, and canopy.
- v. Develops then follows a flight plan.
- vi. Must convince the Instructor that he can check-in and fly rated sites without endangering spectators, other pilots, or jeopardizing the site.
- vii. All landings must be safe, smooth, on the feet and in control.
- viii. Demonstrates 5 consecutive landings within a rectangle 30' wide by 50' long after a flight that requires turns on approach.

### 3. Recommended Operating Limitations

- a. Should exceed these limitations ONLY AFTER thoroughly mastering all required tasks, and after acquiring a full understanding of the potential problems and dangers involved in exceeding these limitations.
- b. Should not fly within 50' of another glider in smooth air, or within 100' of another glider in moderately turbulent air.
- c. Avoid steep turns close to the ground.
- d. Maximum gust rates of 5 mph in 5 seconds.
- e. Limit turns to bank angles recommended by the manufacturer.
- f. When flying an USHPA site, it must be Mini-Wing approved and appropriate for the pilots skill level.

## 12-02.19 Addendum 1 – Optional Landing Task

At the discretion of the Observer or Instructor and not the pilot, this task may be substituted for the "three spot landings in a row" task. The optional landing task must only be used when the spot landing task is not practical or potentially dangerous. The administration of the task is as follows:



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- A. Equipment. Two flags, connected by a 200' long piece of wide ribbon. Flags and ribbon should be of a size and color so as to be visible from the air. Alternately, a 200' long line may be permanently marked on the ground in areas where the wind direction is highly reliable. The endpoints of the line must be visible from the air on approach, and at least one wind direction flag should be provided.
- B. Procedure. The, Basic Instructor, Advanced Instructor or Observer selects the most logical (most desirable / safest) landing point in the landing area. He plants one flag (the limit flag) 100' directly upwind of this point, stretches out the ribbon and plants the second flag (the threshold flag) 100' downwind of the ideal landing point; 200' downwind of the limit flag.

The ribbon represents a runway. The task is to land on the runway. Successful completion of the task requires the pilot to make a landing where no weight bearing contact is made prior to the threshold flag, beyond the limit flag, or more than 20' laterally away from the ribbon (runway centerline). The pilot may not touch the nose of the glider, nor the control bar, nor any part of the pilot's body other than the soles of his feet to the ground. In a landing that is pre-designated to be made on wheels, the front of the pilot's body may touch the ground.

Successful completion of the task requires that two landings be made and observed and recorded by the Basic Instructor, Advanced Instructor or Observer in the pilot's certification book or logbook. They need not be on consecutive attempts; however, following any failed attempt at the task, the Observer, Basic Instructor, or Advanced Instructor shall note the failed attempt in the pilot's certification book or logbook, and the pilot shall not be eligible to attempt the task again until he logs ten additional landings.

The required task is the same for candidates for Novice (H2/P2), Intermediate (H3/P3), and Advanced (H4/P4) ratings. However, Basic Instructors, Advanced Instructors, and Observers should administer the task in conditions appropriate for each level: smooth winds at the end of the day with no significant thermal activity for Novice candidates, lighter or less consistent winds with some convective or turbulent activity for Intermediate candidates, and middle of the day, light or inconsistent winds with significant convective or turbulent activity for Advanced candidates. It is expected that pilots attempting the task be able to set up a "crab" to handle a slight variation between wind direction and "runway" orientation. However, the Instructor or Observer has the option of discounting a failed attempt and allowing an immediate re-test if a major change in wind direction or conditions during the attempt has made the difficulty of the task inappropriate for the level of skill being tested for.

## 12-02.20 Addendum 2 – Exemption # 4144 (Towing)

Pursuant to the authority contained in Sections 313(a) and 601(c) of the Federal Aviation Act of 1958, the individuals authorized by the USHPA are granted an exemption for the FARs to the extent necessary to allow unpowered ultralight vehicles to be towed aloft by powered ultralight's.

The exemption is subject to the following limitations:

- A. Each operation must comply with all sections of 14 CFR Part 103 except #103.1(b) of the FAR.
- B. No charge, assessment or fee may be made for the operation of the towing ultralight except the actual expenses of the specific flight.
- C. Both occupants on both ultralight's must possess a current pilot rating issued by the USHPA.
- D. For identification purposes, the USHPA shall issue an individual authorization to each person allowed to conduct operations under this exemption. Each authorization must include an identification number and a copy of this exemption. The USHPA must have a procedure to rescind this authority when needed.

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- E. Operations conducted under this exemption shall be in accordance with the safety and certification rules and guidelines, as amended, established by the USHPA, including those specified in paragraphs 1 through 12 in the petitioners supportive information.
- F. Each operator of an ultralight vehicle under the authority of this exemption must be familiar with the provisions contained herein and must have in his or her personal possession a copy of the authorization issued by the USHPA and a copy of this exemption. These documents shall be presented for inspection upon request by the FAA.

The following requirements must be understood and adhered to:

- A. Both vehicles (powered and unpowered ultralight) must meet the vehicle standards of Part 103.
- B. Both vehicles must meet the requirements of the USHPA Towing standards.
- C. While towing, both vehicles may be used for recreational purposes only. (Tow vehicles may be used in instructional flights but not for commercial purposes or for enumeration other than the cost of towing fees.)
- D. The pilot of the powered ultralight vehicle must possess and have in his possession a current aero-tug pilot appointment issued by the USHPA.
- E. The pilot of the unpowered ultralight vehicle must possess and have in his possession a current pilot rating issued by the USHPA. This rating shall be at least a USHPA Intermediate (H3/P3) for a recreational pilot and a USHPA Novice (H2/P2) for a student pilot under the supervision of a USHPA certified instructor.
- F. The unpowered ultralight (hang glider) may be used for two-place instructional purposes (tandem) if the instructor possesses a current USHPA instructor appointment and is operating under the conditions of the two-place exemption.
- G. Prior to a student's first flight in a towed ultralight (hang glider), the pilot of the powered ultralight and the instructor must inform the student that instruction under tow is conducted under an exemption granted to the USHPA by the FAA.
- H. The instructor must keep written record of all operations conducted under this exemption. The record shall include the students name, the date and the location of the instruction. The record must be maintained for 12 calendar months. The instructors shall present this record for inspection upon reasonable request by the USHPA or the FAA.
- I. The instructor shall notify the USHPA within 30 days of any accident occurring while operating under this exemption. This information shall be made available upon reasonable request by the FAA.
- J. The structural integrity of the tow hitch and tow line must be substantiated in accordance to USHPA standards and recorded in the tow launch vehicle records by the owner.
- K. The operational capabilities of the powered ultralight to tow and release a hang glider satisfactorily must be demonstrated in an assigned test area under actual operational conditions to a USHPA observer and be duly recorded in the tow vehicle records.
- L. Both towed and towing pilots must obey operational procedures set forth in the USHPA Towing standards.



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## Foreign Ratings

Standard Operating Procedure 12-03  
Last Amended November, 2009

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### 12-03.01 Issuance of Foreign Equivalent Ratings

Observers / Instructors may issue a foreign pilot a USHPA rating using a combination of his/her country's rating system and actually observing flying skills. An Observer/Instructor may choose to, or not to, require that all flying tasks be performed. The Observer/Instructor should administer the appropriate test. Oral testing is acceptable. It must be insured that the right-of way rules and FAR's are understood. It must be clear that many sites have particular rules and protocol that must be learned and followed. The foreign pilot must complete the overall time, tasks and judgment requirements for each rating. Applicants must be full USHPA members in order to apply. Observers/Instructors are to mark the application "Foreign Pilot" and include a copy of the foreign rating with the application.

### 12-03.02 Operation by Foreign Pilots Holding IPPI Ratings

Foreign pilots holding IPPI cards may operate in the US as if they held the equivalent USHPA rating provided that the pilot presents him/herself to the site director at all sites to be flown and receives the local and national regulations, and obtains a USHPA membership. Thirty (30) day temporary USHPA memberships are acceptable for this purpose. Pilots operating with an IPPI card will not be issued a USHPA rating. Foreign pilots wanting a USHPA rating should apply using the procedure outlined in 12-03.01.

### 12-03.03 Requests for Information by Foreign Pilots

If a foreign pilot contacts the USHPA office requesting information about flying in the US, the USHPA staff will advise the pilot to get an IPPI card. USHPA will advise the pilot to obtain USHPA membership, and will forward necessary application materials for a full and/or 30 day membership, so that the pilot will have appropriate insurance when flying in the US.



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## Federal Aviation Regulations

Standard Operating Procedure 12-04  
Last Amended March, 2014

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### 12-04.01 Introduction

The USHPA and all its members are subject to the regulations of the Federal Aviation Administration (FAR's). The following FAR's specifically apply to USHPA operations.

### 12-04.02 FAR PART 103 – Ultralight Vehicles

#### Subpart A – General

##### 103.1 Applicability

This part prescribes rules governing the operation of ultralight vehicles in the United States. For the purposes of this part, an ultralight vehicle is a vehicle that:

- A. Is used or intended to be used for manned operation in the air by a single occupant;
- B. Is used or intended to be used for recreation or sport purposes only;
- C. Does not have any U.S. or foreign airworthiness certificate; and
- D. If unpowered, weighs less than 155 pounds; or
- E. If powered:
  - 1. Weighs less than 254 pounds empty weight, excluding floats and safety devices which are intended for deployment in a potentially catastrophic situation;
  - 2. Has a fuel capacity not exceeding 5 U.S. gallons;
  - 3. Is not capable of more than 55 knots calibrated airspeed at full power in level flight; and
  - 4. Has a power-off stall speed which does not exceed 24 knots calibrated airspeed.

##### 103.3 Inspection Requirements

- A. Any person operating an ultralight vehicle under this part shall, upon request, allow the Administrator, or his designee, to inspect the vehicle to determine the applicability of this part.
- B. The pilot or operator of an ultralight vehicle must, upon request of the Administrator, furnish satisfactory evidence that the vehicle is subject only to the provisions of this part.

##### 103.5 Waivers

No person may conduct operations that require a deviation from this part except under a written waiver issued by the Administrator.

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## 103.7 Certification and Registration

- A. Notwithstanding any other section pertaining to certification of aircraft or their parts or equipment, ultralight vehicles and their component parts and equipment are not required to meet the airworthiness certification standards specified for aircraft or to have certificates of airworthiness.
- B. Notwithstanding any other section pertaining to airman certification, operators of ultralight vehicles are not required to meet any aeronautical knowledge, age, or experience requirements to operate those vehicles or to have airman or medical certificates.
- C. Notwithstanding any other section pertaining to registration and marking of aircraft, ultralight vehicles are not required to bear markings of any type.

## Subpart B – Operating Rules

### 103.9 Hazardous Operations

- A. No person may operate any ultralight vehicle in a manner that creates a hazard to other persons or property.
- B. No person may allow an object to be dropped from an ultralight vehicle if such action creates a hazard to other persons or property.

### 103.11 Daylight Operations

- A. No person may operate an ultralight vehicle except between the hours of sunrise and sunset.
- B. Notwithstanding paragraph (a) of this section, ultralight vehicles may be operated during the twilight periods 30 minutes before official sunrise and 30 minutes after official sunset or, in Alaska, during the period of civil twilight as defined in the Air Almanac, if:
  - 1. The vehicle is equipped with an operating anti-collision light visible for at least 3 statute miles; and
  - 2. All operations are conducted in uncontrolled airspace.

### 103.13 Operation Near Aircraft; Right-of-Way Rules

- A. Each person operating an ultralight vehicle shall maintain vigilance so as to see and avoid aircraft and shall yield the right-of-way to all aircraft.
- B. No person may operate an ultralight vehicle in a manner that creates a collision hazard with respect to any aircraft.
- C. Powered ultralights shall yield the right-of-way to unpowered ultralights.

### 103.15 Operating Over Congested Areas

No person may operate an ultralight vehicle over any congested area of a city, town, or settlement, or over any open air assembly of persons.

### 103.17 Operations in Certain Airspace

No person may operate an ultralight vehicle within Class A, Class B, Class C, or Class D airspace or within the lateral boundaries of the surface area of Class E airspace designated for an airport unless that person has prior authorization from the ATC facility having jurisdiction over that airspace.

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## 103.19 Operations in Prohibited or Restricted Areas

No person may operate an ultralight vehicle in prohibited or restricted areas unless that person has permission from the using or controlling agency, as appropriate.

## 103.20 Flight Restrictions in the Proximity of Certain Areas Designated by Notice to Airmen

No person may operate an ultralight vehicle in areas designated in a Notice to Airmen under §91.137\*, §91.138\*\*, §91.141† §91.143†† or §91.145‡ of this chapter unless authorized by:

- A. Air Traffic Control (ATC); or
- B. A Flight Standards Certificate of Waiver or Authorization issued for the demonstration or event.

\* §91.137: Temporary flight restrictions in the vicinity of disaster/hazard areas.

- The Administrator will issue a Notice to Airmen (NOTAM) designating an area within which temporary flight restrictions apply and specifying the hazard or condition requiring their imposition, whenever he determines it is necessary in order to: 1) Protect persons and property on the surface or in the air from a hazard associated with an incident on the surface; 2) Provide a safe environment for the operation of disaster relief aircraft; or 3) Prevent an unsafe congestion of sightseeing and other aircraft above an incident or event which may generate a high degree of public interest. The Notice to Airmen will specify the hazard or condition that requires the imposition of temporary flight restrictions.

\*\* §91.138: Temporary flight restrictions in national disaster areas in the State of Hawaii.

- When the Administrator has determined, pursuant to a request and justification provided by the Governor of the State of Hawaii, or the Governor's designee, that an inhabited area within a declared national disaster area in the State of Hawaii is in need of protection for humanitarian reasons, the Administrator will issue a Notice to Airmen (NOTAM) designating an area within which temporary flight restrictions apply. The Administrator will designate the extent and duration of the temporary flight restrictions necessary to provide for the protection of persons and property on the surface. ... A NOTAM issued under this section is effective for 90 days or until the national disaster area designation is terminated, whichever comes first, unless terminated by notice or extended by the Administrator at the request of the Governor of the State of Hawaii or the Governor's designee.

† §91.141: Flight restrictions in the proximity of the Presidential and other parties.

- No person may operate an aircraft over or in the vicinity of any area to be visited or traveled by the President, the Vice President, or other public figures contrary to the restrictions established by the Administrator and published in a Notice to Airmen (NOTAM)

†† §91.143: Flight limitation in the proximity of space flight operations.

- No person may operate any aircraft of U.S. registry, or pilot any aircraft under the authority of an airman certificate issued by the Federal Aviation Administration within areas designated in a Notice to Airmen (NOTAM) for space flight operations except when authorized by ATC, or operated under the control of the Department of Defense Manager for Space Transportation System Contingency Support Operations.

‡ § 91.145 Management of aircraft operations in the vicinity of aerial demonstrations and major sporting events.

- The FAA will issue a Notice to Airmen (NOTAM) designating an area of airspace in which a temporary flight restriction applies when it determines that a temporary flight restriction is necessary to protect persons or property on the surface or in the air, to maintain air safety and efficiency, or to prevent the

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unsafe congestion of aircraft in the vicinity of an aerial demonstration or major sporting event. These demonstrations and events may include: ... Sandia Classic Hang Gliding Competition ...

## 103.21 Visual Reference with the Surface

No person may operate an ultralight vehicle except by visual reference with the surface.

## 103.23 Flight Visibility and Cloud Clearance Requirements

No person may operate an ultralight vehicle when the flight visibility or distance from clouds is less than that in the table found below. All operations in Class A, Class B, Class C, and Class D airspace or Class E airspace designated for an airport must receive prior ATC authorization as required in §103.17 of this part.

| Airspace   | Flight Visibility | Distance from Clouds  |
|--|-------------------|---|
| <b>Class A</b>   | Not applicable    | Not applicable  |
| <b>Class B</b>   | 3 statute miles   | Clear of clouds   |
| <b>Class C</b>   | 3 statute miles   | 500 feet below<br>1,000 feet above<br>2,000 feet horizontal       |
| <b>Class D</b>   | 3 statute miles   | 500 feet below<br>1,000 feet above<br>2,000 feet horizontal       |
| <b>Class E:</b>  |                   |   |
| Less than 10,000 feet MSL  | 3 statute miles   | 500 feet below<br>1,000 feet above<br>2,000 feet horizontal       |
| At or above 10,000 feet MSL  | 5 statute miles   | 1,000 feet below<br>1,000 feet above<br>1 statute mile horizontal |
| <b>Class G</b>   |                   |   |
| 1,200 feet or less above the surface (regardless of MSL altitude)      | 1 statute mile    | Clear of Clouds   |
| More than 1,200 feet above the surface but less than 10,000 feet MSL   | 1 statute mile    | 500 feet below<br>1,000 feet above<br>2,000 feet horizontal       |
| More than 1,200 feet above the surface and at or above 10,000 feet MSL | 5 statute miles   | 1,000 feet below<br>1,000 feet above<br>1 statute mile horizontal |





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## **Directors/Administrators/Examiners/Observers**

Standard Operating Procedure 12-05

Last Amended March, 2017

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### **12-05.01 Introduction**

The purpose of the SOP is to outline operational procedures for all those participating in the Pilot Proficiency Program. Policies accepted and approved by the USHPA Board of Directors will appear under the heading of administration precedence.

- A. All Directors, Administrators, Examiners, and Observers participating in the Pilot Proficiency Program must maintain a valid email address in their USHPA Member Record to allow communication with USHPA.
- B. Directors, Administrators, Examiners, and Observers shall encourage and support members to use the AIRS system and report accidents.
- C. Directors, Administrators, Examiners, and Observers shall use the AIRS system to report all known accidents.

### **12-05.02 USHPA Directors (Regional and Directors-at-Large)**

- A. General Information
  - 1. One of a Regional Director's duties is to see that the rating programs are active and easily accessible to all members wishing to participate. Directors shall work cooperatively with the Examiners, Observers and Instructors within their region to support their efforts to rate unrated sites and to support the efforts of Instructors and Observers to obtain pilot compliance with those site ratings.
  - 2. Directors-at-Large are elected by the Board of Directors to serve in some special capacity. Directors-at-Large do not automatically have the powers and responsibilities of Regional Directors. At the request of a Regional Director in his/her region, the Director-at-Large may act as a Regional Director in matters of the rating program. Notification must be done in writing by an elected Director to the USHPA office. Directors-at-Large are authorized to act as revoking officials in any region. When doing so, Directors-at-Large are expected to communicate with Regional Directors in the region where the member resides and where the incident resulting in the revocation action occurred, if applicable.
- B. Appointments and Re-appointments of USHPA Examiners:
  - 1. Examiners
    - a. Examiners are appointed for a particular craft, hang glider, paraglider or both, by the Director(s) within their region.
    - b. After January first of every year, the USHPA office sends a list of all Examiners in their Region to the Director(s).
    - c. Examiners are appointed after the first of January and the appointments expire at the end of January of the following year.
- C. Ratings



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1. A Director may waive previous rating requirements for an unrated pilot that has demonstrated the skills and has the airtime required in SOP 12-02 for a given rating. This policy is to expedite matching USHPA rating levels with a person's actual skill and experience. A USHPA rating application must be completed by an Instructor or Observer, signed and submitted to the Director for approval. The Director must state on the form that the rating being applied for waives all previous ratings. The Director must also sign the form.
2. Regional Directors may not issue tandem ratings unless they are a current Tandem Administrator.
3. Ratings may be revoked or reduced; see SOP 12-07.

### D. Revocation of Appointments

1. A Director may revoke any Appointment they have made; See SOP 12-07.
2. Any appointee who is negligent in paperwork may, at the request of the office: A) Be warned, B) Have their appointment revoked. A list of negligent appointee's will be sent to Directors prior to the next Board of Directors meeting, or at any time the office sees the need.

### E. Complaints and/or Accidents:

Directors should investigate all complaints against any USHPA Instructor, Observer, Examiner, or Pilot in their region. Information gathered should be considered by the Director, who may then take action to initiate reduction or revocation procedures per SOP 12-07, or present it to the Safety & Training Committee for action.

## 12-05.03 Administrators

### A. Instructor Administrators (INST ADMIN)

1. The Safety and Training Committee is responsible for appointing Instructor Administrators. A person may not appoint themselves.
2. Nominations for Instructor Administrator Appointment are made by the candidates Regional Director and must be submitted in writing to the chairman of the Safety & Training Committee.
3. The Safety & Training Committee must receive two additional recommendations from any of the following types of official: Advanced Instructor, Instructor Administrator, or another Regional Director.
4. Instructor Administrator candidates must exhibit an intense desire to administer the program and must be willing to travel to conduct Instructor Training Seminars (clinics). The Safety & Training Committee must receive a written request & resume from the candidate, detailing their qualifications and reasons why they desire the appointment.
5. Nominations for Instructor Administrator shall only be considered at a regularly scheduled Board of Directors (BOD) meeting.
  - a. The nomination, recommendations and candidate request resume must be received a minimum of 30 days prior to a regularly scheduled BOD meeting for the Safety & Training Committee to consider the nomination at that meeting.

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- b. Nominations, recommendations and candidate request resumes received less than 30 days prior to a regularly scheduled BOD meeting will be considered for approval at the following regularly scheduled BOD meeting.
6. The candidate must successfully complete co-administration of an Instructor Training Seminar (clinic) with a current Instructor Administrator. Upon completion of this requirement, the Instructor Administrator will send a written declaration of completion to the chair of the Safety & Training Committee.
7. Approval of the candidate's appointment will be by majority vote of the Safety & Training Committee.
8. Instructor Administrators must hold an Advanced Instructor Certification, and be a current Rogallo member. Should the Advanced Instructor Certification lapse for any reason, the Instructor Administrator Appointment is terminated. The Appointment may be reinstated by the Safety & Training Committee after renewal of the expired Advanced Instructor Certification and/or Rogallo membership.
9. Instructor Administrators are qualified to administer for a type of aircraft; hang glider, paraglider or both.
10. Instructor Administrators are appointed for a maximum term of three years. Instructor Administrators can request re-appointment by making a written request to the Chair of Safety & Training. Re-appointment is an administrative function and does not require Board approval.
11. Instructor Administrators are responsible for certifying Basic and Advanced Instructors. Instructor Administrators perform a three-step process for appointing Instructors:
  - a) Instructor Training Seminar ("ITS").
  - b) Instructor Apprentice Program.
  - c) Instructor Evaluation.
9. Instructor Administrators may certify or re-certify Basic or Advanced Instructors from regions other than where the Instructor Administrator resides only after consulting with a Regional Director in the pilot's region.
10. Instructor Administrators may not certify or re-certify themselves.
11. It is recommended that the USHPA office be notified of the date of an ITS at least 30 days prior to the ITS.
12. The Instructor Administrator is responsible for submitting the list of Instructor Candidates who attended their ITS to the USHPA office within 30 days of the ITS. If the results are not received within 30 days, the office will notify the Regional Director. If the Regional Director is the Administrator, the President or Vice-President will be notified. If an Instructor Administrator is consistently negligent, the office can request that the Instructor Administrator Appointment be revoked.

### B. Mini-Wing Administrators (Mini-Wing ADMIN)

1. General Operational Requirements
  - a. May issue the Mini-Wing 1 (M1) and Mini-Wing 2 (M2) Special Skills (in sequential order). No Instructor may issue Mini-Wing Special Skills unless they also hold a Mini-Wing Instructor Certification.

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- b. The Safety and Training Committee is responsible for appointing Mini-Wing Administrators. A person may not appoint themselves.
- c. Nominations for Mini-Wing Administrator are made by the candidates Regional Director and must be submitted in writing to the chairman of the Safety & Training Committee.
- d. The Safety & Training Committee must receive two additional recommendations from any of the following types of official: Mini-Wing Instructor, Advanced Instructor, Mini-Wing Administrator, Instructor Administrator, or another Regional Director.
- e. Mini-Wing Administrator candidates must exhibit an intense desire to administer the program and must be willing to travel to conduct Mini-Wing training. The Safety & Training Committee must receive a written request & resume from the candidate, detailing their qualifications and reasons why they desire the appointment.
- f. Nominations for Mini-Wing Administrator shall only be considered at a regularly scheduled Board of Directors (BOD) meeting.
  - i. The nomination, recommendations and candidate request resume must be received a minimum of 30 days prior to a regularly scheduled BOD meeting for the Safety & Training Committee to consider the nomination at that meeting.
  - ii. Nominations, recommendations and candidate request resumes received less than 30 days prior to a regularly scheduled BOD meeting will be considered for approval at the following regularly scheduled BOD meeting.
- g. The candidate must successfully complete co-administration of a Mini-Wing Training Seminar (clinic) with a current Mini-Wing Administrator. Upon completion of this requirement, the Mini-Wing Administrator will send a written declaration of completion to the chair of the Safety & Training Committee.
- h. Approval of the candidate's appointment will be by majority vote of the Safety & Training Committee.
- i. Mini-Wing Administrators must hold an Advanced Paragliding Instructor Certification, a Mini-Wing Instructor Certification and be a current Rogallo member. Should the Advanced or Mini-Wing Instructor Certification lapse for any reason, the Mini-Wing Administrator Appointment is terminated. The Appointment may be reinstated by the chair of the Safety & Training Committee after renewal of the expired Advanced or Mini-Wing Instructor certification and/or Rogallo membership.
- j. Mini-Wing Administrators are qualified to administer Mini-Wing paragliding Special Skills.
- k. Mini-Wing Administrators are appointed for a maximum term of three years. Mini-Wing Administrators can request re-appointment by making a written request to the Chair of Safety & Training. Re-appointment is an administrative function and does not require Board approval.

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2. Mini-Wing Administrators may certify Mini-Wing Instructors through a two-step process that requires :
  - a. Instructor Training Seminar ("ITS").
  - b. Mini-Wing Evaluation.
3. Mini-Wing Administrators may certify or re-certify Mini-Wing Instructors from regions other than where the Mini-Wing Administrator resides only after consulting with a Regional Director in the pilot's region.
4. It is recommended that the USHPA office be notified of the date of an ITS at least 30 days prior to the ITS.
5. The Mini-Wing Administrator is responsible for submitting the list of Mini-Wing Instructor candidates who attended their ITS to the USHPA office within 30 days of the ITS for Safety and Training Chair evaluation. If the results are not received within 30 days, the office will notify the Regional Director. If the Regional Director is the Administrator, the President or Vice-President will be notified. If a Mini-Wing Administrator is consistently negligent, the office can request that the Mini-Wing Administrator Appointment be revoked.

C. Tandem Administrators (TAND ADMIN)

1. The Tandem Committee is responsible for first determining if there is a need, and then appointing Tandem Administrators. A person may not appoint themselves.
2. Nominations for Tandem Administrator are made by the candidates Regional Director and must be submitted in writing to the chairman of the Tandem Committee.
3. The Tandem Committee must receive two additional recommendations from any of the following types of official: Advanced Instructor, Tandem Instructor, Tandem Administrator, or another Regional Director.
4. Tandem Administrator candidates must exhibit an intense desire to administer the program and must be willing to travel to conduct tandem clinics. The Tandem Committee must receive a written request & resume from the candidate, detailing their qualifications and reasons why they desire the appointment.
5. Nominations for Tandem Administrator shall only be considered at a regularly scheduled Board of Directors (BOD) meeting.
  - a. The nomination, recommendations and candidate request resume must be received a minimum of 30 days prior to a regularly scheduled BOD meeting for the Tandem Committee to consider the nomination at that meeting.
  - b. Nominations, recommendations and candidate request resumes received less than 30 days prior to a regularly scheduled BOD meeting will be considered for approval at the following regularly scheduled BOD meeting.
6. The candidate must successfully complete co-administration of a tandem clinic with a current Tandem Administrator. Upon completion of this requirement, the Tandem Administrator will send a written declaration of completion to the chair of the Tandem Committee.
7. Approval of the candidate's appointment will be by majority vote of the Tandem Committee.

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8. Tandem Administrators must hold a Tandem Instructor Certification and be a current Rogallo member. Should the Tandem Instructor Certification lapse for any reason, the Tandem Administrator Appointment is terminated. The Appointment may be reinstated by the Tandem Committee after renewal of the expired Tandem Instructor certification and/or Rogallo membership,
9. Tandem Administrators who do not hold a Basic Instructor or Advanced Instructor Certification are required to successfully attend a one-day Tandem Instruction Certification Clinic taught by a qualified Tandem Administrator.
10. Tandem Administrators are qualified to administer for a type of aircraft- hang glider, paraglider or both.
11. Tandem Administrators are appointed for a maximum term of three years. Tandem Administrators can request re-appointment by making a written request to the Chair of the Tandem Committee. Re-appointment is an administrative function and does not require Board approval.
12. USHPA Tandem Instructor Certification Clinics shall be administered by Tandem Administrators who are trained in USHPA clinic procedures and use text, study, and examination materials provided by the USHPA.
13. Tandem Administrators may certify or re-certify Tandem Instructors from regions other than where the Tandem Administrator resides only after consulting with a Regional Director in the pilot's region.

## 12-05.04 Examiners

### A. General Information.

1. Examiners are appointed by Regional Directors for a particular type of craft- hang gliding, paragliding or both. Examiners appointments expire at the end of January of the year following the year of appointment, except Examiner appointments expire immediately if the Examiner moves to a different region than where they were appointed.
2. Examiners may only make appointments for the type of craft that they have been appointed for. Examiners are responsible for the appointment and performance of Observers for their craft and to serve as a review person when questions regarding the Pilot Proficiency Program arise in their craft and area. Examiners will provide guidance to Observers in mediating conflicts at the pilot level. Examiners shall work cooperatively with the Regional Directors, Observers and Instructors in their region to support their efforts to rate unrated sites, and to support the efforts of Instructors and Observers to obtain compliance by pilots with those site ratings.
3. Examiner appointments are reviewed annually for renewal by each Regional Director. A revised membership card and materials will be provided by the USHPA office upon receipt of the appointment by the Director and the signed Acceptance of Appointment form.
4. The Examiner Appointment is a voluntary position. Examiners agree to support the USHPA pilot proficiency program. As a voluntary position, Examiners are not permitted to receive remuneration for the performance of their Examiner duties.

### B. Appointments and Re-appointments of USHPA Observers:

1. Examiners appoint Observers for a particular craft, hang glider, paraglider or both.

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2. Examiners may only appoint Observers within the region in which they reside.
3. Examiners may appoint themselves as Observers of their craft, but must inform the office and use the appropriate appointment form.
4. Examiners may appoint Foreign Observers to rate all skill levels. The Examiner and the Foreign Observer will be notified of the need for renewal 30 days prior to the appointment expiration.
5. Examiners may not appoint Towing Observers unless they are also a Towing Examiner as defined in SOP 12-05.05.

### C. Recommendations:

1. Examiners may recommend a candidate for attendance to an Instructor Training Seminar of a particular craft, only after establishing that the candidate has had experience and instruction in teaching for that craft.
2. Examiners may recommend candidates for the Master Rating of their craft to the Regional Directors.

### D. Complaints and/or Accidents:

1. Examiners are responsible for the investigation of complaints of any Observer they have appointed. These findings will determine if the Observer appointment should be canceled or continued. If the Examiner fails to take action, the matter may be referred to the Regional Director.
2. Observers guilty of “give-away” ratings or inactivity should have their Appointment revoked by the Examiner.
3. Any accidents involving any appointee should be investigated and reported.

### E. Revocation of Appointments

1. An Examiner may revoke any appointment they have issued: See SOP 12-07.

## 12-05.05 Towing Examiners

### A. General Information.

1. Towing Examiners are appointed by the Towing Committee for a particular type of craft: hang gliding, paragliding, or both. Towing Examiner appointments expire at the end of January of the year following the year of appointment, except Examiner appointments expire immediately if the Examiner moves to a different region than where appointed.
2. Towing Examiners must hold an Advanced pilot rating (H4/P4) or above, may only make appointments for the type of craft they have been appointed for, and only for special skills they have attained (e.g. AT, ST, PL). Towing Examiners are responsible for the appointment and performance of Towing Observers for their craft and to serve as a review person when questions regarding the towing program arise in their craft and area. Towing Examiners will provide guidance to Towing Observers in mediating conflicts at the pilot level.
3. Towing Examiner appointments are reviewed annually for renewal by the Towing Committee. A revised membership card and materials will be provided by the USHPA office upon receipt of the appointment by the Towing Committee and the signed acceptance of appointment form.



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4. Towing Examiners agree to support the USHPA pilot proficiency program. As a voluntary position, Towing Examiners are not permitted to receive remuneration for the issuance of towing Observer appointments. If the Examiner also holds an instructor certification, they may seek compensation for formal instruction on the knowledge and skills required of a Towing Observer.

B. Appointments and Re-appointments of Towing Observers:

1. The Towing Examiner is responsible for first determining if there is a need before appointing Towing Observers.
2. Towing Examiners appoint Towing Observers for a particular craft: hang glider, paraglider, or both.
3. Towing Observers are appointed for the particular type(s) of towing they are qualified for.
  - a. Surface Tow Observer (ST OBS).
  - b. Platform Launch Observer (PL OBS).
  - c. Aero Tow Observer (AT OBS).
4. Towing Examiners may appoint ST Observers, PL Observers, AT Observers, or any combination of the three.
5. Towing Observer candidates must exhibit an intense desire to administer the program and must be willing to travel to administer the program.
6. Towing Observers must be USHPA Pilot or Rogallo Members, and must hold an Advanced (H4/P4) pilot rating. Should the Advanced pilot rating lapse for any reason, the Towing Observer appointment is terminated.
7. As a condition of appointment, Towing Observer candidates must assist as a Towing Observer trainee demonstrating their ability to evaluate the piloting skills needed to obtain the special skill sought by an applicant.
8. Towing Examiners may only appoint Towing Observers within the region in which they reside.
9. Towing Examiners may appoint themselves as Towing Observers of their craft, but must inform the office and use the appropriate appointment form.
10. Towing Observer appointments expire at the end of February of the year following the year of appointment and are reviewed annually for renewal by a Towing Examiner in their region. If a Towing Observer moves to a different region than where appointed, they can continue to issue special skills but must be renewed by a Towing Examiner in the new region the following year. A revised membership card and materials will be provided by the USHPA office upon receipt of the appointment by the Towing Examiner and the signed acceptance of appointment form.

C. Revocation of Appointments

1. A Towing Examiner may revoke any appointment they have issued: See SOP 12-07.

## 12-05.06 Observers

### A. General Information.

1. Observers are appointed by Examiners for hang gliding, paragliding or both. Observer appointments expire at the end of February of the year following the year of appointment. Observers must be USHPA Pilot or Rogallo Members and must have held an Intermediate (H3/P3) or higher rating for longer than 1 year. Advanced instructors may not be an Observer.
2. The Observer's duties are to observe pilots' flying skills for rating Intermediate (H3/P3) and Advanced (H4/P4) ratings, Special Skills, administration of oral (optional) and written (mandatory) tests for those ratings and skills, and to write letters of recommendation for Master Rating applicants to indicate that they have known of the applicant's good judgment, safe practices, etc. for a period of three years, or less if indicated. Observers are to actively work to establish proficiency ratings for any flying sites in their area which are presently non-rated.
3. Observer appointments are reviewed annually for renewal by an Examiner in their region. If an Observer moves to a different region than where appointed, they can continue to rate pilots but must be renewed by an Examiner in the new region the following year. A revised membership card and materials will be provided by the USHPA office upon receipt of the appointment by the Examiner and the signed acceptance of appointment form.
4. The Observer appointment is a voluntary position. Observers agree to support the USHPA pilot proficiency program. As a voluntary position, Observers are not permitted to receive remuneration for the performance of the Observer duties.

### B. Rating Tests

1. Rating tests are copyrighted by the United States Hang gliding and Paragliding Association, and may not be reproduced or distributed in any form without prior written permission of the USHPA except as provided by the following provisions of the standard operating procedures of the USHPA.
  - a. Rating tests and answer keys for the tests may be made available to Instructors and Observers who have ratings greater than or equal to the rating for which the test is intended, for use as part of the safety and training program of the USHPA.
  - b. Rating tests and answer keys for the tests may be made available to members of the Safety and Training Committee for the purpose of improving the rating program.
  - c. Rating tests may be administered to candidates for the rating to which the test applies by Instructors and Observers who have ratings greater than or equal to the rating for which the test is intended, but the completed tests and answer sheets must be returned to the administrator at the end of the test.
2. Rating tests and answer keys for tests may not be distributed to students or other parties to be used outside the direct supervision of USHPA certified Instructors or Observers, so as to avoid the copy or distribution of the test to unauthorized persons.
3. The Rating tests and answer keys for the tests were created and are maintained and updated by the USHPA Safety and Training Committee for the purpose of implementing the USHPA Safety and Training program, and any violation of the provisions above are



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considered to be a cause for revocation or reduction of ratings and/or certifications as provided in SOP 12-7.03 - Causes for Revocation.

C. Administration of Ratings and Special Skills

1. Observers may issue Intermediate (H3/P3) and Advanced ratings (H4/P4) and all Special Skills they possess, with exceptions. Observers may not issue tandem certifications, tandem special skills, or mini wing special skills. Observers may not issue towing Special Skills unless they are also a Towing Observer as specified in SOP 12-05.07. Observers may make Master (H5/P5) recommendations for their craft.
2. Pilots being observed must be USHPA Pilot or Rogallo Members or be in the process of obtaining membership, and must have a previous rating one level below the rating being observed.
3. The pilot's flying skills, as required in SOP 12-02, must be actually observed. The appropriate oral (optional) and written (required) tests can be administered at any time during the rating process.
4. The written test is corrected, using the appropriate Key Answer Sheet, after which the pilot is informed of their score.
5. Ratings or Special Skills issued by a non-renewed Observer are not valid.
6. Observers may NOT rate themselves for any rating level or Special Skills. They must be rated by another Observer or Advanced Instructor for the appropriate craft.
7. The Observer completes the rating application, being sure to circle the proper rating level or skill. The pilot (student) completes and signs the waiver and receives the rating portion of the form. The Observer retains the Instructor portion of the form for their own records.
8. The Observer's signature on the rating application indicates the pilot has demonstrated the flying skills and passed the written test.
9. The pilot's portion of the rating application is only valid for 30 days. The pilot should be informed that they must send in the waiver/application and appropriate rating fee.
10. It is the pilot's responsibility to send in the paperwork. Observers should not take the responsibility for sending a pilot's application to USHPA.
11. Foreign pilots may be rated for any level deemed appropriate. (See foreign rating policy.)
12. Specific foreign equivalent ratings are accepted for conversion to the USHPA system, as noted in USHPA SOP 12-03.

D. Complaints

Observers are responsible for the investigation of Pilot complaints brought to their attention. These findings will determine if the Observer will initiate reduction or revocation procedures per SOP 12-07. If the Observer fails to take action, the matter may be referred to the Regional Director.

E. Log Books

Observers are encouraged to use, and suggest that pilots use, log books.

F. Revocation/Reduction of Ratings

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1. An Observer may revoke any rating or special skill that they have issued: See SOP 12-07.

## 12-05.07 Towing Observers

### A. General Information

1. Towing Observers are appointed by Towing Examiners for hang gliding, paragliding or both.
  - a. Refer to SOP 12-05.05 for more details.
2. Towing Observers agree to support the USHPA pilot proficiency program. The Towing Observer's duties are to observe and evaluate pilots' special skills according to SOP 12-02.
3. Towing Observers may not seek remuneration for issuing a special skill. If the Observer also holds an instructor certification, they may receive compensation for formal instruction on towing special skills.
4. Pilots being observed must be USHPA Pilot or Rogallo Members.
5. Towing Observers may not rate themselves for any rating level or Special Skills.
6. Towing Observers may revoke any Special Skill they have issued: See SOP 12-07.

### B. Types of Towing Observers

1. Surface Tow Observer (ST OBS)
  - a. ST Observers administer the requirements of SOP 12-02.
  - b. For the hang gliding ST special skill, ST Observers shall make a log book endorsement attesting to the launch method demonstrated (foot launch or wheel assist).
  - c. ST Observers who hold the ST TECH1 certification may also issue the ST TECH1 certification. ST Observers who hold the ST TECH2 certification may issue both ST TECH1 and TECH2.
  - d. A spotter with direct communication with the TECH (through radio or other reliable means) is mandatory whenever the pilot is launching more than three hundred feet away from the winch.
2. Platform Launch Observer (PL OBS)
  - a. PL Observers administer the requirements outlined in SOP 12-02.
  - b. PL Observers who hold the PL TECH1 certification may also issue the PL TECH1 certification. PL Observers who hold the PL TECH2 certification may issue both PL TECH1 and TECH2
  - c. A spotter with direct communication with the tow equipment operator (through radio or other reliable means) is mandatory whenever launch is more than three hundred feet away from the tow equipment operator.

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3. Aero Tow Observer (AT OBS)
  - a. AT Observers administer the requirements outlined in SOP 12-02.
  - b. AT Observers that possess the Aero Tow vehicle Pilot certification (ATP) may also issue the Aero Tow vehicle Pilot (ATP) certification.

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## Policy on Revocation and Reinstatement of Ratings, Special Skills, Certifications, and Appointments

Standard Operating Procedure 12-07

Last Amended December 2016

### 12-07.01 Introduction

USHPA membership and possession of a proficiency rating, special skill signoff, instructor certification and rating official appointment are privileges granted to USHPA members for the benefit of USHPA and its members. As such, USHPA members are expected to consistently exercise and demonstrate the skill and judgment commensurate with the rating, special skill, certification or appointment. Failure to exercise such skill and judgment, or violations of USHPA bylaws, rules or Standard Operating Procedures ("SOP's") may result in the revocation of a rating, certification or appointment.

This SOP describes the process for carrying out revocations, appealing revocation decisions and for reinstatement.

Some certifications and appointments expire automatically or expire for failure to comply with the renewal requirements as described in SOP 12-02 and SOP 12-10. Expiration of a certification or appointment is not considered to be a revocation, however the member is required to satisfy the renewal conditions before the certification or appointment is reinstated.

### 12-07.02 Ratings, Special Skills, Certifications and Appointments

#### A. Ratings and Special Skills

Pilot Ratings and Special Skills are described in the Pilot Proficiency SOP 12-02 and Tandem SOP 12-12. Examples of ratings include H1/P1 through H5/P5. Examples of Special Skills include towing, cliff launch, and mini-wing.

#### B. Certifications

Instructor Certifications are described in SOP 12-13 and include Basic, Advanced, Mini-wing, and Tandem Instructors. Tandem 1 Certifications are described in SOP 12-12.

#### C. Administrative Appointments

Administrative Appointments for instruction are described in SOP 12-05 and for towing in SOP 12-10. Administrative Appointments include Examiner, Observer, Mentor, Instructor Administrator, Tandem Administrator, Mini-wing Administrator, Tow Tech Operator (TECH) and Aerotow Pilot (ATP).

#### D. Order of Precedence

A suspension or revocation includes the suspension or revocation of any higher ratings, special skills, certifications or appointments, where applicable. For example, revocation of an Advanced rating would also cause revocation of an Advanced Instructor certification.

### 12-07.03 Causes for Revocation

#### A. Causes for revocation of ratings, special skills, certifications and appointments include:

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|---|--------------|
| SOP-12-07 POLICY ON REVOCATION AND REINSTATEMENT OF RATINGS CERTIFICATIONS AND APPOINTMENTS V.2016-12-15    | Page 1 of 15 |
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1. Violations of the requirements and operating limits, as set forth in:
  - a. Basic Safety Requirements SOP 12-01.
  - b. Pilot Proficiency Program SOP 12-02.
  - c. Federal Aviation Regulations SOP 12-04
  - d. Directors/Administrators/Examiners/Observers SOP 12-05.
  - e. Approved Method of Instruction SOP 12-09.
  - f. Towing Administration SOP 12-10.
  - g. Mentor Coordinator/Mentors SOP 12-11.
  - h. Tandem Program SOP 12-12.
  - i. Instructors SOP 12-13.
2. Conduct demonstrating a lack of piloting skill, judgment or maturity commensurate with the special skill, rating, certification or appointment.
3. Unreasonably endangering themselves, other pilots, third parties or the property of others by flying in a hazardous manner. Examples include “buzzing” spectators on launch, waking other pilots, performing aerobatics in close proximity to other pilots or the ground, and failing to adhere to right-of-way rules.
4. Failure to satisfy the prerequisite requirements or obtaining a rating, certification or appointment under false pretenses. This includes, but is not limited to, forged log books, forged ratings forms, applications or memberships made under aliases, failure to disclose a previous revocation, and misrepresentations made to USHPA officials.
5. Flight or instructional operations conducted during mental or emotional distress sufficient to impair flight operation.
6. Behavior jeopardizing a flying site or access to flying sites, including but not limited to:
  - a. Violation of federal, state or local laws.
  - b. Violation of site rules and regulations established by landowners or USHPA chapters responsible for a site’s management.
  - c. Interference with a Chapter or flight school’s reasonable operation and management of a flying site.
7. Conduct materially and seriously prejudicial to the purposes and interests of USHPA, including but not limited to
  - a. Giving false or misleading statements to a Controlling Committee or revoking official.
  - b. Misrepresentation regarding ratings, certification and/or appointments held.
  - c. Failure to disclose to an issuing official.
    - i. Pending or prior revocations or;
    - ii. Refusal by an issuing official to renew any appointment or certification.
  - d. Refusal to execute a copy of the USHPA Release, Waiver and Assumption of Risk Agreement at the request of the USHPA Board of Directors, the USHPA Executive Director or his or her designee.

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8. Behavior jeopardizing the USHPA pilot or instructor liability insurance policy or policies, or that would likely cause an increase in premium for these policies.
- B. Causes for revocation specific to instructors and tandem instructors include:
1. Violations of the instructor requirements and operational procedures, as set forth in the Approved Method of Instruction SOP 12-09 or Instructors SOP 12-13.
  2. Failure to report accidents as required in SOP 12-13.
  3. Using a site for instruction without securing landowner permission when such permission is required.
  4. Reproduction, distribution or copy of copyrighted rating tests or answer keys for the tests except as provided in SOP 12-13 without prior written permission of the USHPA.
  5. Violations of the tandem requirements and operational procedures, as set forth in the Tandem Program SOP 12-12.
  6. Violations of the requirements and operating limits, as set forth in the FAA tandem exemption letter (ref: Exemption # 4721).
  7. Failure to promptly return USHPA temporary membership applications, when requested.
- C. Causes for revocations specific to towing ratings, special skills and certifications include:
1. Violations of the towing requirements and operational procedures, as set forth in the Towing SOP 12-10.
  2. Violations of the requirements and operating limits, as set forth in the FAA towing exemption letter (ref: SOP 12-02, Exemption # 4144).

### 12-07.04 Controlling Committee

The committee responsible for administrating and issuing a rating, special skill, appointment or certification is the controlling committee for the revocation process. In cases where an incident involves more than one controlling committee, each committee may participate in the revocation process.

### 12-07.05 Revoking Officials

The following officials are authorized to take actions to revoke a rating, special skill, certification or appointment:

#### A. Issuing Official

Any official issuing a rating, special skill, certification or appointment can revoke that rating, special skill, certification or appointment, even if the issuing official no longer holds the certification or appointment giving authority to issue the rating, special skill, certification or appointment being revoked. Instructors, Examiners and Observers cannot act as a Revoking Official for ratings, special skills, certifications or appointments they did not issue.

#### B. Controlling Committee

The Controlling Committee has authority to revoke any rating, special skill, certification or appointment issued under its control.

#### C. Directors

Regional Directors have the authority to act as a revoking official, provided;

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1. The member subject to a revocation resides in the Regional Director's region, or;
2. The incident or events leading to the revocation occurred within the Regional Director's region.

Directors-at-Large are authorized to act as revoking officials in any region. When doing so, Directors-at-Large are expected to communicate with Regional Directors in the region where the member resides and where the incident resulting in the revocation action occurred, if applicable.

### D. Administrators

Instructor Administrators, Tandem Administrators and Towing Administrators have authority to revoke ratings, special skills and certifications subject to the following:

1. The administrator must be authorized to rate or certify members for the rating, special skill or certification subject to revocation.
2. The administrator resides in the same region as the member subject to the revocation action unless;
  - a. The event or accident which is a primary justification for revocation was witnessed by the administrator
  - b. The administrator issued the certification subject to the revocation action;
3. Where the incident or events leading to the revocation occurred outside of the Administrator's region, the Revoking Official is required to contact and consult with local administrators and Regional Directors prior to submitting a revocation request.

### E. Board of Directors

The Board of Directors has authority to revoke any rating, special skill, certification or appointment issued to any member.

## 12-07.06 Types of Revocations

There are four types of revocations:

### A. 30-Day Temporary Revocation

A 30-day temporary revocation revokes a member's rating, special skill, certification or appointment for a maximum of 30 days. At the end of the revocation period, the rating, special skill, certification or appointment subject to revocation is automatically reinstated. A copy of the revocation letter is placed in the member's file and copies are provided to rating officials when subsequent ratings are applied for, for informational purposes.

30-Day Temporary Revocations are not subject to appeal.

### B. Revocation by the Issuing Official

Issuing Officials are entitled to rescind or revoke ratings, special skills, certifications and appointments they have issued provided they are doing so without conditions. Revocations by the Issuing Official are not subject to appeal and members may work with any qualified rating official to reacquire them.

A copy of the revocation letter stating the reasons for the Issuing Official's revocation is placed in the member's file and copies are provided to rating officials for informational purposes or when application is made for subsequent ratings.

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A revocation by the Issuing Official that contains any conditions for reinstatement must use a Conditional Revocation outlined in (C.) below.

### C. Conditional Revocation

There are three types of Conditional Revocations:

1. An established period of time in excess of 30 days where the only condition for reinstatement is the passage of time. After a predetermined period of time, the member may reapply, subject to the requirements in place at the time.
2. An established minimum period of time in excess of 30 days where, at the end of the revocation period, reinstatement requires satisfaction of specific conditions established at the time of revocation. Examples of these conditions include but are not limited to requirements for additional training, requirements for re-taking rating examinations or a requirement to demonstrate competency to an Issuing Official.
3. No minimum revocation period, where reinstatement only requires satisfaction of specific conditions, as noted in (2.) above.
4. Conditional revocations are subject to appeal.

### D. Permanent Revocation

A permanent revocation remains in effect permanently. Permanent revocations are subject to appeal.

## 12-07.07 Revocation Procedures

### A. Notices

The Executive Director shall deliver revocation notices to members in accordance with USHPA policy, which provides for electronic delivery of notices pursuant to Bylaws Article XV Notice by Electronic Transmission.

### B. 30-Day Temporary Revocation

#### 1. Revocation Process

- a. Revocation requests must be in writing, addressed to the Executive Director. The request must state the reasons why the revocation is being requested.
- b. The Executive Director shall promptly notify the member and provide the member with a copy of the Revoking Official's revocation request. The revocation period commences on the date when the Executive Director notifies the member.
- c. The Revoking Official's revocation request and the Executive Director's revocation letter will be placed in the member's membership file with copies distributed to the chair of the Controlling Committee, the Revoking Official and to Regional Director(s) in the member's region.
- d. If, following the revocation action, the reasons for the original revocation persist or have not been addressed to the satisfaction of the Revoking Official; the Revoking Official can initiate one additional 30-day Temporary Revocation or proceed with a Conditional or Permanent Revocation.

#### 2. Appeal Process

- a. There is no appeal process for a 30-Day Temporary Revocation.



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### C. Conditional and Permanent Revocations

#### 1. Revocation Process

- a. The revoking official shall provide written notice to the Executive Director requesting a Conditional or Permanent Revocation. The written notice must include the Revoking Official's reasons in support of the revocation together with evidence of conduct justifying revocation, which may include one or more of the following:
  - i. First-hand observations of the conduct by the revoking official.
  - ii. Written witness statements, including the name and contact information for the witness.
  - iii. A written summary of oral witness statements made to the Revoking Official recounting first-hand observations of the conduct by persons having witnessed such conduct. Oral statements may not be anonymous.
  - iv. Photographs or video recordings of the conduct.
  - v. Oral statements, writings, photographs, videos, marketing materials and online postings made by the member subject to the revocation.
- b. The Executive Director shall promptly notify the member of the revocation in writing and provide the member with a copy of the Revoking Official's written notice of revocation. The revocation will take effect on the date when the member is notified. If the reinstatement is conditional, the conditions to reinstatement shall be defined in the notice.
- c. The Revoking Official's revocation request and the Executive Director's revocation letter will be placed in the member's membership file with copies distributed to the chair of the Controlling Committee, the Revoking Official and to Regional Director(s) in the member's region.

#### 2. Appeal Process

- a. Members have 30 days from the date of the Executive Director's notice to file a notice of appeal of a Conditional or Permanent Revocation. The appeal must be addressed to the Executive Director in writing and must be received at USHPA's headquarters by close of business on the 30th day. The notice of appeal may be filed by email addressed to the Executive Director, so long as that email is actually received by close of business on the 30th day.
- b. The notice of appeal must be signed and dated by the Member and must contain the following materials:
  - i. A full and complete listing of all of the facts that support the appeal;
  - ii. A full and complete statement of all of the arguments that support the appeal;
  - iii. A legible copy of each piece of documentary evidence the Member desires the Special Review Board to consider in reviewing and determining the appeal;
    - a. "Documentary evidence" includes all paper and electronic documents, emails, Internet postings, photographs, videos, etc.

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- b. NOTE: Only those documents accompanying the notice of appeal will be considered by the Special Review Committee.
  - iv. A signed copy of each written statement of person(s) with first-hand knowledge of the facts that the Member desires the Special Review Board to consider in reviewing and determining the appeal;
    - a. All statements of persons with knowledge of the facts must be included.
    - b. As a rule, witness statements may not be anonymous. In special cases where the witness believes disclosure of confidential material would result in bodily harm or property damage, USHPA may allow the Revoking Official or Member to submit witness statements or documents to the Special Review Board confidentially. The decision to allow confidential material in a revocation proceeding must be approved by the full Board of Directors or by the Executive Committee following an ex-parte showing that the witness has a justifiable fear of bodily harm or property damage unless the materials are provided to the Special Review Board only confidentially.
    - c. NOTE: In the event that the Special Review Board elects to hold a meeting styled hearing and not a document styled hearing based upon the papers submitted, the only live testimony that will be allowed at the meeting styled appeal hearing is:
      - i. The live testimony of the Member who is the subject of the revocation;
      - ii. The live testimony of the Revoking Official (where the Revoking Official is the controlling committee or board of directors, the committee or board of directors will appoint one of its members to provide live testimony at the hearing on its behalf);
      - iii. The live testimony of witnesses identified by the Special Review Board (if any) during the course of its independent investigation (if any) who accept invitations of the Special Review Board to attend the live hearing.
  - c. The Member may request an additional 30 days following the delivery of his or her notice of appeal, to deliver the required supporting materials.
  - d. Upon the filing of the notice of appeal by the Member and also upon the filing of materials supporting that notice of appeal, the Executive Director shall provide copies as follows:
    - i. Immediately upon filing to:
      - a. The Revoking Official,
      - b. The chair of the Controlling Committee,
      - c. The Regional Directors for the region in which the Member resides,
      - d. The permanent membership file of the Member,

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- ii. Upon formation of the Special Review Board, to each member of the Special Review Board,
- iii. Upon request of any Director, to that Director.
- e. Upon receipt of a notice to appeal, the chair of the Controlling Committee in consultation with the Executive Director, shall, within ten (10) days, appoint a three-person Special Review Board to hear the appeal. Members of the Special Review Board must be Administrators, Directors or members of the Controlling Committee. Upon their selection, the Executive Director will promptly provide the names of the Special Review Board to the Member and Revoking Official, who will each have five (5) days to object if he or she believes there is a conflict-of-interest, as defined in this SOP. The Organization and Bylaws committee will consider and determine all such objections. In the event the objection is upheld, the Controlling Committee in consultation with the Executive Director, shall appoint a replacement.
- f. The Special Review Board shall schedule an appeal hearing to be held within ninety (90) days of the member's filing of the notice of appeal and all supporting materials. The ninety (90) day time period will be extended for a reasonable period by the Special Review Board in the event that there is objection made by either the Member or the Revoking Official as to a potential conflict of interest of a member of the Special Review Board. The Special Review Board shall make a reasonable effort to schedule the hearing at a time convenient to both the Member and the Revoking Official. The hearing may, at the sole option of the Special Review Board, be held:
  - i. Without a meeting, based on the papers submitted by the Member and the Revoking Official and any independent investigation materials authored by the Special Review Board (if any);
  - ii. As an in person meeting;
  - iii. As an electronic/telephonic meeting by way of conference telephone, electronic video screen communication, or other electronic audio communication.

If the Special Review Board elects to hold the hearing as an in person meeting, the Member may elect to attend that hearing by way of conference telephone, electronic video screen communication, or other electronic audio communication.

- g. Within thirty days (30) of the later of the filing of the notice of appeal and the filing of all supporting materials by the Member, the Revoking Official may, but is under no obligation to, file a written response to the appeal. The response to the appeal must contain the following:
  - i. A listing of any facts that the Revoking Official desires that the Special Review Board consider;
    - a. Documentary evidence that supports the facts listed;
    - b. A signed copy of each written statement of persons with first-hand knowledge of the facts listed.
  - ii. Arguments of the Revoking Official in opposition to the appeal.
- h. Upon the filing of any response to the appeal by the Revoking Official, the Executive Director shall provide copies as follows:

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- i. Immediately upon filing to:
  - a. The appealing Member,
  - b. The chair of the Controlling Committee,
  - c. The Regional Directors for the region in which the Member resides,
  - d. The permanent membership file of the Member.
- ii. Upon formation of the Special Review Board, to each member of the Special Review Board.
- iii. Upon request of any Director, to that Director.
- i. The Special Review Board may make independent inquiries and conduct its own investigations related to the revocation, but it is not obligated to do so. If the Special Review Board does make independent inquiries or conduct its own investigation, it will provide a summary of the results of those inquiries and/or investigation to the Member, the Revoking Official and the Executive Director at least five (5) days before the hearing. If the hearing is conducted as a meeting styled hearing, the Special Review Board may, but is under no obligation to, invite witnesses to appear at the hearing to provide live testimony. The Special Review Board will provide both the Member and the Revoking Official notice of the identity of any invited witnesses at least five (5) days before any meeting styled hearing.
- j. Upon receipt of any summary of the results of the inquiries and/or investigation of the Special Review Board, the Executive Director shall provide copies as follows:
  - i. Immediately upon filing to:
    - a. The chair of the Controlling Committee,
    - b. The Regional Directors for the region in which the Member resides,
    - c. The permanent membership file of the Member.
  - ii. Upon request of any Director, to that Director.
- k. The appeal is administrative in nature, not adversarial. Rules of evidence do not apply. There is no discovery. There is no cross-examination of witnesses. There is no transcription or recording of the hearings. The Member and Revoking Official may not be represented by counsel (or anyone else) at any meeting styled hearing.
- l. When a meeting styled hearing is held:
  - i. The Member may provide his or her own oral testimony, provided such testimony is consistent with and in support of the reasons given in the Member's written notice of appeal;
  - ii. The Special Review Board may question the Member, the Revoking Official and any witnesses that accept an invitation from the Special Review Board to attend the hearing;
  - iii. The hearing must be concluded within 6 hours on one day;

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- iv. The Member and the Revoking Official shall each have no more than two (2) hours to present their evidence and arguments to the Special Review Board. The time taken up in questioning by the Special Review Board will not be counted against the time allotted to the Member or to the Revoking Official;
- v. The Special Review Board may, at its sole discretion, allow others to attend the hearing.
- m. The Special Review Board's findings shall be based on the evidence provided by the Revoking Official, the evidence provided by the Member, and the evidence located by the independent investigation, if any, performed by the Special Review Board.
- n. Following the hearing, the Special Review Board shall prepare and provide to the Executive Director, the written findings and decision of the Special Review Board within thirty (30) days of the hearing. The Executive Director shall promptly distribute that written decision as follows:
  - i. To the Member,
  - ii. To the Revoking Official,
  - iii. To the chair of the Controlling Committee,
  - iv. To the Regional Directors(s) in the Member's region,
  - v. To the permanent membership file of the Member,
  - vi. Upon request of any Director, to that Director.

The Executive Director may also publish the written findings and decision of the Special Review Board (or a summary thereof) in the publications of USHPA for the purpose of informing the membership of the revocation, the appeal of the revocation and the findings and decision of the Special Review Board.

- o. The decision of the Special Review Board is final and binding with no further right to appeal, unless within thirty (30) days following the distribution of the written decision, the Member or the Revoking Official files a secondary appeal. A secondary appeal must be addressed to the Executive Director in writing and must be received at USHPA's headquarters by close of business on the 30th day. The notice of secondary appeal may be filed by email addressed to the Executive Director, so long as that email is actually received by close of business on the 30th day.
- p. Secondary appeals will be considered and decided by a committee designated by the Board of Directors to hear secondary appeals (the "Secondary Appeals Committee"). Unless the Board of Directors specifies otherwise, the Organization and Bylaws committee shall function as the Secondary Appeals Committee.
- q. A secondary appeal must be in writing, signed and dated by the Member or Revoking Official and shall contain the following materials:
  - i. A full and complete statement of all of the arguments that the appealing Member or Revoking Official wants USHPA to consider in support of the secondary appeal.
- r. Upon the timely receipt of a secondary appeal, the Executive Director will distribute copies of that secondary appeal as follows:

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- i. If the secondary appeal is filed by the Revoking Official, then to the Member,
  - ii. If the secondary appeal is filed by the Member, then to the Revoking Official,
  - iii. To the chair of the Secondary Appeals Committee,
  - iv. To the chair of the Controlling Committee,
  - v. To the Regional Director(s) in the Member's region,
  - vi. To the permanent membership file of the Member,
  - vii. To all Directors.
- s. The non-appealing Member or Revoking Official, shall have the right, but not the obligation, to file a written response to the secondary appeal within thirty (30) days following the filing of a secondary appeal. The response to the secondary appeal must be in writing, signed and dated by the filing Member or Revoking Official and shall contain the following materials:
- i. Arguments of the responding Member or Revoking Official in opposition to the secondary appeal.
- t. Upon the timely receipt of a response to a secondary appeal, the Executive Director will distribute copies of that response as follows:
- i. If the secondary appeal was filed by the Revoking Official, then to the Revoking Official,
  - ii. If the secondary appeal was filed by the Member, then to the Member,
  - iii. To the chair of the Secondary Appeals Committee,
  - iv. To the chair of the Controlling Committee,
  - v. To the Regional Director(s) in the Member's region,
  - vi. To the permanent membership file of the Member,
  - vii. To all Directors.
- u. Upon timely receipt of a secondary appeal, the Secondary Appeals Committee will schedule a meeting of its members to consider the secondary appeal within 60 days following the later of the filing of the notice of secondary appeal and any response filed. The secondary appeal will not be a de-novo review, but instead the only question for the Secondary Appeals Committee is whether or not the Special Review Board abused its discretion in making its decision. The Secondary Appeals Committee may not substitute its own judgment for that of the Special Review Committee. The Secondary Appeals Committee may consider the arguments presented in the notice of the secondary appeal and any response to that notice. The documents upon which the Secondary Appeals Committee will make their determination are limited to the following:
- i. The original revocation and all documentation submitted by the revoking official in support;
  - ii. The notice of appeal and all supporting documentation timely filed by the Member subject to the revocation;

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- iii. The response, if any, filed by the Revoking Official;
  - iv. The summary of the results of the inquiries and/or investigation of the Special Review Board, if any;
  - v. The written findings and decision of the Special Review Board;
  - vi. The notice of secondary appeal;
  - vii. The response, if any, to the secondary appeal.
- v. The secondary appeal review by the Secondary Appeals Committee is not adversarial, but rather administrative in nature. The meeting of the Secondary Appeals Committee to consider the secondary appeal may be conducted in person or as an electronic/telephonic meeting by way of conference telephone, electronic video screen communication, or other electronic audio communication. There will be no representation by counsel, no witnesses, no discovery, and no transcription or recording of the proceedings. The Secondary Appeals Committee may, but is not required to allow the Member and Revoking Official to provide an oral presentation of the arguments they submitted. In this case, each will have no more than 30 minutes to argue before the Secondary Appeals Committee.
- w. The Secondary Appeals Committee shall prepare and provide to the Executive Director its written decision within 30 days of the meeting of the Secondary Appeals Committee to consider the secondary appeal. The Executive Director shall promptly distribute that written decision as follows:
- i. To the Member,
  - ii. To the Revoking Official,
  - iii. To the chair of the Controlling Committee,
  - iv. To the chair of the Special Review Board,
  - v. To the Regional Director(s) in the Member's region,
  - vi. To the permanent membership file of the Member,
  - vii. Upon request of any Director, to that Director.

The Executive Director may also publish the decision of the Secondary Appeals Committee (or a summary thereof) in the publications of USHPA for the purpose of informing the membership of the revocation, the appeal of the revocation and the findings and decision of the Special Review Board, and the decision of the Secondary Appeals Committee.

- x. The decision of the Secondary Appeals Committee on the secondary appeal is final and binding with no further right to appeal.

## 12-07.08 Effect of Revocation

- A. The revocation of a special skill, rating, certification or appointment shall have the effect of nullifying the rating and lowering the member's rating level to the next lower rating level that has not been revoked.
- B. No member who has had a special skill, rating, certification or appointment revoked shall claim to hold that special skill, rating, certification or appointment while the revocation is in effect. Doing



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so is grounds for further revocation of a rating, certification or appointment, civil legal action by the USHPA, or expulsion of the member under Article V, Section 4(b) of the USHPA Bylaws.

- C. In a case where a member holds a special skill, rating, certification or appointment that is conditioned on a revoked special skill, rating, certification or appointment, any derivative special skill, rating, certification or appointment is nullified until the underlying revocation has been lifted. For example, a Tandem Instructor certification would be nullified by revocation of a H4/P4 rating.

### 12-07.09 Conflict of Interest

A conflict of interest exists where:

- A. The revoking official, Controlling Committee member, Special Review Board member or Secondary Appeals Committee member has a pre-existing relationship with the member, which would have the appearance of biasing the outcome of the proceeding.
- B. The revoking official, Controlling Committee member, Special Review Board member or Secondary Appeal Committee member will experience a material and direct benefit as a result of the outcome of the proceeding. For example, 1) the revoking official and the member compete for the same business as instructors in the same immediate geographical marketplace.
- C. A member of the Controlling Committee, Special Review Board or Secondary Appeal Committee has knowledge of the member, the incident or event that would prevent him or her from rendering an unbiased finding.

Such conflicts must be disclosed. Any revoking official, Controlling Committee, Special Review Board or Secondary Appeal Committee member having a conflict of interest must recuse themselves from the revocation and appeals processes.

Where a conflict exists pertaining to a member and the Revoking Official, USHPA shall make a reasonable effort to find a substitute Revoking Official. Where a Controlling Committee, Special Review Board or Secondary Appeal Committee member has a conflict-of-interest, an alternative Controlling Committee, Special Review Board or Secondary Appeal Committee member will be appointed.

If a member believes that a Revoking Official, or a member of the Controlling Committee, Special Review Board or Secondary Appeal Committee has a conflict of interest, the member must assert that claim in writing within 7 days of receipt of notice of revocation or the disclosure of the names of the Special Review Board or Secondary Appeal Committee.

### 12-07.10 USHPA Notifications

USHPA may notify its Members, Directors, Instructors, Administrators, Examiners, Observers, Chapters, and any additional insured's under any policy of liability insurance issued to USHPA, of the names of members subject to revocation action, the findings of the revocation proceedings, and the outcome of such revocation proceedings. Notification may be by mail, email, web site postings, newsletters, and/or member magazine.

Nothing in this section shall be construed as limiting the ability of the USHPA to disclose to its members that a revocation of a rating, certification or appointment is being considered or has occurred.

### 12-07.11 Reinstatement of Revoked Ratings, Special Skills, Certifications or Appointments

A reinstatement occurs when a revocation ceases to be in effect. This can happen in any of the following ways:



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### A. Reinstatement after a 30-day Temporary Revocation

Ratings, special skills, certifications and appointments subject to a 30-day temporary revocation are automatically reinstated on the day specified during the revocation process.

### B. Reinstatement after a Conditional Revocation

If the only condition is the passage of time, the ratings, special skills, certifications and appointments will be reinstated automatically. If there are other conditions that must be satisfied prior to reinstatement, the following applies:

1. A member must deliver evidence of compliance with the conditions of the reinstatement to the Executive Director.
2. The Executive Director will forward such evidence to the Revoking Official for review. The Revoking Official will have ten days to complete their review and notify the Executive Director of their findings. If the Revoking Official accepts the evidence of compliance, the member's ratings, special skills, certification or appointment will be reinstated. If the evidence of compliance is not accepted, the Revoking Official will provide those reasons in writing and the Executive Director will notify the member as to why the reinstatement has been declined. If the Revoking Official doesn't provide a timely response or is not otherwise available, the Executive Director shall make the final determination.
3. The reinstatement becomes effective when the Executive Director notifies the member in writing.
4. A member can appeal a denial of reinstatement when the Revoking Official or Executive Director does not accept the member's evidence of compliance. An appeal of a denial of reinstatement is limited to appealing evidence of compliance and may not be expanded into an appeal of the conditions themselves. Appeals of evidence of compliance with the terms for reinstatement will be considered by the chair of the Overseeing Committee.
5. If a member satisfies a condition of reinstatement with an Issuing Official other than the Revoking official, the member is required to disclose the revocation and provide the Issuing Official with a copy of the revocation letter. USHPA will confirm that this has been done prior to reinstatement.

### C. Reinstatement Notwithstanding Failure to Complete Conditions

1. A member may petition the Board of Directors to amend or nullify a revocation. This is the only method to reinstate a conditionally or permanently revoked special skill, rating, certification or appointment.
2. A petition to amend or nullify a revocation can only be made following the one-year anniversary of the revocation. Subsequent petitions will only be considered annually thereafter.
3. The petition must be in writing and state the reasons in support of the petition. The petition must be delivered to the Executive Director not less than 30 days prior to the first day of a regularly scheduled Board of Directors meeting. The Controlling Committee will consider the petition and present their results for ratification by the Board of Directors. At the sole discretion of the chair of the Controlling Committee, the member can attend the Controlling Committee's petition hearing and make an oral statement at the committee meeting.
4. In the event the Board of Directors amends or nullifies the revocation, the member is eligible to reapply for the rating, special skill or certification, provided; the member must

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satisfy all of the conditions then in place for the rating, special skill or certification in addition to any specific conditions established by the Board of Directors.

Reinstatement notwithstanding failure to complete the conditions should only be granted in exceptional circumstances.



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## USHPA Approved Method of Instruction

Standard Operating Procedure 12-09  
Last Amended October, 2016

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### 12-09.01 Introduction

The guidelines below have been adopted as the official USHPA method of instruction. This policy may change as equipment improves and experience increases.

- A. The USHPA standards of training are the methods and procedures defined in the USHPA official instruction manuals insofar as those methods may be applied to the instruction modality being used and those methods are practical and related to the physical abilities of a given student.
- B. Manual changes and revisions will be published on the USHPA website in Adobe Acrobat, PDF format and instructors will be notified on the website and in the official magazine of the USHPA of the existence of such changes. Instructors who do not have Internet capability may request that the changes and revisions may be sent to them by U.S. mail.
- C. The USHPA commits to producing instruction appendices for these manuals to provide standards of instruction that directly apply to new training modalities not covered in the present manuals.



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## Towing Administration

Standard Operating Procedure 12-10  
Last Amended March, 2017

### 12-10.01 Introduction

This SOP outlines operating procedures for towing related sections of the Pilot Proficiency System (SOP 12-02). The Towing Committee responsibilities are outlined in SOP 03-14.

### 12-10.02 Towing Operations

- A. The operation of towing equipment can only be done under the direct supervision of individuals who hold the appropriate towing appointment, certification or special skill as defined in the sections below and in SOP 12-05.
- B. All pilots holding USHPA-issued towing appointments, certifications & special skills are required to submit reports within 30 days of any accident which results in injury or any incident which had the potential of resulting in injury. Failure to submit an accident report may result in loss of insurance coverage for the instructor and/or flying site. Failure to comply with reporting requirements may result in the revocation of the towing appointment or certification.
- C. All towing appointments and certifications have a maximum term of three years. Request for re-appointment or re-certification can be made to the appropriate party as listed below or in SOP 12-05, and is an administrative function that does not require Board approval.
- D. Use of weak links is mandatory for surface tow operations. Noncompliance with any aspect of this regulation constitutes cause for immediate suspension or revocation of the tow special skill, certification or appointment by a designated official. When applicable, use of weak links shall be in compliance with 12 CFR 91.309(a)(3). Under any other circumstances weak link use shall at a minimum comply with the following standards set forth in SOP 12-10.03.

### 12-10.03 Weak Links

- A. A Weak Link is a breakaway point between the towing device and the towed aircraft. The purpose of the weak link is to protect against structural damage and might not prevent lockouts or other abnormal flight conditions. Pilot's under tow need to be prepared for all emergency situations due to, but not limited to, the early breakaway or non-breakaway of the weak link.

### 12-10.04 Aerotow Pilot (ATP) Certification

- A. USHPA Aerotow Vehicle Pilot (ATP) Certification

A pilot must possess this certification to operate a powered ultralight tow vehicle involved in aro towing. Pilots participating in aro towing with powered ultralight tow vehicles are required by the FAA to carry a copy of FAA Aerotow Exemption #4144. See Addendum 2 – Exemption #4144 (Towing). A USHPA issued ATP certification is only required for pilots operating Part 103 legal ultralight's. For tug pilots towing with E-LSA or S-SLA tug's or other FAA certified aircraft, only an FAA private pilot certificate with an appropriate medical and tow sign off is required; these individuals are not required to hold a USHPA-issued ATP certification.

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1. A minimum of ten hours logged air time in type for the aerotow vehicle used, and either:
  - a. An FAA private pilot license with single engine rating, or
  - b. A minimum of 100 hours of logged powered ultralight flight time. For the weight-shift trike tow vehicle, pilots may satisfy 50 of the 100 hours with hang gliding experience.
2. Five flights, either single or dual, as pilot of a glider being aero towed, and five flights as aerotow vehicle pilot aero towing a glider which is piloted by a USHPA Advanced rated pilot (H4/P4) highly experienced in aero towing.
3. Must give a complete discussion of aerotow vehicle operations including all normal and emergency procedures, and signals between aerotow pilot and glider pilot, in accordance with the USHPA Aerotowing Guidelines.
4. Must either:
  - a. Successfully complete the Intermediate and Advanced pilot (H3-H4, P3-P4) written exams, or
  - b. Possess a USHPA Advanced pilot rating (H4, P4).

### B. USHPA Aerotow Equipment Guidelines

1. The tow vehicle must have a rated thrust of at least 250 lbs.
2. The tow line connection to the towing vehicle must be arranged so as to not hinder the control system of the towing vehicle.
3. A pilot operational release must connect the tow line to the towing vehicle. This release must be operational with zero tow line force up to twice the rated breaking strength of the weak link.
4. A weak link must be placed at both ends of the tow line. The weak link at the glider end must have a breaking strength that will break before the towline tension exceeds twice the weight of the glider pilot and glider combination. The weak link at the tow plane end of the towline should break with a towline tension approximately 100 lbs. greater than the glider end. Weak links must be used in accordance with 12 CFR 91.309(a)(3). The USHPA recommends that a nominal 1G (combined operating weight of the glider and pilot) weak link be used, when placed at one end of a glider pilot's V-bridle; or about 1.5-2G if placed at the apex of the tow bridle or directly in-line with the tow rope. The actual strength of the weak link used by the glider pilot must be appropriate for the operation and have a breaking strength between 80% and 200% MCOW (max. cert. operating weight) of the glider, in terms of direct towline tension. The weak link used at the tow plane end of the towline must be stronger, but not more than 25% stronger, than the strength of the weak link used at the glider end of the towline.
5. A release must be placed at the glider end of the tow line within easy reach of the pilot. This release shall be operational with zero tow line force up to twice the rated breaking strength of the weak link.
6. The purpose of the weak link is to protect the tow equipment, and may not prevent lockouts or other abnormal flight conditions.

### C. Pilot Tow Endorsement Requirements When Using FAA Certificated Aircraft

1. CFR, part 61, section 61.69, outlines the requirements for towing privileges with certificated aircraft.

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2. No person may act as pilot in command for towing a glider or unpowered ultralight vehicle unless that person:
  - a. Holds at least a private pilot certificate with the appropriate category rating.
  - b. Has logged a minimum of 100 hours as pilot in command in the same category aircraft used for towing.
  - c. Has a logbook endorsement from an authorized instructor who certifies that the person has received ground and flight training in gliders or unpowered ultralight vehicles, and is proficient in.
    - i. The techniques and procedures essential to the safe towing of gliders or unpowered ultralight vehicles, including airspeed limitations.
    - ii. Emergency procedures.
    - iii. Signals used.
    - iv. Maximum angle of bank.
  - d. Has a logbook endorsement from a pilot who already meets the requirements of part 61.69 (c) and (d), and has accompanied the pilot on three flights in an aircraft while towing a glider or unpowered ultralight vehicle, or while simulating towing flight procedures.
  - e. In the preceding 12 months has performed three actual or simulated tows accompanied by a qualified pilot or has been towed for three flights in a glider or unpowered ultralight vehicle.
3. In accordance with part 61.52, pilots towing under an ultralight exemption may credit experience obtained in ultralight vehicles for their towing experience and endorsements. Pilots must:
  - a. Hold at least a private pilot certificate with the appropriate category rating.
  - b. Have logged a minimum of 100 hours as pilot in command in the same category aircraft used for towing.
  - c. Have a logbook endorsement from an authorized instructor who has reviewed their logged ultralight towing experience and who has verified their aero tug pilot endorsement card received from USHPA, verifying they have received the authorized training to become a tow pilot of gliders and/or unpowered ultralight vehicles.
  - d. In the preceding 12 months have performed three actual or simulated tows accompanied by a qualified pilot, or has been towed for three flights in a glider or unpowered ultralight vehicle.
4. Required endorsements in accordance with CFR, part 61, section 61.69 for towing with certificated aircraft:
  - a. Tow training endorsement by an instructor

I certify that [first name, middle initial, last name] has received the towing training required in section 61.69(3). I have determined that he/she is proficient in techniques and procedures essential to the safe towing of gliders and/or unpowered ultralight vehicles.

[date] [signature] [printed name] [CFI certificate number] [CFI expiration date]

And;



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b. Tow proficiency endorsement by a qualified private pilot or higher

I certify that [first name, middle initial, last name] has accomplished at least three flights in an aircraft while towing a glider or unpowered ultralight vehicle, or while simulating towing flight procedures per section 61.69(5).

[date] [signature] [printed name] [pilot certificate number]

5. If the tow pilot is a registered aerotow pilot with USHPA, the previous two endorsements can be replaced with a single endorsement as follows:

a. Tow proficiency endorsement by an authorized flight instructor based on ultralight experience, section 61.52

I certify that I have reviewed the records of [first name, middle initial, last name], as required by section 61.52(c). I have determined he/she has the aeronautical experience towing glider and/or unpowered ultralight vehicles and meets the requirements of section 61.69.

[date] [signature] [printed name] [CFI certificate number] [CFI expiration date]

D. Aerotow Instruction

1. All instructors of Air-to-Air towing must possess a USHPA instructor certification and be an AT Observer, or a Basic or Advanced Instructor with the AT Special Skill.
2. All instructors who utilize Air-to-Air Towing for instructional purposes shall keep a written log of all such flights, including the date of the flight, the student's name, and the location of the instruction.
3. The AT special skill may be issued by AT Observers, and Basic or Advanced Instructors who possess the AT Special Skill.

E. Air-to-Air Towing Operational Standards

1. The pilots of both the towed and towing vehicles must have an agreed upon general course of action including take off and release signals, airspeeds, and emergency procedures for each pilot.
2. No pilot may intentionally release a towline in a manner so as to endanger life or property.
3. All towing operations conducted under this program must comply with local ordinances, USHPA SOP's and applicable FAA requirements. Failure to comply with this requirement is cause for revocation of ratings and appointments.

## 12-10.05 Tow Equipment Operator (TECH) Certification

These are the minimum requirements for certification. A Tow Observer may have additional requirements. A Tow Equipment Operator (TECH) Certification is required in order to tow gliders aloft using a surface tow device. Surface tow involves any activity where the device providing the force for the towed aircraft to gain altitude remains on the ground, whether stationary or moving. The certification is specific to either Hang Gliding or Paragliding. Tow Equipment Operators who meet qualifications for towing both types of aircraft may hold dual certifications.

A. General Information

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1. The TECH, as the operator of the tow system, is responsible for operating the system in the interest of the safety of the pilot.
2. The USHPA has established a two-tier system of requirements for TECH certification:
  - a. TECH1 for recreational towing operations of solo pilots (Novice or above) that hold the surface tow special skills.
  - b. TECH2 for compensation or instructional towing (solo or tandem).

B. Administration

1. The TECH certifications are issued by an authorized Towing Observer. Towing Observers can only issue certifications for the type of tow devices and launch methods they themselves hold certifications for. For example, a HG ST Tow Observer approved only for wheel assist launches may only issue certifications for HG ST TECH with wheel assist.
2. The TECH Certifications are authorized by a Towing Observer only after administering the written examination, an oral exam, and witnessing the required skills. A TECH is certified to operate either the ST or PL (or both) tow devices. A HG ST TECH must demonstrate proficiency in foot launch, wheel assisted or both, and have endorsements from the Towing Observer in their logbook indicating the specific launch type (foot launch or wheel assist).
3. TECH certification is revocable per SOP 12-07.

C. Certification

1. TECH1

- a. Must be at least 18 years of age.
- b. Current USHPA member and Student (H0/P0) or above rating.
- c. Demonstrate five or more tows to the Tow Observer's satisfaction on the glider type for which the candidate seeks certification.
- d. Demonstrate a minimum of two flights as pilot under tow (can be tandem) in the aircraft type and with the towing system for which the certification is sought.
- e. Give a complete discussion of the tow equipment; with special attention devoted to weak links bridle attachment arrangements and use of checklists, normal and emergency procedures, heading deviations, with special attention to how tow pressure is changed during deviations, glider flight dynamics throughout the tow line pressure range, with special attention to the ground clearance requirements for high line pressures, and signals between operator and pilot.
- f. Demonstrate the use of placarded written checklists for every flight.
- g. Successful completion of a written test administered by a USHPA Towing Observer.

2. TECH2

- a. Must be at least 18 years of age.



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- b. Must meet all requirements for TECH1.
- c. Current USHPA member and Novice (H2/P2) or above rating.
- d. Must have logged a minimum of 20 days of operation and a minimum of 60 tows.
- e. While under the evaluation of a Tow Observer, the candidate must demonstrate to the satisfaction of the Tow Observer, a thorough understanding and control of all aspects of the towing process including risk management, normal and emergency operations, and operations with students and tandem flights. The demonstration shall involve tows of an experienced pilots, including one tandem flight, to the satisfaction of the Tow Observer on the glider type for which the candidate seeks certification. At the discretion of the Towing Observer, video footage may be submitted to meet these requirements. During these tows the operator should demonstrate:
  - i. Proper control of both low tension level flight and high tension climbing flight tows, with special attention to the ground clearance requirements for high line pressures.
  - ii. Proper control of line tension during flight deviations by an experienced pilot simulating typical student flight deviations.
  - iii. Proper control of tow line tension in response to communication from the pilot under tow or an instructor.
  - iv. The procedure to confirm the separation of the tow line from the pilot.
  - v. The use of placarded written checklists for every flight.

3. TECH certifications are valid for a maximum of three years.

D. Certification Renewal

1. TECH1 certification renewal requires that the TECH:

- a. Pass an oral examination of the USHPA Tow Discussion Topics with a Towing Observer that covers safety and operational issues that arose over the last three years.
- b. Submit to USHPA a TECH renewal form, signed by a Towing Observer attesting to the above requirements being fulfilled.
- c. Demonstrate tow operator currency by:
  - i. Submitting logbook documentation to a Towing Observer showing a minimum of 10 tows over the last year **and**;
  - ii. Be observed conducting one or more tows by a Towing Observer (video evidence may be presented at the discretion of the Towing Observer instead of a direct observation) where the pilot(s) being towed already hold the ST special skill rating.

2. TECH2 certification renewal requires that the TECH:

- a. Pass an oral examination of the USHPA Tow Discussion Topics with a Towing Observer that covers safety and operational issues that arose over the last three years

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- b. Demonstrate tow operator currency by:
  - i. Submitting logbook documentation to a Towing Observer showing a minimum of 10 instructional tows over the last year **and**;
  - ii. Be observed conducting one or more tows by a Towing Observer (video evidence may be presented at the discretion of the Towing Observer instead of a direct observation) where the pilot(s) being towed already hold the ST special skill rating.
- c. Submit to USHPA a TECH renewal form, signed by a Towing Observer attesting to the above requirements being fulfilled.

E. Operations

1. USHPA Instructors using Surface-to-Air towing must hold a Towing Observer appointment for the towing discipline they use for instruction.
2. When providing instruction or tandem flights, the TECH2 is required to operate the system in a manner such that operator(s) can observe the entire flight, regulate tow tension, drop tow tension, and sever the line if necessary. Whenever these actions are not possible to execute by the TECH2, another individual will assist with these duties.
3. All towing operations conducted under this program must comply with local ordinances, USHPA SOP's and applicable FAA requirements. Failure to comply with this requirement is cause for revocation of ratings and appointments.

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## Mentor Coordinator / Mentors

Standard Operating Procedure 12-11  
Last Amended November, 2010

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### 12-11.01 Introduction

The purpose of this SOP is to outline operational procedures for all those participating in the Mentor Program. Policies accepted and approved by the USHPA Board of Directors will appear under the heading of administration precedence.

### 12-11.02 USHPA Mentor Coordinator

#### *General Information*

The Mentor Coordinator is appointed by the President of USHPA to implement the policies and oversee the operations of the Mentor program. Though the Mentor Coordinator oversees the program, there are many others involved in the process. Chapters and clubs nominate pilots to be Mentors and then match Mentors with pilots. Mentors are appointed by Examiners or Directors. When pilots cannot find a Mentor through a local chapter or club or when the pilot contacts USHPA directly regarding the program, the Mentor Coordinator attempts to find a Mentor for that pilot. This may require the Mentor Coordinator to make direct contact with the officers of chapters and clubs, Directors, Examiners and Mentors.

#### *Operations*

- A. The Mentor Coordinator is notified by the office each time a Mentor is added to or taken from the list.
- B. Chapter and clubs may help pilots find Mentors, or Mentors can sponsor pilots directly. In this case, the Mentor Coordinator may not know of the Mentor/pilot relationship.
- C. Alternately, pilots can contact the USHPA or the Mentor Coordinator directly to find a Mentor. In this case, the Mentor Coordinator contacts the local chapters and clubs to match a Mentor with the pilot. The Mentor Coordinator may contact Mentors directly for this purpose.
- D. If attempts to find a Mentor are unsuccessful, the Mentor Coordinator may contact the local Director(s) and Examiner(s) to request the appointment of additional Mentors.

#### *Policies*

- A. Upon the receipt of any written allegations of violations by a Mentor of this SOP or the Mentor Job Description, the Mentor Coordinator must notify the Director or Examiner who appointed the Mentor to determine if the appointment should be revoked.
- B. Mentors serve at the pleasure of the Board of Directors of the USHPA and the Examiners and Directors who appoint them. Their service is without pay, at will, and may be terminated at any time in the sole discretion of the Board of Directors of the USHPA, with or without cause. (See SOP 12-7.)

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## 12-11.03 USHPA Mentor

### ***General Information***

Regional Directors appoint Mentors within the region for a particular craft (hang glider, paraglider or both). Examiners appoint Mentors within the region only for their particular craft (hang glider, paraglider or both). Mentor appointments are renewable each calendar year by the Regional Director or Examiner. If the Mentor moves from the region where appointed, the Mentor appointment expires immediately until re-appointed by a Director or Examiner in the new region.

An identification card and materials (if appropriate) will be sent to all Mentors by the USHPA office upon receipt of notification of appointment or re-appointment, and receipt of signed acceptance of appointment form.

### ***Operations***

- A. The Mentor's duties are to help pilots advance their skills while staying within rated abilities and skill levels.
- B. The Mentor offers help in honing judgment, for example by discussing aspects of flying sites such as local meteorology, current weather conditions, obstacles and landing zones.
- C. When the Mentor is not an Instructor, he/she must not provide instruction to the pilot. If a Mentor determines a pilot's skills are deficient, the Mentor may recommend to the pilot that he or she obtain further instruction from a USHPA Certified Instructor.

### ***Policies***

- A. Mentors must be USHPA Pilot or Rogallo members with an Intermediate or higher pilot rating.
- B. Mentors are appointed for a particular craft, hang glider, paraglider or both, by the Examiners or Director(s) within their region.
- C. Pilots do not need to be nominated to be appointed as Mentors.
- D. Pilots being mentored must be Pilot or Rogallo members of USHPA and must have a rating level at or below the Mentor's rating level.



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## Tandem Program

Standard Operating Procedure 12-12

Last Amended October, 2016

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### 12-12.01 Introduction

The purpose of this SOP is to outline operational procedures for pilots participating in the Tandem Program.

#### A. Tandem Flight: Risk Management Document

In addition to strict adherence to the Tandem safety Standard Operating Procedures below (12-12.02), all tandem pilots will perform the following safety checks before each tandem operation:

1. Clear any spectators from the immediate launch area.
2. Check that the areas of launch and landing meet or exceed the criteria described in the USHPA approved tandem site document.

#### B. Tandem Administration

1. The USHPA has established a two-tier system of requirements for tandem ("two-place" or "dual") flying: Tandem 1 (T1) for recreational tandem flying, and Tandem Instructor for instructional tandem flying. These requirements are in addition to those established by the Federal Aviation Administration tandem exemption. See Addendum 1 – Exemption # 4721 (Tandem).
2. All necessary information will be distributed and administered by specially designated USHPA Tandem Administrators.
3. Tandem candidates must complete a minimum one day Tandem 1 training clinic given by a Tandem Administrator.
4. Tandem 1 Certification is authorized by a Tandem Administrator only after administering the written examination and witnessing the proper tandem flight skills utilizing the designated launch method, as well as the designated landing method.

Administrators giving one-on-one T1 clinics must personally fly with the candidate on at least two high altitude flights (500' vertical decent or 2 minutes in duration) in order to ascertain the proper tandem flight skills utilizing the designated launch and landing methods. Administrators giving larger T1 clinics, where it is impractical for them to fly with each candidate, may witness flights by the candidate flying with other tandem candidates. In this case, it is recommended that more than two such flight tests be witnessed to fully ascertain the proficiency of the candidate's flight skills.

5. Tandem Instructor certification requirements are specified in Instructor SOP 12-13. Tandem Instructor certification allows flights with USHPA Student rated members (Temporary or H0/P0 or higher) with limited experience.
6. Designated Launch Methods

Tandem pilots and Tandem Clinic Administrators will operate only in launch and landing disciplines for which they are rated.

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- a. The designated launch methods for hang gliding will be Foot Launch (TFL), Platform Launch (TPL), Surface Tow (TST), or Aerotow (TAT). The (RESTRICTION) of "Landing Gear Only" (LGO) will restrict tandem activity for that pilot to landing gear operations only at LGO suitable sites.
  - b. The designated launch methods for paragliding will be Foot Launch (TFL), or Surface Tow (TST).
7. All Tandem certifications are valid for 3 years from the date of issuance.
- a. Tandem 1 certification renewal requires that:
    - i. The pilot prove currency by either:
      - aa. Submitting documentation to a Tandem Administrator showing a minimum of 10 tandem flights of 2 minutes duration or longer per year over the previous three year period; or;
      - ab. Take and pass a check flight exam with a Tandem Administrator.
    - ii. A Tandem Administrator verifies that the pilot is complying with the requirement that tandem passengers possess a permanent membership card.
    - iii. Submit to the USHPA a Tandem renewal form, signed by a Tandem Administrator, attesting to the above requirements being fulfilled.
8. The USHPA has a procedure to rescind any Tandem Certification (SOP-12-07).

## 12-12.02 Hang Gliding Tandem Requirements

### A. Tandem 1 (T1) Certification Requirements

Note: See SOP 12-13 for Tandem Instructor Certification procedures.

1. Must be at least 18 years of age.
2. Current USHPA Advanced rating (H4), and Turbulence (TUR) special skill.
3. Minimum 200 hours of logged air time, OR 100 hours with 500 flights of at least 500 ft. vertical descent, OR 100 hours with 500 flights of 2 minutes duration or longer.
4. Ability to consistently perform zero-wind and light cross-wind launches and zero-wind and light-wind landings culminating in zero ground speed at the moment of the flare and when the pilots feet first contact the ground.
5. At least 2 logged tandem flights as passenger with a USHPA Tandem pilot using the designated launch method.
6. Successful completion of a flight skills test with a USHPA Tandem Administrator or other Tandem Candidate as the tandem passenger (See SOP 12-12.01, B, 4). This test will include, as a minimum, a passenger briefing, a successful tandem launch, and a successful tandem approach and landing utilizing the designated launch as well as the designated landing methods.
7. Successful completion of a written test administered by a USHPA Tandem Administrator.
8. Neither flight skills test nor written test is to be administered prior to completion of tandem certification requirements.

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9. Must attend a minimum one day tandem training clinic for tandem techniques that is given by a Tandem Administrator.
10. Must agree to all the provisions of the USHPA standard waiver and assumption of risk agreement for the Tandem 1 certification and deliver an original signed copy to the USHPA office.

### B. Tandem Launch Methods and Landing Restrictions

Note 1: Tandem special skills can only be given by Tandem Administrators possessing those tandem special skills themselves.

Note 2: Solo pilot special skills do NOT automatically cross over or apply to tandem special skills.

Note 3: Unless the "Landing Gear Only" RESTRICTION (LGO) is attached to a passing candidate's certification, the candidate is assumed to be proficient at tandem foot landings, and has demonstrated to the satisfaction of the Tandem Administrator a high level of proficiency at tandem foot landings.

1. Foot launch (TFL): Candidate demonstrates through actual observed flights (to the satisfaction of the Tandem Administrator) a thorough proficiency in securing the passenger and themselves to the glider, preparing the passenger for the take-off run, and ultimately executing safe, consistent launches that smoothly transition to flight. Must demonstrate complete understanding of both normal and emergency procedures, including checklists for normal procedures and the indications of an impending emergency, and convince the Tandem Administrator of his/her ability to recognize and execute emergency procedures.
2. Platform launch (TPL): Candidate demonstrates through actual observed flights (to the satisfaction of the Tandem Administrator) a thorough proficiency in securing the passenger and themselves to the glider, preparing the passenger for the take-off and flight via Platform tow method, and ultimately executing safe, consistent launches that smoothly transition to flight. Must demonstrate complete understanding of both normal and emergency procedures, including checklists for normal procedures and the indications of an impending emergency, and convince the Tandem Administrator of his/her ability to recognize and execute emergency procedures.
3. Surface tow launch (TST): Candidate demonstrates through actual observed flights (to the satisfaction of the Tandem Administrator) a thorough proficiency in securing the passenger and themselves to the glider, preparing the passenger for the take-off and flight via surface tow methods, and ultimately executing safe, consistent launches that smoothly transition to flight. Must demonstrate complete understanding of both normal and emergency procedures, including checklists for normal procedures and the indications of an impending emergency, and convince the Tandem Administrator of his/her ability to recognize and execute emergency procedures.
4. Aerotow launch (TAT): Candidate demonstrates through actual observed flights (to the satisfaction of the Tandem Administrator) a thorough proficiency in securing the passenger and themselves to the glider, preparing the passenger for the take-off and flight via Aerotowing tow methods, and ultimately executing safe, consistent launches that smoothly transition to flight. Must demonstrate complete understanding of both normal and emergency procedures, including checklists for normal procedures and the indications of an impending emergency, and convince the Tandem Administrator of his/her ability to recognize and execute emergency procedures.



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5. Landing gear only (LGO) LANDING RESTRICTION: Candidate demonstrates through actual observed flights (to the satisfaction of the Tandem Administrator) proper passenger preparation for landing, followed by safe, smooth approaches and landings utilizing landing gear.

Note: In Tandem clinics where all flights are landed on landing gear (Wheels, pontoons, skids, etc), and no foot landings are observed, the candidate may only achieve a tandem certification that has the "Landing Gear Only" (LGO) restriction, which requires that all flight activities performed by that tandem pilot be completed on landing gear.

C. Tandem Operating Restrictions and Limitations

1. Tandem 1 (T1)

- a. May offer recreational tandem flights only, utilizing their designated launch (FL, PL, ST, or AT) as well as the designated landing method.
- b. Tandem 1 pilot's may not offer instruction and may not accept any form of remuneration for their flight services.
- c. Passengers must have in their possession a current permanent USHPA Beginner rating card (H1) or higher, issued by the USHPA office. A temporary rating card is not acceptable
- d. When flying with cross-discipline pilots, a Novice rating (H2/P2) is recommended for the passenger.
- e. It is recommended that all tandem flight maneuvers be within the glider manufacturer's suggested operation limitations, and within the pilot-in-command's level of skill.

2. Tandem Instructor

- a. May offer recreational or instructional flights, utilizing their designated launch (FL, PL, ST, or AT) as well as the designated landing method.
  - b. May offer instruction and may accept remuneration for instructional services.
  - c. Tandem passengers must have in their possession a current USHPA membership card. Tandem flights with Student rated USHPA members with temporary cards are considered instructional and not for sport or recreational purposes.
  - d. When present at a flying site, the Tandem Instructor shall personally ensure that all tandem flying requirements and the site requirements are being strictly followed. The Tandem Instructor shall personally inspect the USHPA ratings of tandem passengers and certification of tandem pilots, and shall have the authority to halt those tandem flights that are in noncompliance. Noncompliance shall be reported to the Regional Director.
3. Maximum Allowable passenger "hook-in" weight not to exceed 140% of the pilot-in-command "hook-in" weight.
  4. Maximum allowable combined passenger and pilot hook-in weight must be within the manufacturer's placarded limitations of the glider.
  5. Prior to all tandem flights, the passenger must be informed that such flights are conducted under an exemption granted by the FAA, and that the glider does not meet aircraft certification standards set forth by the FAA.



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6. It is recommended that maneuvers not exceed a 60 degree bank or 45 degree pitch angle.
7. Possession of FAA's Part 103, FAR Grant of Exemption # 4721 is mandatory while flying tandem.
8. All tandem accidents should be reported by the tandem pilot involved and any other tandem pilot aware of the accident.
  - a. Tandem Instructors must report all accidents. See SOP 12-13 for details.
9. Participants in a tandem flight occurring at a USHPA insured site must remain in the glider for the entirety of the flight. Bungee jumping, parachuting, wing suiting, base jumping, or any other activities where a participant disconnects from the glider are not permitted.
10. During all training flights (as defined by FAA Tandem Exemption #4721 and USHPA SOP 12-02), all occupants shall remain in the glider at all times, at all sites.
11. It is recommended that all tandem flight maneuvers be within the glider manufacturer's suggested operating limitations, and within the pilot-in-command's level of skill.
12. Tandem pilots, flying for recreational purposes (purposes other than flight training) are prohibited from performing stalls or spins and from flying beyond 90 degrees of bank or 90 degrees pitch angle with passengers not holding a minimum of a Novice rating (H2/P2) as described in the Pilot Proficiency Program. Tandem Instructor pilots are permitted to perform stalls and lockout simulation/training with pilots possessing less than a novice rating (H2/P2) if these maneuvers are conducted in a hang gliding lesson program for the purpose of stall/lockout recognition and recovery. Stall and lockout simulations training should be performed above 1000' AGL.
13. Tandem pilots using surface towing or aero-towing must verify that tow equipment operators and aero-tow pilots and equipment meet USHPA and FAA requirements. Failure to comply with this requirement is cause for revocation of the tandem pilot's certification.
14. It is suggested that pilot-in-command fly on the side allowing free throw of back-up reserve parachute system with their dominant hand (i.e. right-handed pilot flies to the right of the passenger).

### D. Tandem Equipment Requirements

1. The glider is certified for the gross load being flown.
2. At least one back-up reserve parachute which is rated for the gross load being flown, and providing a descent rate no greater than 21 fps at the gross load being flown, is required on flights where any reasonable possibility of successful deployment exists.
3. Appropriate helmets are required for both occupants during flight.
4. Suitable harness on both occupants.
5. The total combined load carrying capacity of all suspension components connecting the pilot and passenger to the glider must be at least 8,000 lbs, and there must be a connection of the pilot to the passenger which has a minimum total strength of 4,000 lbs.
6. Although choice of other equipment is up to the individual pilot-in-command, a HGMA certified glider, control bar wheels, knee pads, and clothing appropriate to the site conditions are recommended.

## 12-12.03 Paragliding Tandem Requirements

### A. Tandem 1 (T1) Certification Requirements

Note: See SOP 12-13 for Tandem Instructor Certification procedures.

1. Must be at least 18 years of age.
2. Current USHPA Advanced Rating (P4), and Turbulence (TUR) special skill.
3. Minimum 200 hours of logged airtime, OR 100 hours with 500 flights of at least 500' vertical descent, OR 100 hours with 500 flights of 2 minutes or longer.
4. Ability to consistently perform zero-wind and light crosswind launches, and zero-wind and light-wind landings culminating in zero ground speed at the moment of the flare and when the pilot's feet first contact the ground.
5. At least 2 logged tandem flights as a passenger with a USHPA Tandem rated pilot using the designated launch method.
6. At least 4 logged high altitude flights (Minimum of 500' vertical decent or 2 minutes in duration) as pilot in command with a current USHPA Tandem Administrator or other Tandem Candidate as passenger (See SOP 12-12). These flights should include one light wind (0 - 5 MPH) launch using a forward inflation, and one high wind (10-15 MPH) launch using a reverse inflation.
7. Successful completion of a flight skills test with a Tandem Administrator or other Tandem Candidate as the tandem passenger (See SOP 12-12.01, B, 4). This test will include, as a minimum, a passenger briefing, a successful tandem launch, and a successful tandem approach and landing utilizing the designated launch method.
8. Successful completion of a written test administered by the USHPA Tandem Administrator.
9. Neither flight skills nor written test is to be administered prior to completion of tandem certification requirements.
10. Must attend a minimum one day tandem training clinic for tandem techniques that is given by a Tandem Administrator.
11. Must agree to all the provisions of the USHPA standard waiver and assumption of risk agreement for the Tandem 1 Certification and deliver an original signed copy to the USHPA office.

### B. Tandem Launch Special Skills

Note 1: Tandem special skills can only be issued by Administrators possessing those tandem special skills themselves.

Note 2: Solo pilot special skills do NOT automatically cross over or apply to tandem special skills.

1. Foot launch (TFL): Candidate demonstrates through actual observed flights (to the satisfaction of the Tandem Administrator) a thorough proficiency in securing the passenger and themselves to the glider, preparing the passenger for the take-off run, and ultimately executing safe, consistent launches that smoothly transition to flight. Must demonstrate complete understanding of both normal and emergency procedures, including checklists for normal procedures and the indications of an impending

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emergency, and convince the Tandem Administrator of his/her ability to recognize and execute emergency procedures.

2. Surface tow launch (TST): Candidate demonstrates through actual observed flights (to the satisfaction of the Tandem Administrator) a thorough proficiency in securing the passenger and themselves to the glider, preparing the passenger for the take-off and flight via surface tow methods, and ultimately executing safe, consistent launches that smoothly transition to flight. Must demonstrate complete understanding of both normal and emergency procedures, including checklists for normal procedures and the indications of an impending emergency, and convince the Tandem Administrator of his/her ability to recognize and execute emergency procedures.

### C. Tandem Operating Restrictions and Limitations

#### 1. Tandem 1 (T1)

- a. May offer recreational tandem flights only, utilizing their designated launch method (FL or ST).
- b. Tandem 1 pilot's may not offer instruction and may not accept any form of remuneration for their flight services.
- c. Passengers must have in their possession a current permanent USHPA Beginner Rating card (P1) or higher, issued by the USHPA office. A temporary rating card is not acceptable.
- d. When flying with cross-discipline pilots, a Novice rating (P2/H2) is recommended for the passenger.
- e. It is recommended that all tandem flight maneuvers be within the glider manufacturer's suggested operating limitations, and within the pilot-in-command's level of skill.
- f. Pilots are prohibited from executing hard round spirals, the SAT maneuver, Stalls, and Spins with student pilots not holding a minimum of a P2 or H2 as described in the Pilot Proficiency Program.

#### 2. Tandem Instructor

- a. May offer recreational or instructional flights, utilizing their designated launch method (FL or ST).
- b. May offer instruction and may accept remuneration for instructional services.
- c. Tandem passengers must have in their possession a current USHPA membership card. Tandem flights with Student rated USHPA members with temporary cards are considered instructional and not for sport or recreational purposes.
- d. When present at a flying site, Tandem Instructors shall personally ensure that all tandem flying requirements and the site requirements are being strictly followed. The Tandem Instructor shall personally inspect the USHPA ratings of tandem passengers and certifications of tandem pilots, and shall have the authority to halt those tandem flights that are in noncompliance. Noncompliance shall be reported to the Regional Director.

3. Tandem flights must be made on a paraglider that is flight test certified.

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4. Maximum allowable combined passenger and pilot hook-in weight must be within the manufacturer's placarded limitations of the glider.
5. Maneuvers shall not exceed a 60 degree bank or 45 degree pitch angle.
6. Prior to all tandem flights, the passenger must be informed that such flights are conducted under an exemption granted by the FAA, and that the ultralight vehicle does not meet aircraft certification standards set forth by the FAA.
7. Possession of the FAA's Part 103, FAR Grant of Exemption # 4721 is mandatory while flying tandem.
8. All tandem accidents should be reported by the tandem pilot involved and any other tandem pilot aware of the accident.
  - a. Tandem Instructors must report all accidents. See SOP 12-13 for details.
9. Participants in a tandem flight occurring at a USHPA insured site must remain in the glider for the entirety of the flight. Bungee jumping, parachuting, wing suiting, base jumping, or any other activities where a participant disconnects from the glider are not permitted.
10. During all training flights (as defined by FAA Tandem Exemption # 4721 and USHPA SOP 12-02), all occupants shall remain in the glider at all times, at all sites.
11. It is recommended that all tandem flight maneuvers be within the glider manufacturer's suggested operating limitations, and within the pilot-in-command's level of skill.
12. Tandem pilots are prohibited from executing hard round spirals, the SAT maneuver, Stalls, and Spins or from flying beyond 90 degrees of bank or 90 degrees of pitch angle with passengers not holding a minimum of a Novice rating (P2/H2) as described in the Pilot Proficiency Program.
13. Tandem pilots using surface towing must verify that tow equipment operators meet USHPA requirements. Failure to comply with this requirement is cause for revocation of the tandem pilot's certification.

### D. Tandem Equipment Requirements

1. The glider is certified for the gross load being flown.
2. At least one backup reserve parachute rated for the gross load being flown and providing a descent rate no greater than 21 fps at the gross load being flown, is required on flights where any possibility of successful deployment exists.
3. Appropriate helmets are required for both occupants during flight.
4. Suitable harness on both occupants.
5. Hook knife on pilot.
6. Steel carabineers for the main connection point where the spreader bar meets the riser.
7. A reserve bridle that connects the reserve parachute to the spreader bar and not to the tandem pilot.
8. Although choice of other equipment is up to the individual pilot-in-command, ankle supporting boots, knee pads, gloves, and clothing appropriate to the site conditions are recommended.

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## 12-12.04 Addendum 1 – Exemption # 4721 (Tandem)

This exemption from §103.1(a) and (b) of Title 14, Code of Federal Regulations (CFR) allows USHPA to operate unpowered ultralight vehicles (hang gliders and paragliders) weighing less than 155 pounds, with another occupant, for the purpose of sport, training, or recreation.

This exemption is subject to the following conditions and limitations:

1. Each operation must comply with the remaining sections of Part 103, except §103.1(a) and (b).
2. For training purposes, this exemption applies only to flights for the purpose of giving instruction in two-place unpowered ultralight vehicles from USHPA-approved launch sites.
3. Both occupants on all two-place training flights must possess a current pilot rating issued by the USHPA and at least one occupant must possess a current USHPA Tandem instructor rating.
4. Prior to all two-occupant training flights, the student must be informed that the flight is conducted under an exemption granted by the FAA and that the ultralight vehicle does not meet aircraft certification standards set forth by the FAA.
5. Both occupants on all two-place flights, other than for training purposes, must possess a current pilot rating issued by the USHPA and at least one occupant must possess a current Tandem Pilot rating issued by the USHPA.
6. For identification purposes, the USHPA shall issue an individual authorization to each person allowed to conduct operations under this exemption. Each authorization shall include an identification number and a copy of this exemption. The USHPA shall also have a procedure to rescind this authority when needed.
7. Each individual who operates an ultralight vehicle under the authority of this exemption must be familiar with the provisions contained herein and must have in his or her personal possession a copy of the authorization issued by the USHPA and a copy of this exemption. These documents shall be presented for inspection upon request by the FAA.
8. This exemption is not valid for operations outside of the United States.



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## Instructors

Standard Operating Procedure 12-13  
Last Amended March, 2017

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### 12-13.01 Introduction

The purpose of the SOP is to outline operational procedures for all Instructors participating in the Pilot Proficiency Program. Policies accepted and approved by the USHPA Board of Directors will appear under the heading of administration precedence.

- A. All Instructors participating in the Pilot Proficiency Program must maintain a valid email address in their USHPA Member Record to allow communication with USHPA.

### 12-13.02 Basic, Advanced, Mini-Wing, and Tandem Instructors

- A. General Requirements for ALL Instructors Being Certified or Re-Certified
  1. Basic Instructors must have an Intermediate rating or above (H3-H5/P3-P5). Advanced, Mini Wing, and Tandem Instructors must have an Advanced rating or above (H4-H5/P4-P5).
  2. All Instructors must be Rogallo class members.
  3. All Instructors must, as a one-time requirement, successfully complete a Fundamentals of Instruction ("FOI") test which can be administered by a USHPA Instructor Administrator, a USHPA Tandem Administrator or any FAA authorized testing center. This must be complete prior to certification as an Instructor.
  4. At the time of certification or re-certification, the Instructor must show proof of completion of first aid and CPR training within the previous 36 months. Acceptable first aid/CPR courses are any first aid and CPR/AED course certified by the American Red Cross or the American Heart Association.

Licensed physicians, EMT's, wilderness first responders and paramedics are exempt from this first aid/CPR requirement.
  5. At the time of certification or re-certification, all Instructors must submit a copy of their curriculum or syllabus.
  6. Aircraft referred to are either hang gliders or paragliders (of which, a Mini Wing is considered a paraglider). Instructor appointments are specific to the type of aircraft. Instructors may possess certifications for either or both types of aircraft. In the case of a mini wing, an Instructor must possess certifications for both paraglider and mini wing.
  7. Instructors who hold certifications for both types of aircraft may re-certify for both ratings at once under the following rule. If the candidate has successfully completed an Instructor certification or re-certification for one type of (the primary) aircraft within the last three-and-one-half years, currently possesses an Instructor appointment for the primary aircraft, and exhibits a logbook showing at least 6 students taught and rated to the Novice level (H2/P2) for the primary aircraft since the certification or re-certification, then

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successful completion of Instructor certification or re-certification for the other type of aircraft will serve also as re-certification for an Instructor appointment for the primary aircraft as well.

8. Instructor certification is valid for a maximum of three years.
9. An Instructor may re-certify from 1 to 3 years after certification.
10. An Instructor who has his pilot rating reduced or revoked shall have his Instructor certification reduced to the highest level allowed by his pilot rating.
11. A revised membership card and materials will be sent by the USHPA office upon receipt of results of the attended Instructor Training Seminar (ITS) or tandem clinic, signed acceptance of Instructor form and fees, payable to USHPA.
12. Dependencies and prerequisites in the "Instructor Certification/Re-Certification" flow charts at the end of this procedure must be met.
13. Instructors using surface towing or aero-towing must verify that tow equipment operators and tug pilots and equipment meet USHPA and FAA requirements. Failure to comply with this requirement is cause for revocation of the instructor's certification.

### B. General Operational Requirements for ALL Instructors of ALL Aircraft

1. Instructors must have hang gliding and paragliding students complete a temporary 30 Day or full Pilot membership application. Mini-Wing students must be full Pilot members of USHPA. Tandem instructors must have tandem students complete the temporary 30-day membership application and waiver. Tandem Instructors must issue a Student rating (either temporary or H0/P0) to students prior to beginning instruction.
2. Instructors should follow the approved USHPA method of instruction.
3. Instructors should keep a logbook or other valid record showing number of students taught and rated.
4. Instructors are required to submit accident reports to USHPA within 30 days of any accident. Failure to submit a timely accident report to USHPA may result in loss of insurance coverage for the Instructor, and such failure is grounds for a revocation of instructor appointments.
  - a. Mandatory Reportable Accidents: Any flying related accident that results in bodily injury to a student, pilot, spectator or third party, whether or not medical attention is sought, or where there is significant property damage.
5. Instructors are responsible for the investigation of pilot complaints brought to their attention regarding any pilot to whom they have issued a rating. The investigation may result in the Instructor initiating a reduction or revocation procedure per SOP 12-07. If the Instructor fails to take action, the complainant may refer the matter to the Regional Director.
6. Administration of Ratings and Special Skills:
  - a. Ratings and special skills may be issued simultaneously provided that the pilot being issued them meets the requirements.
  - b. The Instructor completes the rating application, being sure to circle the appropriate rating level for the appropriate aircraft and mark out ratings and special skills not being issued. The Instructor's signature on the rating application



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indicates that the student has passed the requirements for the stated rating and special skills.

- c. The applicant completes and signs the waiver and receives the temporary rating portion of the form. The Instructor retains the Instructor portion of the form for their own records. The Instructor or student sends the rest of the application to the USHPA with the rating filing fee payable to USHPA.
- d. When an Instructor administers a rating test, the policies in section 12-05.06(B) above as they pertain to Observers must be followed.
- e. When an Advanced Instructor issues an Intermediate or Advanced Rating, the policies in section 12-5.04(C) above as they pertain to Observers must be followed.

### 7. Rating Tests

- a. Rating tests are copyrighted by the United States Hang gliding and Paragliding Association, and may not be reproduced or distributed in any form without prior written permission of the USHPA except as provided by the following provisions of the standard operating procedures of the USHPA .
  - i. Rating tests and answer keys for the tests may be made available to Instructors and Observers who have ratings greater than or equal to the rating for which the test is intended, for use as part of the safety and training program of the USHPA.
  - ii. Rating tests and answer keys for the tests may be made available to members of the Safety and Training Committee for the purpose of improving the rating program.
  - iii. Rating tests may be administered to candidates for the rating to which the test applies by Instructors and Observers who have ratings greater than or equal to the rating for which the test is intended, but the completed tests and answer sheets must be returned to the administrator at the end of the test.
- b. Rating tests and answer keys for tests may not be distributed to students or other parties to be used outside the direct supervision of USHPA certified Instructors or Observers, so as to avoid the copy or distribution of the test to unauthorized persons.
- c. The Rating tests and answer keys for the tests were created and are maintained and updated by the USHPA Safety and Training Committee for the purpose of implementing the USHPA Safety and Training program, and any violation of the provisions above are considered to be a cause for revocation or reduction of ratings and/or certifications as provided in SOP 12-7.03 - Causes for Revocation.

### C. Basic Instructor Certification

- 1. For initial Basic Instructor Certification, a candidate must:
  - a. Meet all requirements for Instructors stated in 12-13.02-A "General Requirements for ALL Instructors Being Certified or Re-Certified."
  - b. Complete an Instructor Training Seminar (ITS) with an Instructor Administrator.



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- c. Successfully complete an Instructor Evaluation.
- d. Submit a copy of the first aid training certificate.
- e. Submit a copy of the candidate's syllabus or curriculum.

D. Basic Instructor Re-Certification

- 1. To re-certify, a Basic Instructor must:
  - a. Complete an Instructor Training Seminar (ITS) with an Instructor Administrator. (Highly skilled pilots may skip this step. See note in chart below.)
  - b. Successfully complete an Instructor Evaluation.
  - c. Submit a copy of the first aid training certificate.
  - d. Submit a copy of the candidate's syllabus or curriculum.

E. Basic Instructor Administration of Ratings and Special Skills

Basic Instructors may only issue Student, Beginner, and Novice pilot ratings and special skills which may be attained by Novice pilots, appropriate to the aircraft for which their Instructor certification is issued and which they already possess, with exceptions. Basic Instructors may not issue tandem ratings or special skills, or any towing certifications (ATP or TOW TECH) or towing special skills unless they are a Towing Observer with those certifications or skills. Any Basic Instructor may issue a Student rating (temporary or H0/P0) for either hang gliding or paragliding. Basic Instructors may not issue Mini-Wing special skills.

F. Advanced Instructor Certification

- 1. For initial Advanced Instructor Certification, a Basic Instructor must:
  - a. Show a log of at least 6 students taught and rated to the Novice level.
  - b. Successfully complete an Instructor Evaluation.
  - c. Submit a copy of the first aid training certificate.
  - d. Submit a copy of the candidate's syllabus or curriculum.

G. Advanced Instructor Re-Certification

- 1. For Advanced Instructor Re-Certification, an Advanced Instructor must:
  - a. Successfully complete an Instructor Evaluation.
  - b. Submit a copy of the first aid training certificate.
  - c. Submit a copy of the candidate's syllabus or curriculum.
- 2. A candidate for re-certification of an Advanced Instructor rating who does not successfully complete the clinic may receive a certification as a Basic Instructor, at the Instructor Administrator's discretion. The Instructor Administrator shall notify the office of this decision.
- 3. An alternative method for re-certification is available for Advanced Instructors.

To re-certify, an Advanced Instructor submits the following to an Instructor Administrator:

  - a. Copies of original logbooks or other valid records showing 5 lessons taught per year.

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- b. A copy of the first aid training certificate as defined above under General Requirements for ALL Instructors Being Certified or Re-certified.
- c. A copy of the Instructor's syllabus or curriculum.
- d. A signed application attesting that the information on the application, training records and first aid certificate are correct and true.

### H. Advanced Instructor Administration of Ratings and Special Skills

An Advanced Instructor may issue all ratings and Special Skills appropriate to the aircraft for which their Instructor certification is issued and which they already possess, with exceptions. Advanced Instructors may not issue tandem ratings or special skills, or any towing certifications (ATP or TECH) or towing special skills unless they are a Towing Observer with those certifications or skills. Any Advanced Instructor may issue a Student rating (temporary or H0/P0) for either hang gliding or paragliding. Advanced Paragliding Instructors may not issue Mini Wing special skills unless also holding a Mini Wing Instructor appointment.

### I. Mini-Wing Instructor Certification

- 1. For initial Mini Wing Instructor Certification, an Instructor must:
  - a. Be a Rogallo member with a current Advanced Instructor appointment
  - b. Complete a Mini-Wing Instructor Training Seminar (MWITS) with a Mini Wing Administrator.
  - c. Successfully complete a Mini Wing Instructor Evaluation.
  - d. Submit a copy of the candidate's syllabus or curriculum.

### J. Mini-Wing Instructor Re-Certification

- 1. For Mini Wing Instructor Re-Certification, an Instructor must:
  - a. Successfully complete a Mini Wing Instructor Evaluation.
  - b. Submit a copy of the candidate's syllabus or curriculum.
- 2. A candidate for re-certification of a Mini-Wing Instructor who does not successfully complete the evaluation must complete all requirements as outlined in the initial certification

### K. Mini-Wing Instructor Administration of Special Skills

Advanced Paragliding Instructors may not issue Mini-Wing special skills unless also holding a Mini-Wing Instructor appointment.

### L. Tandem Instructor Certification

- 1. For Tandem Instructor Certification, a candidate must:
  - a. Meet all requirements for Instructors stated in 12-13.02-A "General Requirements for ALL Instructors being Certified or Re-Certified."
  - b. Meet all requirements for a Tandem 1 rating and must attend a Tandem Instructor clinic administered by a Tandem Administrator. The Tandem Instructor Clinic is a two-day clinic, with one day devoted to tandem flying certification and a second day devoted to the fundamentals of instruction and teaching techniques for training student pilots using tandem gliders. Tandem Instructor candidates

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holding a Basic Instructor or Advanced Instructor appointment are not required to attend the second day of the clinic devoted to teaching techniques.

- c. Have at least 25 logged tandem flights of at least 500' vertical descent or at least 2 minutes duration as pilot in command using the designated launch method.
- d. Be at least 18 years of age.
- e. Submit a copy of the first aid training certificate.
- f. Submit a copy of the candidate's syllabus or curriculum.

### M. Tandem Instructor Re-certification

#### 1. For Tandem Instructor Re-Certification, a Tandem Instructor must:

- a. Submit a copy of the first aid training certificate.
- b. Submit a copy of the candidate's syllabus or curriculum.
- c. The pilot prove currency by either:
  - i. Submitting documentation to a Tandem Administrator showing a minimum of 10 tandem flights of 2 minutes duration or longer per year over the previous three year period; or,
  - ii. Take and pass a check flight exam with a Tandem Administrator.
- d. The Tandem Administrator verify that the pilot is complying with the requirement that tandem passengers possess a membership card; and
- e. The Tandem Administrator submits a signed USHPA Tandem renewal form to USHPA, attesting to the above requirements being fulfilled.
- f. Tandem Administrators may not re-certify themselves.

### N. Tandem Instructor Administration of Ratings

A Tandem Instructor may ONLY issue Student ratings (temporary and H0/P0).

### O. Tandem Instructor Operating Restrictions and Limitations

- 1. See SOP 12-12 for Tandem Instructor operating restrictions and limitations.

### P. Relinquishment and Re-Instatement of Instructor Ratings

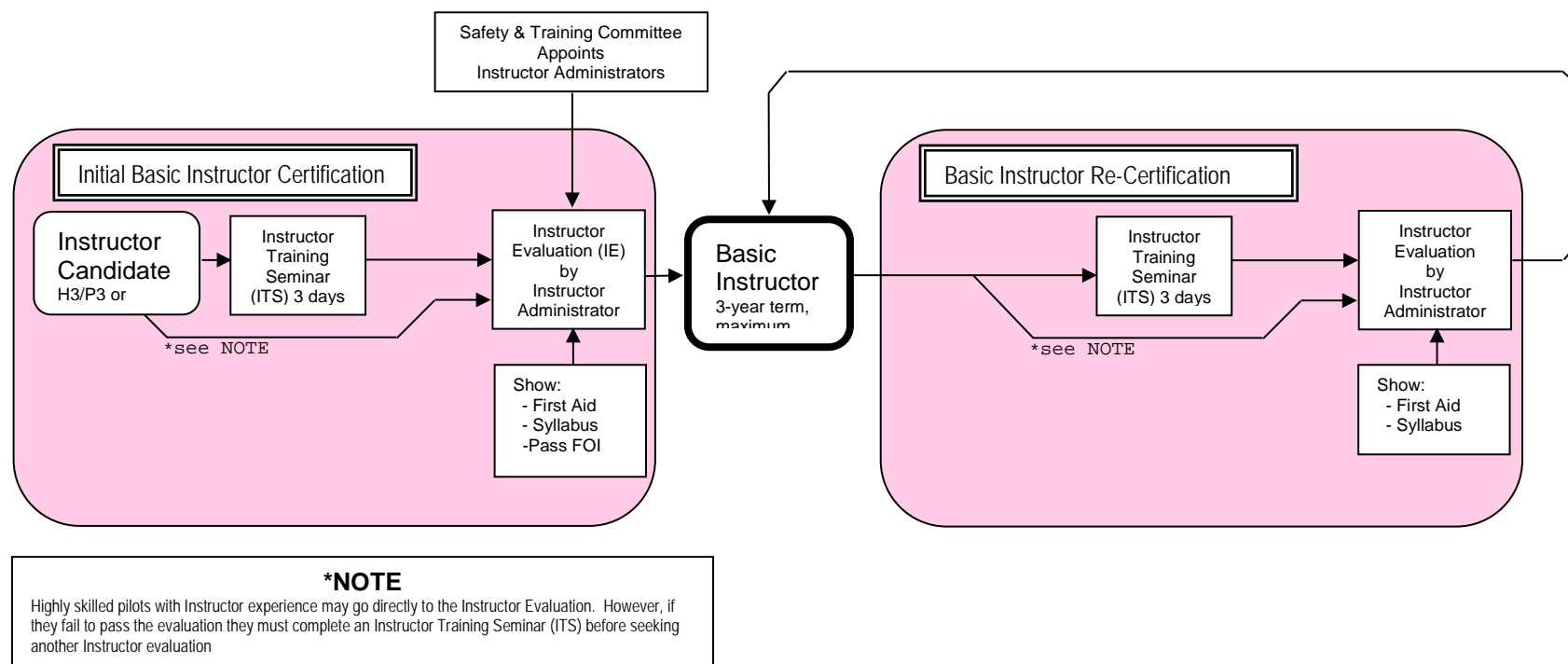
- 1. A Rogallo-class membership is required for all Instructors. If an Instructor changes membership class, his Instructor certification becomes inactive. Instructors must confirm their intent to change membership classes in writing. The Office staff will contact any Instructor who fails to confirm this change and obtain written documentation. On confirmation of the change of membership class, the Instructor certification will be inactivated.
- 2. Any Pilot or Contributor who would otherwise have a current Instructor Certification and who renews or upgrades his membership class to Rogallo, shall automatically have the Instructor Certification reinstated without restriction.

### Q. Revocation/Reduction of Ratings:

- 1. Ratings may be revoked or reduced; see SOP 12-07.

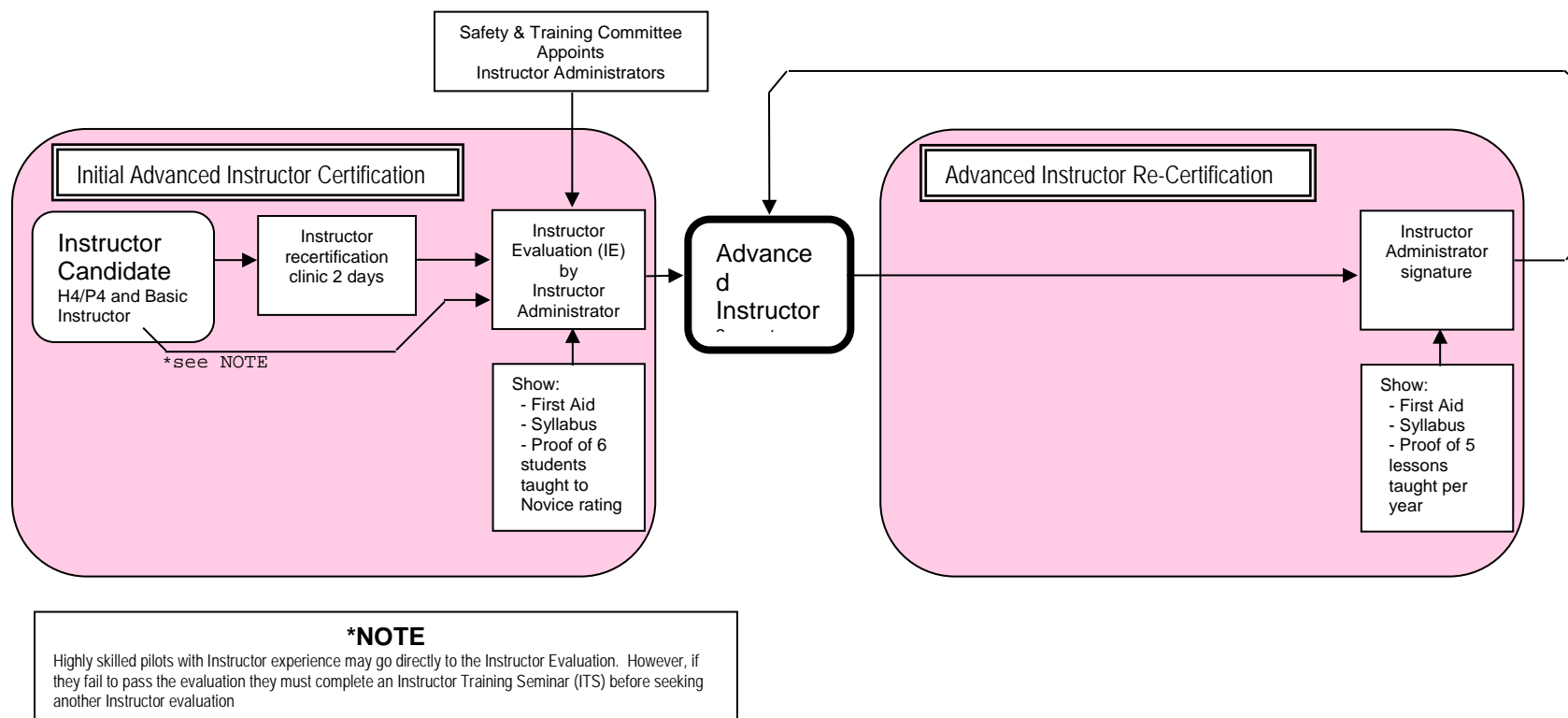
The United States Hang Gliding and Paragliding Association, Inc.

## Basic Instructor Certification/Re-Certification



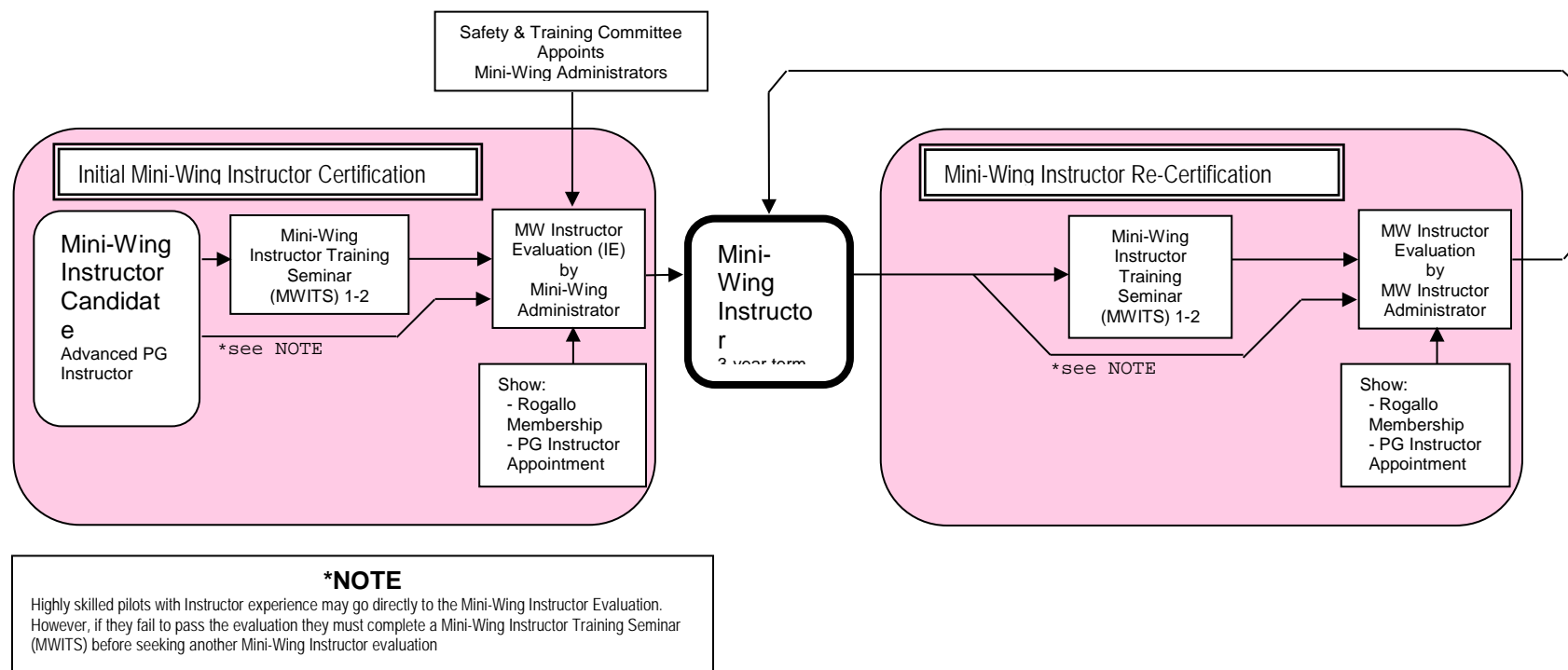
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## Advanced Instructor Certification/Re-Certification



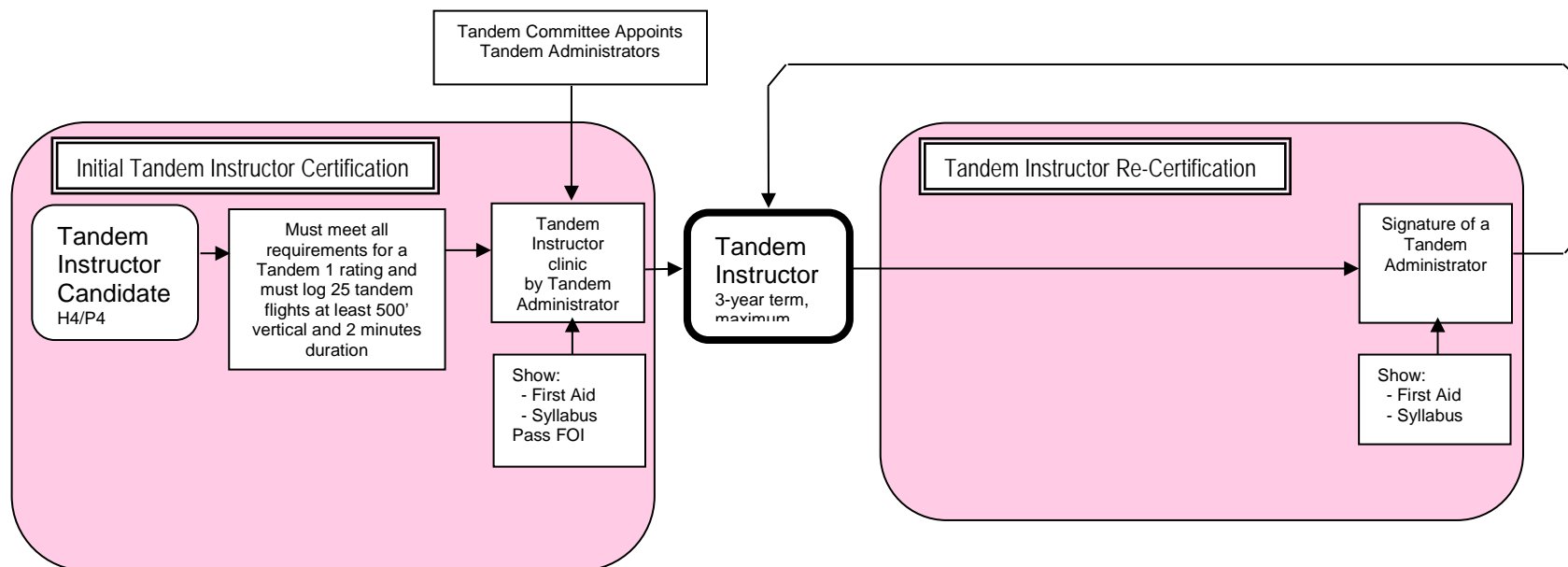
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## Mini-Wing Instructor Certification/Re-Certification



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## Tandem Instructor Certification/Re-Certification

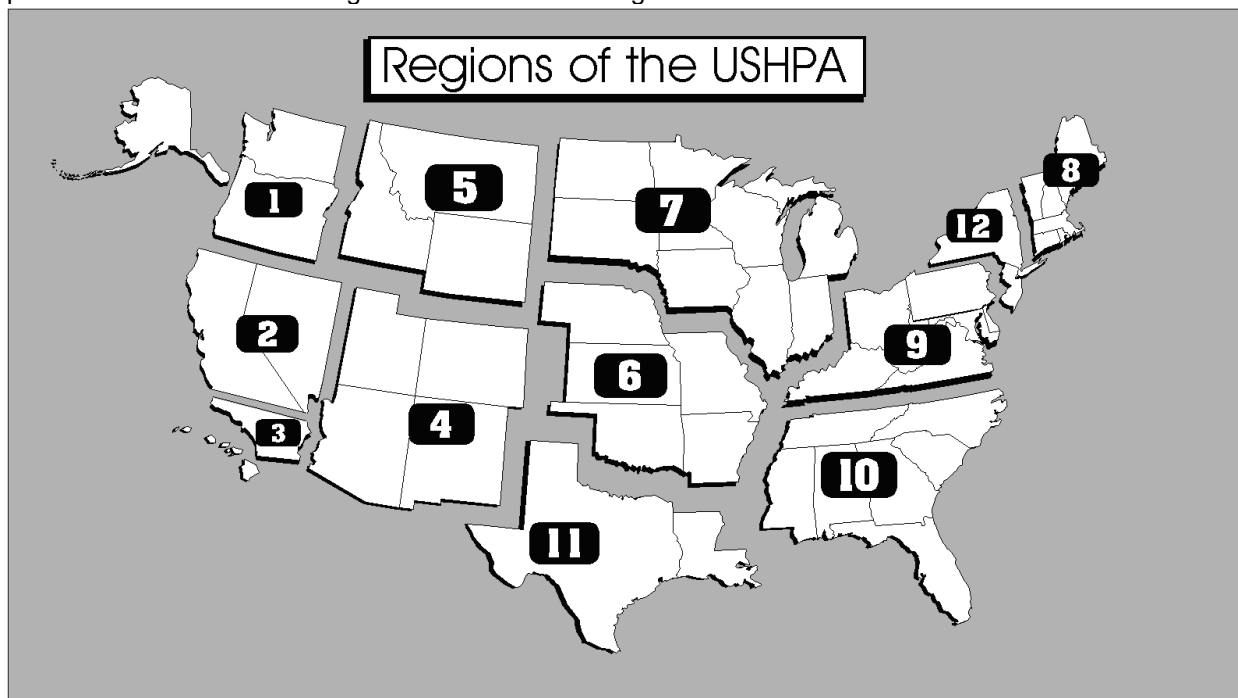


## Regions

Standard Operating Procedure 13-01  
Last Amended May, 2016

### 13-01.01 Introduction

The Board of Directors divided the world into regions for the purpose of electing Regional Directors. These regions are delineated so as to give consideration to membership population density, usage patterns and allocation of Regional Directors. The region numbers and their associated states are:



| Region | State   | Region | State   |
|--------|---|--------|---|
| 1      | Alaska, Washington, Oregon                                    | 7      | North Dakota, South Dakota, Minnesota, Iowa, Wisconsin, Illinois, Indiana, Michigan                               |
| 2      | Northern California, Nevada                                   | 8      | Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island   |
| 3      | Southern California, Hawaii                                   | 9      | Ohio, Pennsylvania, Kentucky, Virginia, Maryland, West Virginia, Delaware, District of Columbia                   |
| 4      | Utah, Colorado, Arizona, New Mexico                           | 10     | Tennessee, North Carolina, South Carolina, Alabama, Mississippi, Georgia, Florida, Puerto Rico, US Virgin Islands |
| 5      | Idaho, Montana, Wyoming, Canada                               | 11     | Texas, Louisiana  |
| 6      | Nebraska, Kansas, Oklahoma, Missouri, Arkansas, Rest of World | 12     | New York, New Jersey  |





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The United States Hang Gliding and Paragliding Association, Inc.

|  |  |  |  |
|--|--|--|--|
|  | (except Canada, Puerto Rico and US Virgin Islands) |  |  |
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The United States Hang Gliding and Paragliding Association, Inc.

## **Chapter Listing**

Standard Operating Procedure 13-03  
Last Amended March, 2009

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### **13-03.01 Introduction**

The USHPA Office will maintain a listing of Chapters available to members upon request.



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The United States Hang Gliding and Paragliding Association, Inc.

## **Insured Sites**

Standard Operating Procedure 13-04  
Last Amended November, 2009

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### **13-04.01 Introduction**

The USHPA office will maintain a current list of Insured Chapter Sites available to members on request.



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The United States Hang Gliding and Paragliding Association, Inc.

## **Board of Directors List**

Standard Operating Procedure 13-05  
Last Amended March, 2008

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### **13-05.01 Introduction**

The USHPA office will maintain a current list of all members of the USHPA Board of Directors, with current contact information, available to members on request.



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The United States Hang Gliding and Paragliding Association, Inc.

## **Committee List**

Standard Operating Procedure 13-06  
Last Amended March, 2008

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### **13-06.01 Introduction**

The USHPA office will maintain a current list of all Standing Committees available to members on request.