



**The South African Hang Gliding and
Paragliding Association**

Incorporating Powered Paragliding & Powered Hang Gliding

**MANUAL OF
PROCEDURES**

(Revision 2.4)

**INCORPORATING RULES & REGULATIONS FOR
HANG GLIDING AND PARAGLIDING IN THE
REPUBLIC OF SOUTH AFRICA**

**THE RULES & REGULATIONS FOR POWERED PARAGLIDING
ARE INCORPORATED IN ADDENDUM TO THIS MANUAL**

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INTRODUCTION

This Operations & Procedures Manual sets out the particular aspects relating to the control and regulation of foot launched Hang Gliding and Paragliding, and Powered Paragliding and Powered Hang Gliding in South Africa.

It should be read in conjunction with and considered supplementary to the following previously constituted documents:

1. The General Air Regulations (CARS)
2. The Civil Aviation Technical Standards (CATS) of the Civil Aviation Authority (CAA).
3. The Constitution of the Aero Club of South Africa Constitution of the South African Hang Gliding and Paragliding Association (SAHPA)

The term "SAHPA", whenever used herein shall mean The South African Hang Gliding and Paragliding Association, associate member of The Aero Club of South Africa. The term "SAHPA Executive Committee" shall mean the duly elected members who form the executive committee of SAHPA a legal section 21 company.

The term "PPG", whenever used herein, shall mean Powered Paragliding and Hang Gliding, and shall denote foot launched powered hang gliding and paragliding, as well as powered paratrikes (paraplanes).

Amendments to this Manual may only be approved by the SAHPA Executive Committee, and details of changes shall be notified, as soon as may be practicable, to the Director General of The Aero Club of South Africa and the Commissioner for Civil Aviation, Department of Transport.

SECTION 1

RULES

1.1 Membership

To qualify as a member, the applicant shall complete an application form signed by a SAHPA rated Instructor or Club Licensing & Safety Officer, and forward it together with the yearly fees as determined by the SAHPA Committee from time to time. Membership is renewable annually.

1.2 Pilot Qualification

No person shall fly a hang glider or paraglider, powered paraglider or paratrikes unless he or she is in possession of a current SAHPA Licence of the correct type and class rating, or holds a valid student licence and is under instruction with a registered approved school or Instructor. A person participating in an introductory course must be in possession of the applicable Student Licence.

1.3 Flight Authorisation

No person shall fly a hang glider or paraglider from a site, which is officially graded above his or her Licence class rating, unless authorised by a duly qualified pilot or Instructor in accordance with the "sign-off" regulations (Section 6).

1.4 Helmets

All members shall wear a crash helmet at all times whilst flying a hang glider and paraglider. Crash helmets shall be suitable for the purpose, strong, and in good condition.

1.5 Reserve Parachutes

All pilots flying tandem, sports and competition class hang gliders or Paragliders shall carry a suitable reserve parachute when in flight. All pilots flying in organised competitions shall carry a suitable reserve parachute when in flight, regardless of the class of hang glider or paraglider being flown.

1.6 Airworthiness

1.6.1 New Gliders

All new hang gliders and Paragliders sold in South Africa shall have been certified by an approved test Authority and carry a label with the manufacturers name, a serial number, date of manufacture, quality controller's signature, pilot mass range and the class rating.

All new uncertified hang gliders or Paragliders sold shall automatically be classified as COMPETITION CLASS.

1.6.2 Training Gliders

After 1 January 2001, all new training gliders used by schools and or instructors for training shall be BASIC CLASS gliders and be certified by an approved test Authority and carry a label with the manufacturers name, a serial number, date of manufacture, quality controller's signature, pilot mass range and the class rating, or shall be on the SAHPA compiled list of accepted training gliders.

1.6.3 New Reserve Parachutes

All reserve parachutes, sold as emergency back-up systems for hang gliding or paragliding, are to conform to an approved test standard and carry a label stating the manufacturers name, date of manufacture, quality controller's signature and mass range.

1.6.4 Approved Test Authorities

The following testing Authorities are approved for the certification of new hang gliders, Paragliders and reserve parachutes:

- AFNOR (The French ACPULS certification)
- All test centres approved to test to the LTF standard
- USHGA (The United States Hang Gliding Association)
- AHGF (Australian Hang Gliding Federation)
- SHV (The Swiss Hang Gliding certification)
- All test centres approved to test to the EN926 standard
- SAPA (SA Parachute Association) reserve parachute testing procedure
- And any other Authority approved by the SAHPA Executive from time to time.

1.7 General Airworthiness

Members shall ensure that their hang gliders, Paragliders, powered Paragliders and suspension systems are airworthy at the commencement of each flight.

All hang gliders, Paragliders, powered Paragliders and paratrikes shall be inspected at least annually by a reputable person.

Paraglider suspension lines shall be replaced according to the manufacturer's recommendations.

Used hang gliders or Paragliders that have no CLASS RATING shall not be sold or flown unless a signed airworthiness certificate from a reputable person, Licensing & Safety Officer or manufacturer is obtained.

No member shall fly a hang glider, paraglider or suspension system, which has been grounded by a duly appointed Licensing & Safety Officer, Instructor, Observer or SAHPA

National Safety & Training officer until such time as the fault leading to such grounding has been rectified and an airworthiness certificate obtained.

1.8 Local Manufacture and Repairs

All materials used in manufacture, modification or repair of hang gliders, Paragliders, or equipment are to meet manufacturers' standards, specification or equivalent. Hang gliders, Paragliders or equipment may be subjected to a serviceability test and inspection at the discretion of the SAHPA National Safety & Training Officers.

1.9 Re-packing of Reserve Parachutes

Back-up parachutes for hang gliders and paragliders should be repacked at least annually or in accordance with the manufacturer's recommendations. Pilots may repack their own reserve parachutes but may not repack on behalf of another pilot unless approved by SAHPA or PASA.

It is however recommended that only SAHPA or PASA licensed parachute packers carry out re-packing of reserves.

1.10 Alcohol & Drugs

No member shall fly a hang glider or paraglider or instruct whilst under the influence of alcohol, or drugs known to have a narcotic effect.

1.11 Air Navigation Regulations

Air Navigation Regulations shall be observed and complied with at all times.

1.12 Type and Class Rating of Hang Gliders and Paragliders

1.12.1 Definitions

"Glider" means a non-power driven heavier-than-air aircraft deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight, but excluding hang gliders.

"Hang glider or paraglider" means a glider capable of being carried; foot launched and landed solely by the energy and use of the pilots legs.

"Powered hang glider or paraglider" means a glider capable of being carried, footlaunched and landed and having the use of an engine. Powered paragliders may include the use of wheels for take off and landing. Powered hang gliders which cannot be footlaunched without major alterations are specifically excluded. See addendum A.

No persons may fly a hang glider or paraglider or powered paraglider in the Republic of South Africa unless they are a member or temporary member of SAHPA and hold the appropriate type and class of licence.

1.12.2 Type Rating

The following are the Type ratings that fall under the control of SAHPA:

- **TYPE 1** hang glider having a rigid primary structure with pilot weight-shift as the method of primary control. This is the original hang glider.
- **TYPE 2** hang glider having rigid primary structure with movable aerodynamic surfaces as the method of control in at least two axes. This includes micro gliders such as the Swift etc.
- **TYPE 3** hang glider having no rigid primary structure. (paragliders)
- **TYPE 4** hang glider that are unable to demonstrate ability to safely take-off and/or land in nil-wind conditions, but otherwise are capable of being launched and landed by the use of the pilots legs
- **TYPE 5** hang glider or paraglider being with flown with an engine and capable of being footlaunched
- **TYPE 6** paraglider being flown with a trike-type undercarriage and engine (this classification specifically excludes hang gliders with a trike undercarriage which cannot be foot launched).
- **TYPE 7** powered hang-glider fitted with a three-wheel undercarriage and steerable nose wheel. The wing must be a certified hang-gliding wing

1.12.3 Class Rating

Hang gliders and paragliders are Class rated into the following safety and experience categories:

BASIC:	AFNOR-Standard or LTF 1 & 1-2 or EN A & B
SPORT:	AFNOR-Performance or LTF 2 & 2-3 or EN C & D
COMPETITION:	AFNOR-Competition, LTF 3, uncertified or proto-type
TANDEM:	Dual place rated by approved Certification Authority

SAHPA shall utilize the LTF glider classification list on which most gliders are rated in the categories above. Basic gliders may be further classified into Beginner and Intermediate gliders.

Any glider that is not classified by class above shall be graded by the National Safety committee and approved by the SAHPA Executive Committee. It is the member's duty to obtain a class rating, as failure to do so will automatically default the hang glider or paraglider into Competition Class rating.

1.13 Sale or Loan of Gliders

No member or Instructor may sell or loan a glider to any person, unless the person is:

- A full member of SAHPA and hold the appropriate licence or is engaged in training towards a specific rating.
- A temporary member and is engaged in on-going training towards a Basic licence or and under the direct supervision of an Instructor.
- Instructors shall inform student pilots that they may not fly unsupervised.

1.14 Rules of the Air

1.14.1 Open Air Space

Gliders on collision courses with other gliders or with any other aircraft shall each turn to the right.

1.14.2 Ridge Soaring

Gliders on collision courses shall turn to the right unless to do so brings a pilot too close to the ground for reasonable safety. In this event only the pilot, who is able to turn right, away from the ground, shall turn.

1.14.3 Converging Courses

Gliders shall give way to gliders on their right.

1.14.4 Thermalling

Gliders entering a thermal shall circle in the same direction as the first glider to enter the thermal. Gliders with slower climb rates shall give way to gliders climbing towards them.

1.14.5 Approach/Landing

Gliders at lower altitudes shall have right of way.

1.14.6 Overtaking

The glider being overtaken shall have right of way. The glider overtaking shall overtake on the right, except when ridge soaring when the overtaking glider will pass between the ridge and the glider being overtaken. Tandems when overtaking, unless while ridge soaring, should overtake on the downwind side of another glider.

1.14.7 Cloud Flying

Gliders shall fly in VMC (Visual Metrological Conditions) and stay clear of clouds below 300m above ground and 150m below any cloud within a lateral distance of 600m which is above 500m above the ground.

1.14.8 Night Flying

No person shall fly a glider by night. Daylight hours as defined in the Civil Aviation Regulations shall apply.

1.15 Towing rules

1.15.1 Boat/Auto/Winch

- i) Towing with a constant tension device, including fixed line towing, is only allowed with a tension meter or tension gauge, and a device to cut or release the line from the vehicle.
- ii) Only reliable, tested releases may be used. Release to be operated by either hand or foot.
- iii) Operator/Observer triggered guillotine on tow vehicle/winch.
- iv) It is highly recommended that an infallible weak link be used on pilot end of towline. Weak link to give at 1 to 1.5 times the combined mass of pilot and equipment, including glider.
- v) Weak link to be checked before each tow.
- vi) Tow vehicle/winch power source to be reliable and powerful enough to maintain constant line tension.
- vii) Reliable communication between start point and tow vehicle must exist. Pilot to vehicle/winch is preferable.

- viii) Towing to be carried out in a suitable environment, i.e. free of obstacles, etc.
- ix) Checklist to be used before each tow. Thorough pre-flight of system before each tow.
- x) Inexperienced pilots to be given thorough briefing and demonstration by suitably experienced pilot and crew.
- xi) First time tows to be carried out in early morning or late afternoon conditions with constant wind direction and speed.
- xii) Tow system to be approved by local Club Licensing & Safety Officer.

1.15.2 Aero towing

- i) Only applicable to hang gliders of type 1 and 2 and 4. Type 3 paragliders may not be aero-towed.
- ii) Hang glider pilot to have a minimum of 10 auto or winch launches.
- iii) Tug pilot to have a minimum of 20 hours on trike type.
- iv) Both pilots must have been briefed by experienced aero-tow pilots.

See Addendum B for further information on Aero towing.

1.15.3 Towing from airfields

Hang glider and paraglider pilots using registered airfields for towing should have at least one operational airband radio in the group with which to warn air traffic in the vicinity, on the appropriate frequency, when winching is in progress. The use of an airband radio requires a restricted radio operator's licence from the department of posts and telecommunications.

1.16 Tandem flights

No person may fly with a passenger without being in possession of a current TANDEM pilot rating.

No more than two persons may fly in a hang glider, paraglider or paratrike.

Only current grade C Instructors, also referred to as a Tandem Flight Instructor may carry tandem passengers for reward, and then only if the passenger is being flown for the purposes of instruction or they have the appropriate authority from the Civil Aviation Authority.

It is a requirement that the tandem pilot get a SAHPA approved, signed indemnity from their passenger or student before undertaking flights, and clearly advises them of the inherent dangers of undertaking a tandem flight, further that they are not insured by SAHPA for third party liability unless the required student documentation is complete and the prescribed fee paid.

Minors (i.e. Under 6 years of age) can be flown by a tandem rated pilot on standard non tandem rated gliders as long as the combined weight of the equipment used and the Pax

carried does not exceed the maximum certified weight of the paraglider. The wing certification may not be higher than an AFNOR-Performance or LTF 2 or EN C or equivalent rating.

1.17 Instruction and Introduction

No person may give hang glider or paraglider instruction or introduction unless in possession of a current SAHPA Instructor rating and operating within a registered school.

Grade C instructors do not need to operate within a registered school and may provide instruction on a tandem rated glider as pilot in command for the purposes of an instructional flight so long as they are registered with SAHPA as a TFI and have complied with the necessary regulations, and comply with the equipment checking policy for tandem equipment used for TFI instruction purposes.

1.18 Use of radio communication

Licensed hang glider and paraglider pilots with valid radio licences and call signs may use the SAHPA frequencies of 141.600MHz and 141.625MHz countrywide.

All competitors in a SAHPA sanctioned competition are required to fly with a radio capable receiving and transmitting on the SAHPA frequencies of 141.600MHz and 141.625 or airband radio in the case of Powered Paragliding.

Radio licences and call signs are obtainable from SAHPA on payment of an annual licence fee.

Radio users should observe good radio etiquette and procedure at all times.

Pilots using airband radios should have a Restricted Radio Operator's Licence.

1.19 Equipment

A person shall not operate a hang glider or paraglider unless it is equipped with:

- i. An altimeter or suitable altitude measuring device capable of measuring changes in altitude to the nearest plus or minus 30m, for flights exceeding 100m above ground level. Students under direct radio supervision of an instructor are excluded from complying with this requirement.
- ii. A hang glider or paraglider harness for each person.

1.20 Conduct

Members shall conduct themselves in a manner that will not bring the sport into disrepute.

Members shall not trespass, leave litter, damage flora, interfere with fauna or livestock, light fires (other than in authorised areas), or do anything which may cause the loss of flying sites.

Members shall not cause harm to the sport of hang gliding or paragliding in any way.

All Members shall sign and comply with the SAHPA code of conduct and ethics.

SECTION 2

LICENCES - GENERAL

2.1 Awarding of Licences

Licence renewals for successful applicants shall be approved by the Licensing & Safety Officer of each Club, on behalf of SAHPA. Licence applications for successful trainees shall be approved by a SAHPA rated Instructor on behalf of SAHPA. Members not part of a club may apply for renewals directly from the SAHPA National Licensing officer.

2.2 Eligibility

It is a legal condition that hang gliding and paragliding pilot's licences shall only be issued to paid up members of SAHPA.

2.3 Application Forms

Licence applications and renewals shall be made on the prescribed form, which shall be signed by the applicant and accompanied by the appropriate fee, training proficiency card, proof of age, medical fitness certificate, and abbreviated logbook as appropriate.

2.4 Medical Fitness Certificate

The licence applicant must be in possession of a Medical Fitness certificate as per Addendum C.

A Medical Fitness certificate shall be completed by a prospective student prior to commencing training, and shall be attached to the Student Licence application.

A Medical Fitness certificate shall not be older than 3 months when submitted.

This Medical Fitness certificate shall be completed every year and attached to the licence renewal application.

Exemption to the requirements above exists for pilots holding a current CAA Approved Class 1, 2 or 4 Medical Certificate. Foreign certificates may be accepted provided there is proof that these meet the above standards.

All SAHPA licensed pilots will further more comply with the CAR regulations defining requirements for Paraglider, Powered Paraglider, Hang Glider and Powered Hang Glider, as well as Powered Parachutes.

All tandem pilots will comply with the extra medical requirements as set out by the CAA.

2.5 Entitlement

A licence will entitle the nominated holder to fly a hang glider, paraglider or paratrike of the applicable Class and Type, from any registered site, which carries the appropriate official grading providing they do so within the General Air Regulations, for recreational and sport flying.

Requirements of local affiliated clubs, landowners, and local authorities must be met in each case.

2.6 Age Limitations

2.6.1 Commencement of Training

A Student Licence may be issued and solo training commenced at the age of 14. The trainee may only fly under direct supervision of a SAHPA instructor. The Student Licence must be renewed regularly until the pilot can obtain the Novice or Basic Licence.

2.6.2 Issuing of Licences

No Novice or Basic licence shall be issued to any person under the age of 16. Persons under the age of 18 must submit with their application written consent of their parents or legal guardians.

2.7 New Licence Applications

2.7.1 Student Licence Applications

All trainee pilots are to be registered Student Pilots prior to the commencement of solo practical flight training.

Student licences are obtained by completing the Student Licence (Student Membership) form and the Medical Fitness Certificate in the training manual and paying the appropriate fee to the instructor.

Training manuals are available from all SAHPA Instructors and it is the responsibility of the SAHPA Instructors to submit completed student licence forms together with the Medical Fitness Certificate and the appropriate fee to the SAHPA Secretary within 14 days of commencement of training.

Student Licences will not be issued without the instructor issuing an original SAHPA training manual.

A Student Licence provides temporary membership to SAHPA (including temporary third party insurance) and is valid for a 6 month period only.

All trainee pilots are required to complete the exercises, both practical and theoretical, on a Training Proficiency Card. The activities required for the appropriate

Basic licence are to be signed-off by a SAHPA rated Instructor, and the Card is to be submitted with the licence application.

Training manuals may only be obtained from SAHPA by SAHPA rated Instructors.

Only SAHPA rated Instructors may sign off a Training Proficiency Card.

Training Proficiency Cards are compulsory for all trainee pilots.

No PG Basic or HG Novice Licence shall be issued to a person who does not have a valid Student Licence (Temporary Membership).

In the case of a Hang Gliding and Paragliding Introductory Course, comprising no more than 3 days, the trainee pilot should be in possession of a temporary student licence, which will not be valid for more than 3 days from the documented date on the application form TFI introduction course Booklet. An Indemnity and Student Licence form must be completed; however no manual will be supplied by the instructor.

2.7.2 Temporary Paragliding and Hang Gliding instructional flight experience licence applications

All temporary instructional flight experience licences shall be valid for one full day and be completed by the applicant and the grade C instructor (TFI) conducting the flight, or tandem rated hang gliding instructor. The applicant must complete the SAHPA temporary instructional flight experience licence (and will retain their tear-off portion for purposes of proof.

The TFI will retain the top copy for their records and will submit the 2nd copy which remains in the booklet to SAHPA on completion of the licence book. These booklets are the property of SAHPA and need to be purchased per booklet at the prices stipulated by SAHPA

New Licence books will only be furnished on receipt of the previous completed book and the receipt of the fees payable.

If an introductory day is done the extra fees must be paid across to SAHPA with the detail supplied as to which licence number is applied for this introductory day.

2.7.3 Hang Gliding Novice and Paragliding Basic Licence Applications

HG Novice and PG Basic Licences may only be awarded upon the successful completion of the Training Proficiency Card, with the approval of a SAHPA Instructor, and need not be considered by Club Observers.

Completed Training Proficiency Cards must be attached to the completed licence application as well as the completed and passed theory test, and appropriate fees paid.

2.7.4 Hang Gliding A-, B- and C-Licence, and paragliding Sport Licence Applications

Hang Gliding A-, B- and C-Licence Applications and Paragliding Sport Licence Applications, must be signed by a duly appointed Licensing & Safety Officer. Written tests must be marked by a SAHPA rated Instructor or the Licensing & Safety Officer.

Completed and passed theory tests are to be forwarded to SAHPA Office for verification by the National Licensing Officer.

2.8 Licence Privileges

Members may exercise the privileges of a licence from the time of payment of the prescribed fee and submission of all required documents, to the designated body.

2.9 Instructor Assistants

Sport Licence holders may become Instructor Assistant with a registered school, on presentation of a letter requesting the pilot to be registered as an Instructor Assistant by SAHPA and the payment of the prescribed fee by the School. The Instructor Assistant will be allowed to assist with training as described in Section 8.

2.10 Instructor Rating Application

Instructor rating applications, after successful completion of all requirements on the Instructor Rating Application. Applications must be submitted to the National Licensing Officers and the SAHPA Committee for approval BEFORE the licence can be awarded. Written theory tests may only be marked by the National Licensing Officer or his delegate.

2.11 Proof of Licence

Licences shall be carried at all times whilst at flying sites, and shall be produced on request to any SAHPA member, Civil Aviation Authority Inspector, Police Officer, Forest or Park Ranger, landowner or any other competent authority.

2.12 Period of Validity

Licences shall be valid only whilst the holder is a fully paid up member of SAHPA and Aero Club, and are renewable annually as at 1 July.

A licence shall not be valid after the due date for renewal. The licence period will always run for 12 months after the due date, regardless of when the renewal fees are received. If a licence is not renewed within the 12 month period after the due date for renewal, then the licence will automatically be down graded in the case of Sport (paragliding) or A-, B- and C-Licences (hang gliding). In the case of a Basic (paragliding) or Novice (hang gliding) licence, retraining may be required at the discretion of the National Licensing and Safety Officer.

2.13 Suspension of Licence

Licences shall be suspended automatically and immediately in the event of:

- i) The holder being in an accident, whether flying or otherwise, in which they suffer from concussion;
- ii) A medical practitioner being of the opinion that the holder has ceased to be fit to fly hang gliders/ Paragliders safely. Such suspension may be authorised by the Club Licensing & Safety Officer or the National Safety & Training Officer, and shall

continue until such time as a fresh medical certificate of fitness has been obtained from the GP.

- iii) Notification of such suspension for a serious breach of the rules and regulations or a serious breach of safety, to the pilot by the National Safety & Training Officer, pending a hearing within fourteen days.

2.14 Fees

Each application for any licence or rating is to be accompanied by the required fee as laid down by the SAHPA Committee from time to time.

2.15 Non-Availability of Licensing & Safety Officers

In regions where no Local Club system is operating and/or where suitably qualified Licensing & Safety Officers are not available, licences shall be awarded at the discretion of the SAHPA National Safety & Training Officers to whom applications shall be made direct for consideration on merit. Such applications must be accompanied by logbooks and recommendations from senior pilots, or Observers from other regions. The National Safety & Training Officer may appoint a suitably qualified pilot from another Club or area to assist with the awarding of licences, until such time as the problem has been resolved.

2.16 Pilots from Other Countries

2.16.1 Local Pilots with Foreign Licences

In the event of a membership application being received from a pilot already having attained a hang gliding/paragliding licence in a foreign country, the pilot will be required to pass an assessment of their flying ability and the appropriate theoretical exams pertaining to their licence grade by a registered SAHPA Instructor.

2.16.2 Visiting Foreign Pilots

- i) In the case of visiting pilots, temporary membership status may be granted and the licence shall be valid for a specified period only, at a temporary membership fee as prescribed by the SAHPA Committee. The fee shall include full Public Liability Insurance cover comparable to that of a local pilot, unless the foreign pilot can prove that he is covered in South Africa by his own Insurance.
- ii) In the case that the foreign pilot is able to supply SAHPA with certified copies of their licence and third party insurance valid in South Africa, then SAHPA may waive the insurance fee(s) if the licence and documentation are deemed acceptable.
- iii) The foreign licence must be valid for the full period of the temporary licence.
- iv) A foreign pilot living in South Africa for a period exceeding 90 days is expected to apply for a SAHPA licence.
- v) Foreign Instructor ratings do not apply unless the Instructor has been validated by the SAHPA safety committee and he has complied with the minimum SAHPA requirements for the SA instructor rating.

SECTION 3

LICENCE REQUIREMENTS

3.1 Hang Gliding

3.1.1 Learner Licence

- a) Complete a Learner / Student licence application, Medical Fitness and Indemnity Certificate and pay the prescribed temporary membership fee.
- b) This permits the registered learner to under-go training in hang gliding under direct supervision of a SAHPA licensed Instructor. It also validates the insurance covers from the first day of training.
- c) Registration for Learners must be received by SAHPA not later than 7 days after commencing the training course.
- d) The Student Licence, when utilised on an Introductory Course, only has the objective of introduction. If successful. The applicant will then enter into the standard training syllabus.

3.1.2 Novice Licence

3.1.2.1 Successfully complete all the requirements on the Training Proficiency Card, which include:

- a) Pass Novice Licence written test.
- b) The pilot shall have undergone at least four days of training with a SAHPA rated Instructor, including a minimum of 30 training flights of less than 60 seconds duration for hill and tow training.
- c) The pilot shall have logged at least 5 solo flights of at least 60 seconds duration each.
- d) Be capable of demonstrating the following to a satisfactory standard:
 - Thorough pre-flight check
 - Take off in wind of less than 28kph
 - Ability to maintain correct flying speed
 - Partial stall and recovery
 - Controlled 180 degree turns in both directions with pre-determined entry and exit without marked slip or slide
 - 5 out of 5 landings in a designated area
 - Good take-off technique
 - Knowledge of back-up reserve deployment

- e) Complete all sections of the SAHPA Training Proficiency Card.

3.1.2.2 Training by Tandem flying

- a) Learners, who are trained on a tandem hang glider, should complete at least 15 flights of a minimum of 2 minutes each as P2 with the instructor before flying solo.
- b) The student will complete a minimum of 10 solo flights of at least 2 minutes duration each and 100m ground clearance.

3.1.2.3 Recommended Operating Limitations for Novice Licence Pilots

- c) The Novice Pilot 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.
- d) It is highly recommended that all flights (after obtaining the rating) be made under the direct supervision of a SAHPA rated Instructor, but as a minimum must always be under supervision of a senior pilot.
- e) Should fly only in smooth winds of 28 kph or less, and gusty winds of no more than 20 kph.
- f) Should launch only on slopes of 2:1 to 7:1, where wind is no more than 25 degrees of being straight up the slope.
- g) Novice licences will also carry a hill or tow endorsement. This is to facilitate training by means of towing without having to make use of any hill launching. This endorsement is only applicable to Novice Licences. All Novice Pilots need to be fully endorsed for hill launching when applying for the A-Licence.

3.1.2.4 Tow Launch and Hill Launch endorsement requirements

See Addendum D (to follow).

To obtain the Novice licence, the pilot will submit the following to the SAHPA Office:

- Marked and passed Novice Licence examination
- Membership Application form, duly completed and signed by the instructor and the pilot
- Completed and signed Training Proficiency Card
- Copy of logbook
- SAHPA Membership fees (and any temporary membership fees if Learner Licence has expired)

3.1.3 A – Licence

- a) The pilot shall have logged at least 25 solo flights of at least 60 seconds duration each.
- b) Pass the A-Licence written test.
- c) Capability of demonstrating the following to a satisfactory standard:
 - i) Thorough pre-flight check
 - ii) Take off in more than 24kph wind
 - iii) Ability to maintain correct flying speed
 - iv) Partial stall and recovery
 - v) Controlled 360° turns in both directions with pre-determined entry and exit without marked slip or slide.
 - vi) 5 out of 5 controlled landings within a 50m-diameter circle.
 - vii) Flight in conditions, which require quick control responses for safe flight.
 - viii) Good take-off technique
 - ix) Good general flying with proper mental attitude.
 - x) Knowledge of back up parachute deployment.
- d) Must have hill launch endorsement.

To obtain the A-Licence, the pilot must submit the following to the SAHPA Office:

A-Licence Checklist, signed by the Club Licensing & Safety Officer after agreement by the Club Observer Committee

Marked and passed A-Licence exam

Copy of logbook

Licence Application fee

3.1.4 B- Licence

- a) The pilot shall have logged at least 75 solo flights of at least 60 seconds duration each.
- b) The applicant shall have flown at least three different sites, one of which shall be inland.
- c) No reported accident involving pilot error on the part of the applicant within the 3 month period prior to the application.
- d) Pass the B-Licence written test.
- e) Application of discretion in assessment of flying conditions.
- f) Capability of demonstrating the following to a satisfactory standard:
 - i) Thorough pre-flight

- ii) Good general flying with proper mental attitude
- iii) Wire launch take-off
- iv) 5 out of 5 landings within a 50m diameter circle
- v) Controlled landings feet first without the control frame touching the ground.
- vi) Perfect take-off technique. No evidence of a stall may be shown
- vii) Nil wind take off
- viii) Take off in 30kph wind
- ix) Figure 8 manoeuvre around 2 fixed pylons in a 15kph wind, showing ability to correct for drift.
- x) Safe landings in restricted areas- land within 100 metres upwind of a 5m high obstacle.
- xi) Full stall and recovery.

To obtain the B-Licence, the pilot must submit the following to the SAHPA Office:

B-Licence Checklist, signed by the Club Licensing & Safety Officer, after agreement by the Club Observer Committee

Marked and passed B-Licence exam

Copy of logbook

Licence Application fee

3.1.5 C-Licence

- a) The pilot shall have logged at least 150 solo flights of over 60 seconds' duration OR 100 flights of over 60 seconds duration if the total accumulated airtime exceeds 50 hours.
- b) At least 10 flights shall have been in excess of 30 minutes duration each, and shall include at least one flight over 1 hour duration.
- c) No reported accident involving pilot error on the part of the applicant within the 6 month period prior to the application.
- d) Will have held a B-Licence for at least one year prior to applying for the C-Licence.
- e) Pass the C-Licence written test.
- f) The applicant will have flown at least six different sites of which at least 3 shall be inland, at least 50km from the coast. At least one site shall be coastal.
- g) Five logged cross-country flights of at least 20km respectively, out of ridge lift.
- h) Capability of demonstrating the following to a satisfactory standard:
 - i) Aero Medical knowledge
 - ii) Air space regulations

- iii) Correct radio procedure
- iv) Appropriate navigation

To obtain the C-Licence, the pilot must submit the following to the SAHPA Office:

C-Licence Checklist, signed by the Club Licensing & Safety Officer, after agreement by the Club Observer Committee

Marked and passed C-Licence exam

Copy of logbook

Licence Application fee

3.1.6 Tandem Rating

3.1.6.1 Applicant must:

- i) Have logged 300 solo flights of minimum 60 seconds duration each, and
- ii) Have a minimum of 150 hours of total solo airtime
- iii) Be in possession of an C-Licence
- iv) Provide a CAA Approved Class 4 Medical Fitness certificate.
- v) Have read the SAHPA Tandem recommendations
- vi) Must have Club Observer Committee approval
- vii) Must apply to the SAHPA Committee for final approval
- viii) Pilot in command shall carry a tandem rated reserve for all tandem flights

For the Tandem rating to be considered by the SAHPA Committee, the pilot must submit the following to the SAHPA Office:

Tandem Rating Application Checklist, signed by the Club Licensing & Safety Officer, after agreement by the Club Observer Committee

A Medical Fitness Certificate (signed by a medical doctor) and in compliance with which ever Regulations are required and laid down by SAHPA at the time

Copy of logbook

Licence Application fee

3.1.8 Instructors Rating

3.1.8.1 Grade C Instructor Rating.

- a) NOT IN USE.

3.1.8.2 Grade B Instructor Rating.

- a) The pilot shall have logged at least 200 solo flights or 100 hours airtime.
- b) C-Licence held for at least 12 months.
- c) Pass Instructor rating written test.
- d) Pass the most recent compiled test papers for all licence grades.
- e) Hold a recognized certificate of competency in First Aid (St. John Ambulance, Red Cross, Industrial, Military, or equivalent) that is current and valid during the period of the licence to be granted.
- f) Proper attitude, airmanship, responsibility, approachability and practical instructor potential to be displayed.
- g) Satisfactory safety record.
- h) Practical experience gained either:
 - i) By attending an Official SAHPA Instructor Course, OR
 - ii) By observing and assisting a SAHPA rated Instructor on training slopes for at least 10 days. Applicant should have launched at least two students on their first flights during his training, under supervision.

3.1.8.3 Grade A Instructor Rating.

- a) NOT IN USE

For the Instructor rating to be considered by the SAHPA Committee, the pilot must submit the following to the SAHPA Office:

Instructor Rating Application Checklist, signed by the Club Licensing & Safety Officer, after agreement by the Club Observer Committee

Letter of recommendation by SAHPA rated Instructor

Copy of logbook

Licence Application fee

3.1.9 Notes

- a) Licences may only be issued to members of SAHPA.
- b) Members shall keep an accurate log of flights, each of which has an endurance of more than 60 seconds. The logbook shall be kept up-to-date and shall make provision for reference to accumulated time in the air. Logged flights should be witnessed and signed for by an independent party, preferably a hang glider pilot, whenever practical.
- c) Novice Licence written tests shall be marked only by a SAHPA rated instructor. A-, B- and C- Licence written tests shall be marked by a SAHPA rated instructor or Licensing & Safety Officer. All tests shall be based upon a standard question paper drawn up and circulated from time to time by the SAHPA National Safety & Training Officer. Papers shall be marked consistently against the designated pass mark and appropriate model answers provided by the National Safety & Training Officer.

- d) Instructor rating written tests may only be marked by the National Safety & Training Officer, or a suitably experienced, competent, SAHPA rated instructor approved by him.
- e) Oral testing will only be allowed after prior application to the SAHPA Committee, and will only be granted for proven difficulty with writing, such as dyslexia, provided that such problems will not prohibit safe flying or understanding of rules and regulations. SAHPA Committee will prescribe the procedure for such oral testing, which will be done with an instructor other than the instructor who did the original training.
- f) B- and C-Licences shall not be granted simultaneously. The highest grading permitted on a combined application shall be the B-Licence, except in cases of pilots from other countries already in possession of a recognised qualification equivalent to the C-Licence.

3.2 Paragliding

3.2.1 Student Licence

- a) Complete a Student licence application and Medical Fitness Certificate and pay the prescribed fee. Student Licence refers to a Learners Certificate.
- b) This permits the registered student to under-go training in paragliding under direct supervision of a SAHPA licensed Instructor only, in accordance with the SAHPA training manual. It also validates the insurance covers from the first day of training.
- c) Registration for Students must be received by SAHPA not later than 14 days after commencing the training course.
- d) The Student Licence, when utilised on an Introductory Course only has the objective of introduction. If successful. The applicant will then enter into the standard training syllabus.

3.2.2 Basic Licence

3.2.2.1 Successfully complete the requirements on the Training Proficiency Card, which include:

- a) Must have received a theoretical and practical instruction training course in accordance with the SAHPA Training Manual.
- b) Pass the Basic Licence written test.
- c) Submit a copy of the logbook signed by a rated Grade A or Grade B instructor to confirm that the applicant completed all requirements.
- d) Completed a minimum of 35 flights, of minimum 60 seconds duration each, of which 20 solo flights must be from over 100m height difference, and a total time of at least 4 hours solo flight time logged, and at least one solo soaring flight of a minimum 20 minutes. At least 2 solo flights shall be in light thermic conditions and will be at least 10 minutes duration each, and each will include some thermalling turns (consecutive 360s in rising air). A maximum of 5 flights as passenger on an instructor piloted tandem glider can be included in the initial 35 flights. These flights must be from over 100m height difference and be at least 1 minutes duration. All flights shall be signed in the logbook by the Instructor, on a daily basis.
- e) Must have flown from at least 2 different mountain sites.
- f) Must have been introduced to thermic flying techniques at a thermic inland site of at least 20km inland.
- g) Be familiar with and able to demonstrate the parachute-landing roll technique.
- h) Have knowledge of reserve parachute deployment.
- i) Pass the practical flight test consisting of:

- i) Demonstration of good layout and pre-flight checks, including the 5-point check
- ii) Demonstration of good unassisted pull-ups/inflation's and ground control
- iii) Demonstration of the ability to hold a canopy inflated directly overhead in sufficient wind
- iv) Good unassisted forward take-offs in wind strengths of 0 - 10 km/h (pilot must be able to run in a straight line while controlling the canopy, without assistance)(at least 3 flights)
- v) Straight line flights demonstrating good flying technique on the paraglider model in use
- vi) Demonstration of good reverse pull-up and take-off technique in at least 3 flights. Pilots will use the cross brake method (or similar) in all cases, i.e. no swapping and/or letting go of toggles in hands allowed.
- vii) A flight demonstrating S-turns or figure 8's
- viii) 90° and 180° turns, left and right (separate flights permitted)
- ix) 360° turns, left and right (separate flights permitted)
- x) Demonstration of good landing approach set-up and technique
- xi) Demonstration of landing accuracy by landing 3 out of 3 attempts in a 50m diameter circle in consecutive flights
- xii) Must have experience of flying with several pilots sharing a ridge.
- xiii) Must be able to demonstrate the Big Ears manoeuvre, and know the dangers.
- xiv) Must be able to demonstrate the speed-bar system and know the dangers.
- xv) Demonstration of flight and landing with back risers and know the dangers.
- xvi) No student training flights or training (ground handling) should be conducted in winds of greater than 28 km/h.
- xvii) No student training flights or training (ground handling) should be conducted if the gust variance is greater than 15 km/h

3.2.2.2 Winch-trained pilots

- a) The pilot will have flown at least 5 solo flights from a mountain site of at least 100m height difference over a minimum of 2 days, which will include a ridge soaring flight in company of several other pilots, in addition to the winch training.
- b) The pilot will have been thoroughly briefed on the dangers of mountain flying and the accompanying micrometeorology.
- c) The pilot will demonstrate good unassisted take-off technique on the mountain launches

- d) Definition of a winch-trained pilot: Pilot who has done more than 50% of the required flights of their Basic Licence training syllabus from a winch with a registered winch-training school.

To obtain the Basic licence, the pilot will submit the following to the SAHPA Office:

- Marked and passed Basic Licence examination
- Membership Application form, duly completed and signed by a Grade B or Grade A Instructor and the pilot
- Completed and signed Training Proficiency Card
- Completed and signed Practical Requirements Card for the Basic Licence Checklist
- Copy of logbook
- Membership fees

3.2.2.3 The Basic Licence pilot is permitted:

- a) To fly at Basic-graded sites unassisted.
- b) To fly under the supervision of a Sport Licenced pilot when flying at a site requiring additional supervision according to the Club rules of the site.
- c) To fly BASIC or INTERMEDIATE CLASS paragliders without trim-tabs or multiple-trim setting facilities, until at least 80 flights, in accordance with the guidelines given in the SAHPA Paraglider Classification List if still produced, alternatively in accordance with the recognised rating organisations listed by SAHPA.

3.2.3 Sport Licence

- a) Pass the Sport Licence written test.
- b) Submit a completed Sport Licence Application Checklist, which must show consent from the Club Observer Committee that the pilot has complied with all the requirements and is competent to fly from all sites.
- c) Must have held the Basic Licence for a minimum of 12 months.
- d) Must have completed a total of 125 solo flights of minimum 60 seconds duration, of which 10 flights must have been over 200m height difference, and at least one flight of over 60 minutes duration, and a minimum of 30 hrs total airtime.
- e) Must have thorough theoretical knowledge of the following:
 - i) The performance limitations of the paraglider model in use
 - ii) Cliff launches
 - iii) Steep turns/spirals
 - iv) Stalls
 - v) Spins

- f) Must show thorough knowledge and be able to demonstrate:
 - i) Good layout and pre-flight checks
 - ii) Very good unassisted ground control in all conditions
 - iii) Good reverse pull-up technique and take-off in soarable winds
 - iv) Soaring in ridge lift
 - v) Top landing
 - vi) Thermalling to +300m above take-off
 - vii) Landing accuracy by landing 3 out of 3 attempts in a 30m diameter circle
- g) Must have flown at least 6 different sites, of which one must have been coastal within 20 km from the sea, and three must have been inland. One of the inland sites must have been above 5,000ft ASL.
- h) Supply a certificate from a Registered School, or SAHPA rated Instructor, that the pilot has successfully completed a registered Aerial Manoeuvres Course or Safety Course or SIV Course or completed the manoeuvres documented on the sports licence application form detailing flights and dates with sign offs.

3.2.3.1 Aerial Manoeuvres Course (also known as Safety or SIV Course) requirements:

- a) The course is aimed at the pilot progressing to the Sport Licence, or to improve flying skills.
- b) The course must be registered with SAHPA
- c) Entry level for an Aerial Manoeuvres Course is a minimum of 50 flights.
- d) The minimum course duration must be at least 3 days with a minimum of 8 flights.
- e) Tasks must include the following:
 - Pendulum control
 - Point of stall
 - Asymmetric and symmetric wing tucks
 - Accelerated asymmetric and symmetric wing tucks
 - Approach to incipient spin
 - B-riser stall
 - Front tuck
 - Butterfly stroke landing (as emergency procedure)
 - Symmetrical wingtips-tucked landing
- f) Theory must include the following:
 - Aerodynamics/glider behaviour
 - Meteorology and micro-meteorology

- Flying techniques (manoeuvre set-up, entry, control and recovery)
- Dangers and appropriate glider recovery techniques
- Emergency procedures (abortive techniques and reserve chute deployment)
- Medical knowledge with respect to typical paraglider injuries.

To obtain the Sport Licence, the pilot must submit the following to the SAHPA Office:

Sport Licence Checklist, signed by the Club Licensing & Safety Officer, after agreement by the Club Observer Committee

Marked and passed Sport exam

Aerial Manoeuvres (Safety Course) Certificate done on a registered course held by a registered School or SAHPA rated instructor.

Copy of logbook

Licence Application fee

3.2.3.2 The Sport Licence Pilot is permitted:

- a) To fly any Paraglider, in accordance with the guidelines given in the SAHPA Paraglider Classification List.
- b) To fly at all sites after local site requirements have been met.
- c) To train as an instructor assistant under the supervision of a Grade A or Grade B SAHPA rated Instructor.

3.2.4 Tandem Rating

Minimum Requirements for Application:

- a) A minimum of 300 logged and recorded solo flights
- b) 150 hours total logged solo airtime
- c) Be in possession of a valid Sport Licence for at least 12 months and has been a Licenced Basic Paraglider pilot for at least 24 months.
- d) No incidents or accidents displaying negligence or incompetence in the past 6 months
- e) Submit a completed Tandem Rating Application Checklist, which must show consent from the Club Observer Committee that the pilot has complied with all the requirements and is competent to fly tandem paragliders
- f) Submit a Medical Certificate as required in Addendum C of this Operations Manual.
- g) Hold a recognised certificate of competency in First Aid and CPR (Red Cross, St. John, Industrial, Military or equivalent), which is current and valid for the period of the licence to be granted.

Procedures:

- h) Before Starting with a tandem Pilots Licence, the pilot must register with SAHPA as a Trainee Tandem Pilot. Upon Registration, the trainee Tandem Pilot will receive an Info pack that will include all the documentation required for the process.
- i) Pilots applying for the Tandem Licence should check that they meet all the requirements below.
- j) Attend and complete Tandem Course & Flights
- k) Issue of ATF (Authority to Fly) must be done before flying with non tandem rated pilots (i.e. last 20 flights of course). ATF may only be issued once theoretical exam is completed and passed, and medical certificate is presented.

Practical Requirements:

- l) All practical requirements must be completed within one calendar year from commencement.
- m) Must pass the SAHPA Tandem examination.
- n) At least 40 flights to be flown in tandem paraglider
 - i) The first 7 flights to be flown with a tandem rated Instructor, with the first 2 as passenger and remainder of these flights as pilot in command.
 - ii) Three Flights as passenger with Licenced Tandem Pilots.
 - iii) Ten Flights as Pilot in Command (PIC) with Tandem Pilots, of which at least one must be with a grade C licenced instructor, and at least one with a tandem rated pilot (not instructor rated).
 - iv) 20 Flights as PIC with at least Basic Rated PG Pilots (Current), of which one will be a check flight done during the last ten flights with a different B & C Licenced Instructor (ATF Must be issued before commencing with this 20 flight section).
 - v) Must have flown with at least 2 different weighted tandem-rated pilots as passengers with a weight difference of at least 20kg, to experience the influence of different passenger weights on a tandem.
 - vi) Failure to complete all flights & requirements within one year will require starting again.
 - vii) Failing the check flight requires additional five flights before next check flight, one or more of which must be with designated Instructor.
 - viii) Must log a minimum of 3 Hours as Pilot in command.
- o) Winch trained Tandem Pilots are to complete at least 5 flights, one of which as a passenger with a Tandem Rated Instructor from a mountain site with at least 200m height difference.

Course Syllabus (Practical / Flight)

- p) **Launch**
 - 1. Demonstrate unassisted forward launch in less than 5kph wind.

2. Demonstrate forward launch in more than 15kph wind (may be assisted).
 3. Reverse launch
- q) **Flight**
4. Demonstrate pendulum control
 5. Demonstrate Big Ears
 6. Demonstrate pilot induced Asymmetric Collapse (50% or more)
 7. Demonstrate pilot induced Front Collapse
 8. Two 30min flights in thermic conditions flown at a site at least 20km from coast between 11am and 3pm.
 9. Log 5 hours as pilot in command
 10. Fly from at least three different sites
 11. Minimum five mountain launches, at least two of which with instructor.
 12. Fly as close as possible to min and max weight range of wing by taking different weight passengers (to experience different wing loadings).
- r) **Landing.**
13. Accuracy: three out of three in 15m radius circle.
 14. Nil wind landing.
 15. Strong (15kph+) wind, unassisted landing with pilot and passenger staying on their feet while dropping the wing.

Equipment requirements:

- s) Only certified tandem rated glider, tandem rated reserve and equipment will be used for all tandem flights (reserve compulsory for all flights).
- t) Pilot must fly with a full face helmet at all times.

For the rating to be considered by the SAHPA Committee, the pilot must submit the following to the SAHPA Office:

Tandem Rating Application Checklist, signed by the Instructor.
Letter of support/motivation from the Club to which the pilot is affiliated.
Medical Fitness Certificate.
First Aid Certificate.
Marked written examination
Copy of logbook
Licence Application fee

3.2.5 Instructor Assistants.

- a) Shall hold a Sport Licence.

- b) Shall have been flying for at least one year.
- c) Shall submit a letter from a SAHPA registered school requesting that the pilot be registered as an Instructor Assistant by SAHPA.
- d) Licence Application fee.

3.2.5.1 Operating limitations for Instructors Assistants

- a) Instructor Assistants may only do training of students under direct supervision of a Grade B or Grade A rated instructor at the same site at the same time, on the ground and within eyesight of the student and in radio contact.
- b) The instructor will take responsibility for the actions of the instructor assistant during all training sessions.
- c) Instructor's assistants may give theory lectures and ground control instruction unsupervised after having been supervised for at least 2 lectures and 2 days of ground control instruction.

3.2.6 Instructor Rating

3.2.6.1 Grade C Instructor (Also referred to as Tandem Flight Instructor).

Minimum Requirements for Application:

- a) Tandem Licence held for minimum one year.
- b) Total of 500 Flights (tandem and solo combined).
- c) 100 Tandem flights logged.
- d) 50 Tandem hours logged.
- e) At least five different sites flown on tandem.
- f) 25km Tandem XC flown (preferably in thermic conditions).
- g) Must be current (at least 20 tandem flights flown in past 6 months).
- h) Incident free for last six months.
- i) Must have signed and adhere to code of conduct (Airmanship).

Practical Flight Test:

- j) Two Check Flights as pilot in command, done at different sites, with two designated tandem instructors.
- k) Present SIV certificate from registered school, for following manoeuvres, or demonstrate on a Tandem glider:
 - i) Pendulum control
 - ii) 50%+ Asymmetric collapse (trims off)
 - iii) Front collapse (trims off)
 - iv) B Line Stall (demonstrate theory only)
 - v) Point of Spin

- vi) Point of Stall
- vii) Big Ears Landing
- viii) Butterfly Landing
- ix) Spiral (8 – 12m/s) demonstrating controlled exit
- x) Two consecutive 360Deg Turns within 20sec with accurate on heading exit.

Other Requirements:

- l) Pass Theory Exam
- m) Application must be signed of by the Club LSO

Operating limitations for Tandem Flight Instructors;

- n) Tandem Flight Instructors may take members of the public for an instructional flight experience for remuneration.
- o) Tandem Flight Instructors may take students as passengers on instructional flights.

3.2.6.2 Grade B Instructor.

- a) The pilot must have logged a minimum of 500 solo flights and 100 hours and shall have been a Licenced basic pilot than 2 years.
- b) Pass the Instructor Rating written exam and practical requirements at a SAHPA Instructor training facility.
- c) Hold a recognised certificate of competency in First Aid and CPR (Red Cross, St. John, Industrial, Military or equivalent), which is current and valid for the period of the licence to be granted.
- d) Have a satisfactory safety record, as a Grade C Instructor.
- e) Practical experience gained by attending an approved SAHPA Instructor Training Course.
- f) Applicant should have launched at least three students on their first flights, under supervision of a Grade B or Grade A Instructor prior to attending an Instructor training course.
- j) The applicant must show proper attitude towards airmanship, safety, responsibility, approachability and practical instruction ability.

3.2.6.3 Grade A Instructor.

- a) The pilot must have held a Grade B Instructors licence for a minimum of 24 months.
- b) Pass the Instructor Rating written exam and practical requirements at a SAHPA Instructor training facility.
- c) Must have assisted in at least 2 Instructor training courses at a recognised Instructor Training facility.

- d) Hold a recognised certificate of competency in First Aid and CPR (Red Cross, St. John, Industrial, Military or equivalent), which is current and valid for the period of the licence to be granted.
- e) Have a satisfactory safety record, as determined by the Club Observer Committee in conjunction with the Club Licensing & Safety Officer.
- f) Practical experience gained either by attending an approved SAHPA Instructor Training Course,
- k) The applicant must show proper attitude towards airmanship, safety, responsibility, approachability and practical instruction ability.

For the Instructor rating to be considered by the SAHPA Committee, the pilot must submit the following to the SAHPA Office:

In the case of a Grade C applicant, Instructor Rating Application Checklist, signed by the Club Licensing & Safety Officer, after agreement by the Club Observer Committee and two letters of recommendation by SAHPA registered Grade A or Grade B Instructors.

In the Case of a Grade B or Grade A applicant, the approval certificate and Instructor application from the SAHPA registered Instructor Training Facility.

The Instructor rating Exam,

Copy of logbook.

Copy of Restricted Radio Certificate.

Licence Application fee

1st aid certificate valid for year of rating

Medical fitness certificate sign by a medical practitioner

3.2.7 Notes

- a) Members shall keep an accurate log of all flights of over 60 second's duration. The logbook shall be kept up-to-date and shall make provision for reference to accumulated time in the air.
- b) Basic Licence written tests shall be marked only by a Grade B or Grade A SAHPA rated Instructor and shall be based upon a standard question paper drawn up and circulated from time to time by the SAHPA National Safety & Training Officer. Sport licence written tests shall be marked by a SAHPA rated Instructor. Papers shall be marked consistently against the designated pass mark and appropriate model answers provided by the National Safety & Training Officer. Instructor rating written tests may only be marked by the National Safety & Training Officer, or a suitably experienced, competent, SAHPA rated Instructor approved for this purpose.
- c) Oral testing will only be allowed after prior application to the SAHPA Committee, and will only be granted for proven difficulty with reading and writing, such as dyslexia, provided that such problems will not prohibit safe

flying or understanding of rules and regulations. SAHPA Committee will prescribe the procedure for such oral testing, which will be done with an instructor other than the instructor who did the original training.

- d) Basic and Sport Licences shall not be granted simultaneously, except where accompanied by recommendations from a SAHPA Club under special circumstances, or in cases of pilots from other countries already in possession of a recognised qualification equivalent to the SAHPA Sport Licence. In such special cases, written application will be made to the SAHPA Committee. Foreign pilots may be required to write the Sport Licence test.

3.3 Powered Paragliding & Powered Parachutes

Refer to addendum D for the current Manual of Procedures.

3.3 Powered Hang Gliders

Please see Addendum F of this MOP

SECTION 4

LICENCE RENEWALS

4.1 Application

A renewal form shall be completed by each pilot for the annual renewal of a licence rating. ***Every renewal application shall be accompanied SAHPA renewal forms and an abbreviated logbook.***

4.2 Authorised Signatories

Renewal applications shall be signed by the appointed local Club Licensing & Safety Officers or instructors, who shall satisfy themselves that the requirements of paragraphs 4.3 and 4.4 have been met.

Instructor rating renewals shall be submitted to the National Safety & Training Officer for approval and signature.

The National Safety & Training Officer will only consider authorising unsigned renewal applications if it can be satisfactorily shown that there is no local club operating in the area.

4.3 Hang Gliding

a) Learner Licences:

No minimum experience required. Renewable every 6 months.

b) Novice Licences:

Renewable automatically, and pilot to submit a newly signed Medical Fitness Certificate.

c) A-Licences:

Minimum 10 flights and 1 hour logged regularly during the previous 12 month period, and a newly signed Medical Fitness Certificate.

d) B-Licences:

Minimum 10 flights and 5 hours logged regularly during the previous 12 month period, and a newly signed Medical Fitness Certificate.

e) C-Licences:

Minimum 20 flights and 15 hours and 50 km total cross country flight distance logged regularly during the previous 12 month period, and a newly signed Medical Fitness Certificate.

f) Tandem Rating:

Minimum of 10 flights and 5 hours on tandem gliders, in addition to C-Licence criteria, and new Medical Fitness Certificate signed by a medical practitioner.

g) Instructor Rating:

Minimum 20 flights and 15 hours and 50 km total cross country flight distance logged regularly during the previous 12 month period

AND

Active as a school instructor engaged in basic training **OR** regularly participating in the running of safety and training projects at Club level, during the previous 12 month period.

AND

A satisfactory safety record, determined by the Club Observer Committee, in conjunction with the Club L&SO, by way of a letter of recommendation. Should the Club L&SO be connected with the instructor in any manner, the NS&TO will appoint a suitable person to determine the requirement.

AND

Be in possession of a First Aid Certificate valid for the period of the rating (should the First Aid Certificate expire during the period, the new certificate must be submitted to SAHPA before the expiry date of the previous certificate)

AND

Submit a newly signed medical certificate of fitness.

h) Pilots over 60:

Additional to any of the above licence renewal criteria, a newly signed certificate of fitness from a medical practitioner.

4.4 Paragliding

a) Basic Licence:

Minimum 20 flights and 5 hours logged regularly during the previous 12 month period, and a newly signed Medical Certificate of Fitness.

b) Sport Licence:

Minimum 40 flights and 10 hours logged regularly during the previous 12 month period, and a newly signed Medical Certificate of Fitness.

c) Tandem Rating:

Minimum of 20 flights and 5 hours logged regularly during the previous 12 month period on tandem gliders, in addition to the Sport Licence requirements, and a current Medical Certificate of Fitness and Be in possession of a First Aid Certificate valid for the period the rating. If any incidents reported, renewal subject to safety committee approval.

d) Instructor rating:

NOTE: ALL requirements must be met in the preceding 12 months from the annual renewal date.

Grade C Instructor

- xi)** 40 Tandem Flights logged in past year
- xii)** 10 Tandem hours logged in past year
- xiii)** LSO Approval of renewal

- xiv) If any incidents reported, renewal subject to safety committee.

Grade A & B Instructors

Minimum of 40 flights and 10 hours

AND

Active as a school instructor engaged in basic training OR regularly participating in the running of safety and training projects at Club level OR engaged in aerial manoeuvres courses and/or cross country flying training

AND

Be in possession of a First Aid Certificate valid for the period the rating will be valid (should the First Aid Certificate expire during the period, the new certificate must be submitted to SAHPA before the expiry date of the previous certificate)

AND

A satisfactory safety record, determined by the Club Observer Committee, in conjunction with the Club L&SO, by way of a letter of recommendation. Should the Club L&SO be connected with the instructor in any manner, the NS&TO will appoint a suitable person to determine the requirement.

AND

Attend an Instructor Seminar consisting of 2 full days of at least 6 hours each (if made available by SAHPA). This requirement may be offered and met as two Instructor Fly-Away's with half-day seminars.

AND

Complete a skill test of a cross country flight by

- Attending a SAHPA competition and scoring a minimum distance of 10km in a task,

OR

- Flying distance at an Instructor Fly-Away to the satisfaction of the NS&TO,

OR

- if these avenues have failed or was impossible, applying to the NS&TO to demonstrate thermalling and cross country skills to an inspector (costs for inspector to be paid by instructor/school)

AND

Submit a newly signed medical certificate of fitness.

f) Pilots over 60:

Additional to any of the above licence renewal criteria, a new Medical Certificate of Fitness signed by a medical practitioner.

g) Student Licence

Renewable for periods of 6 Months at a time, with no minimum experience requirement.

4.5 Re- issue of ratings or licences

a) Renewal of licences and ratings

i) Renewal of Instructor Rating

- Must attend instructors seminar or,
- Must attend 2 schools for 5 days each if no seminar.
- Alternatively attend 1 school for 10 days if no seminar
- Must attend TFI course (if they wish for C (TFI)) this will allow you to instruct the new tandem flight experience course shortly to be released
- You can be come a B grade instructor and not instruct via tandem.
- Must fulfil practical requirements AS DIRECTED IN SA-CATS-FCL and the SAHPA MOP
- Must produce a letter from those schools and letters of competency from his/her club LSO or safety Committee.
- Complete all latest theoretical test for all licences and ratings appropriate for rating required. This will include basic , sport etc if different to the ones previously written to become an instructor initially.
- Must have basic First Aid level 1 (CPR optional but suggested)
- Plus comply with renewal requirements as per licence and ratings

ii) Renewal of TFI rating

- Must attend TFI course or complete 5 sign off flights with TFI rated tandem instructor (A & C or B & C rated)
- Must fulfil practical requirements AS DIRECTED IN SA-CATS-FCL and the SAHPA MOP
- Must produce letters of competency from his/her club LSO or safety Committee.
- Complete all latest theoretical test for all licences and ratings appropriate for rating required.

- Must have basic First Aid level 1 (CPR optional but suggested)
 - Licence requirements (NB this is different to the ratings)
- iii) **Renewal of basic or sports licence (if licence expired for less than 3 years expiry)**
- Skills test
 - Licence reissued
 - Flights and flight time hours for renewal adhered to.
 - Medicals as per SA-CATS-FCL and the SAHPA MOP
- iv) **Renewal of basic or sports licence (if licence has expired for more than 3 years expiry)**
- Skills test
 - Latest theoretical test re written
 - Minimum 10 flights
 - Minimum hours for normal renewal complied with
 - I.e. hours for basic and sport Licences - Plus hours for tandems and hours for instructors. (the amount needed for a renewal)
 - Medical as per MOP/cats
- b) Maintenance of ratings
- If a licence is left to lapse all ratings automatically fall away.
- c) Re issue of ratings
- All licences and ratings - If the licence and ratings have lapsed for more than 5 years – the complete requirements will have to be redone from the beginning

**TFI (training) Tandem Flight Instructor rating
(Paragliding grade C Instructor)**

- Complies with instructor aspects (60 months as per CAR's)-
- Tandem renewal if lapsed - over and above other requirements
- flights signed off by Tandem rated or TFI rated instructor
- comply with renewal requirements
- Completes latest theory test

- Must have basic First Aid level 1 (CPR optional but suggested)

Please note it is in all Instructors, TFI's and tandem pilot's interests to keep current and licensed.

4.6 Medical fitness certificate

All applicants shall supply a signed Medical Fitness certificate with every licence renewal application, as per the requirements above and as per the requirements amended by SAHPA periodically.

For tandem pilots and tandem rated instructors (TFI) the pilot must have a completed Class 4 medical as per the CAA regulations.

See Addendum C.

4.7 Notes

a) Proof of Flights

All pilots have to prove that they have flown regularly and have done the required number of flights over the previous 12 months by completing abbreviated logbook and documenting their hours on the SAHPA renewal form. Pilots can at any stage by SAHPA, Aero club or the CAA, be requested to produce their logbooks in hard copy for scrutiny if an audit is required..

All pilots are required by law to keep a written or printed logbook and it is suggested that those pilots maintaining log books digitally print out a hard copy every three months to comply with this regulation. In the case of licence upgrades or new ratings pilots must attach a complete logbook with any application. For endorsement flights or confirmation of experience and sufficient flights for a site or other reason the pilots logbook must be signed by the Club Licensing and Safety Officer or instructor, and must accompany application. If no Club Licensing and Safety Officer is available an affidavit confirming the authenticity is acceptable.

b) Penalty

Failure to meet these requirements will result in automatic downgrading of the licence by one class level, unless the Club Licensing & Safety Officer is satisfied that, in all other aspects, the applicant has maintained the required level of competency and all other requirements for the original grade, or by the pilot satisfactorily completing a currency skill test with a Club Licensing & Safety Officer or an instructor.

Should a tandem pilot or instructor fail to meet these requirements, the National Safety & Training Officer can appoint a duly qualified person to assess the pilot's skills (currency skill test) and make a recommendation on the renewal of a licence or rating.

c) Temporary Downgrading

The Club Licensing & Safety Officer and/or Observer Committee has the power to temporarily downgrade a pilot who has not flown for a period of 6 months, until the pilot's proficiency level has been regained.

d) Re-application for a Licence

A pilot who has been downgraded may re-apply for the previous licence grade when they have regained the necessary proficiency level for the licence with the agreement of the Club Observer Committee, without having to write the theory test or pay the application fee.

e) Currency skill test

A pilot who has not complied with renewal requirements may be required to complete a currency skill test demonstrating good take-off and landing ability, consecutive 360° turns (thermalling, if possible), ridge soaring (if possible), good judgment for landing in a small landing space (spot landing). Paraglider pilots should additionally be able to demonstrate the execution of big ears (symmetric wingtip tucks).

The pilot should also show good theoretical knowledge of the following: weather, air law, and turbulence control.

A currency skill test should be done during at least 5 flights while under supervision, and can be conducted by an instructor, Club Licensing & Safety Officer, or a person appointed by the NS&TO.

The currency skill test must be completed on the Currency Skill Test Form in the appropriate places and submitted with the Renewal Application.

SECTION 5

APPROVED PERSONS

5.1 NATIONAL SAFETY COMMITTEE & NATIONAL LICENSING OFFICER AND TRAINING COMMITTEE

5.1.1 Appointment

The SAHPA Executive Committee shall appoint a National Licensing Safety & Training Officer each for Hang Gliding, Powered Paragliding & Hang Gliding.

In the case of paragliding a National Safety Committee shall be appointed comprising a SAHPA Executive appointed representative from each major provincial area as the committee sees fit. The SAHPA executive committee will also appoint a National Licensing and Training Officer.

Currently this are as follows: KZN, Western Cape, Eastern Cape including Wilderness, Free state and Gauteng including Northwest Province and Mpumalanga

These appointments should be reviewed annually. The positions of National Licensing and Training officer and National Safety Officer can be split into 2 positions if so required.

5.1.2 Qualification

The persons appointed should be held in high regard in the hang gliding/paragliding fraternity and command respect, and in the case of the NLTO should have an instructor rating or background. The National Safety Officer should hold at least a Sport licence.

5.1.3 Duties

- a) To ensure that the standard of safety and training is upheld;
- b) to review the training standards of the instructors and schools;
- c) to ensure that the training methods in use are appropriate and current;
- d) to review and up-date the licence exam question papers;
- e) to ensure that the Club Licensing and Safety Officers and Observers in each Club are appointed.
- f) to ensure that the site register is maintained;
- g) to ensure that the register of glider class ratings is maintained;
- h) to arrange disciplinary hearings for members who are in breach of the regulations;
- i) to keep a register of accidents and incidents;
- j) ensuring that clubs are formed and their constitutions are acceptable;

- k) to hold regular instructors seminars to provide a forum for discussion and interaction on training and safety.

5.1.4 Grounding

The National Safety committee will empower the national licensing officer to ground any paragliders or suspension systems which are considered to be un-airworthy. In the case of powered paragliders, hang gliders and powered hang gliders the national safety and training officer will be empowered to ground any paraglider used for powered flight/ hangglider, suspension systems or power unit or units that are considered un airworthy.

5.1.5 Disciplinary hearings

In the event of a breach of the rules the National Safety Officer and the National Licensing and Training Officer (these designations may be operated by one person) will be responsible for;

- a) Gathering of official allegations and evidence pertaining to the misconduct or breach of rules.
- b) Obtaining official written responses on the alleged charge from the pilot or instructor accused of the breach of rules or misconduct
- c) Ensuring that a "notification of a formal hearing" notice is sent;
- d) Organising a formal hearing;
- e) Recommending to the SAHPA Executive and the national licensing officer of any actions to be taken;
- f) Ensuring that the approved actions are carried out.

5.1.6 Suspension of Licences

The National Safety and Training Officer is empowered to temporarily suspend pilot's licences for a breach of the Rules and Regulations.

In the case of paragliders the national safety committee can empower the national licensing officer to temporarily suspend pilot's licences for a breach of the Rules and Regulations.

5.1.7 Removal of licences or ratings

The SAHPA National Safety Committee or officer, and national licensing officers are empowered to **remove** licences and ratings of any pilot, instructor or tandem pilot, if after relevant hearings and the following of procedures documented in the disciplinary section of the MOP and the pilot is found to be guilty of misconduct, or in breach of the regulations or proven to be displaying negligence unbecoming of a pilot previously authorized to hold such ratings.

5.2 CLUB LICENSING & SAFETY OFFICER

5.2.1 Appointment

Each affiliated Club shall appoint a Licensing & Safety Officer and shall maintain a register of such person's details and notify SAHPA in writing of these details annually.

5.2.2 Qualifications

The minimum qualification for a Club Licensing & Safety Officer is a Sport Licence for Paragliding and a C-Licence holder for Hang Gliding. This condition may be waived by the National Licensing & Training Officer in conjunction with the National Safety Officer if no suitably qualified person is available, but such a person may not issue licences.

Note: Where no suitably qualified Licensing & Safety Officers are available, licences shall be awarded at the discretion of the SAHPA National Safety & Training Officers (see 2.11). The National Licensing & Training Officer in conjunction with the National Safety Officer may appoint a suitably qualified pilot from another Club or area to assist with the awarding of licences, until such time as the problem has been resolved.

5.2.3 Duties

Duties of the Club Licensing & Safety Officer shall include:

- a) Ascertaining that pilots have the practical capabilities required for a licence application in conjunction with the Observer Committee;
- b) Observing and reporting any unsafe operations at Schools and conduct of instructors;
- c) Signing of renewal forms and licence applications, after deliberation with the Observer Committee;
- d) Sign-offs in logbooks of pilots where required;
- e) To assist, supervise and advise pilots of lower grades;
- f) To obtain accident and incident reports, investigate where required, and forward them to the SAHPA National Safety Officer or SAHPA Office with remarks, if any;
- g) To provide safety forums in the club context, where possible;
- h) To prevent unlicensed pilots from flying;
- i) And generally maintain flying discipline and safety consciousness in the Club environment.
- j) To regularly liaise and brief the geographical representative on the national safety committee of any safety issues or problems within their club.

5.2.4 Grounding

Club Licensing & Safety Officers are empowered to ground hang gliders/paragliders or suspension systems which are considered by them to be un-airworthy and report these to SAHPA.

5.2.5 Meetings

Licensing and Safety Officers shall chair regular meetings of the Club Observers for the purpose of discussing the awarding of licences, grading of sites, flying discipline and general safety issues. The findings/ minutes of these meetings will be forwarded to the geographical representative on the national safety committee whom will in turn place them on record with SAHPA

5.3 CLUB OBSERVERS

5.3.1 Appointment

Local Clubs shall appoint approximately 10% of their active flying members as official Observers. Such members must be current members of SAHPA.

5.3.2 Qualifications

Observers shall be regular flying members and shall be holders of valid B- or C- Licences or Instructor ratings (hang gliding) and Sport Licences or Instructor ratings (paragliding) as required by the Club in order to ensure that, as far as practicable, an Observer shall be present at each site whilst flying is in progress.

5.3.3 Duties

Duties of the Observers shall include

- i) The signing of logbooks as witnesses to flights
- ii) To assist, supervise and advise pilots of lower grades
- iii) To prevent unlicensed pilots from flying
- iv) Report un-airworthy equipment and gliders to the Licensing and Safety Officer
- v) And to report observations and offences to the Licensing & Safety Officer

5.3.4 Grounding

Observers are empowered to ground hang gliders/paragliders or suspension systems which are considered by them to be un-airworthy. Any such grounding is to be reported to the Club Licensing & Safety Officer within 14 days.

5.3.5 Meetings

Observers shall attend regular meetings as called by the Licensing and Safety Officer for the purpose of discussing the awarding of licences, grading of sites, flying discipline and general safety issues.

5.4 REPUTABLE PERSONS

5.4.1 Appointment

The National licensing & Training Officer and National Safety Officer shall recommend to the SAHPA Executive, individuals suitable for appointment as reputable person who are competent to carry out airworthiness inspections. Clubs may nominate such persons from their members.

5.4.2 Qualifications

Reputable persons who have the necessary knowledge and experience to inspect hang gliders or paragliders for airworthiness.

5.4.3 Duties

The duty of an airworthiness inspector is to conduct a thorough inspection of the hang glider or paraglider to ensure that it is safe to be flown.

5.4.4 Certificate of Airworthiness

All airworthiness inspections carried out by a reputable person shall be recorded on a Certificate of Airworthiness (see Addendum E), a draft of which will be available from the SAHPA Office.

SECTION 6

SIGN-OFF SYSTEM & SITE CONTROL

6.1 SIGN-OFF SYSTEM

6.1.1 Sign-offs

Authorisation to fly sites of higher grade than the pilot's current licence under supervision, shall be known as "sign-offs" and considered endorsements.

6.1.2 Student licence pilots

Under no circumstance may student pilots fly without being under direct supervision of a SAHPA rated Instructor.

6.1.3 Novice and Basic Licence Sign-offs

- i) Novice (hang gliding) and Basic (paragliding) licence pilots may fly non-nominated or sites of higher grade only when duly supervised on the particular occasion by a SAHPA rated Instructor, Club Licensing & Safety Officer or Club Observer.
- ii) Novice (hang gliding) and Basic (paragliding) licensed pilots may fly from nominated A-Licence and Sports Pilot class sites unaccompanied only after completing the mandatory flights under supervision according to site requirements and having received the sign-off in their logbooks.

6.1.4 Endorsement Sign-offs

All endorsements will be signed off in a pilots logbook unless the pilot operates a digital logbook or if one is not present be placed on an official letter detailing the endorsements, why it is being given, compliancy with requirements fulfilled and detailing the flights that were observed that corroborate the endorsement. This letter then must be given to the pilot and a copy sent to SAHPA to be placed on file. All endorsements must display name signature and licence number of instructor or LSO duly authorised to give such an endorsement.

6.2 SITE CONTROL

6.2.1 Control of Sites

- a) The flying and discipline at sites in any area will be controlled by the local Club or Clubs, in accordance with guidelines given in Section 9. A visiting pilot who breaches the rules may be prohibited from further flying at sites in the area, and his local Club may be approached for further disciplinary action. Should the pilot not belong to any Club, SAHPA may be approached with a

written complaint against the pilot. SAHPA will investigate the allegations and take necessary actions, where required.

- b) Where no Clubs are operating in an area, the owner of the site or the local person or pilot dealing with the site, may approach SAHPA with a written complaint against the pilot. SAHPA may appoint a Club or Club Licensing & Safety officer or suitable senior pilot to investigate the allegations and make recommendations for disciplinary actions, where necessary.
- c) Access to any site may be controlled by the landowner(s), or their delegates, or a club or person who has negotiated the access with the landowner(s). Site fees, where applicable, can be collected by the landowner, or where a local club has negotiated a deal for their members and/or controls the site, by the Club. Any site fees collected by clubs should be paid to the landowner timorously.
- d) Where the landowner controls the access to the site, he will assume responsibility for ensuring that all pilots are licenced in accordance with SAHPA regulations, unless he has specifically appointed a local Club or person to assume this duty.
- e) All clubs whom have site control are duty bound to keep SAHPA informed of any safety issues or ownership changes or fee requirements to allow the SAHPA third party insurance to cover pilots flying at these sites.

6.2.2 Grading of Sites

Sites shall be graded by the local Club or Clubs in the area having control over the flying at the site, and such grading shall be based upon a consensus of opinion of the Observers having regard for:

- Local weather characteristics (prevailing wind direction, wind strength, weather stability etc);
- Type of launch (steep, cliff, razor-back, abort area) ;
- Landing zone (distance to and size of landing zone, abort areas, obstacles & hazards);
- Terrain (obstacles, turbulence, property);
- or any other subjective dangers or potential property damage.

6.2.3 Disagreement on grading

Should a dispute arise between clubs as to the grading for any particular site, then the National Licensing & Safety Officer shall determine the grading.

6.2.4 Site Rules

Rules at a any flying site shall be drawn up having regard for landowner requirements, SAHPA rules and regulations, and general flight safety.

6.2.5 Site Registration

- a) All regular flying sites utilised by members for flying, training and tandem flying are to be registered with the SAHPA, in accordance with CAA requirements. It is the responsibility of the local Clubs to ensure that this information is submitted to SAHPA.
- b) A new site shall be registered with SAHPA within 30 days of being opened as a flying site, providing the following information:
 - Contact person for flying at the site
 - Controlling body or person details
 - Landowner details
 - Rules applicable to the site
 - Grading

Should any of the above details change, SAHPA must be informed immediately.

SECTION 7

ACCIDENT REPORTING

7.1 ACCIDENT & SERIOUS INCIDENT REPORTING PROCEDURE

It is the legal duty of all pilots, in terms of the air regulations, to report flying accidents and serious incidents. The objective of collecting such data is to improve the safety of hang gliding and paragliding and powered paragliding and powered hang gliding, and not to apportion blame. The following is the standard reporting procedure and responsibilities in the event of a hang gliding or paragliding or powered paragliding accident or serious incident.

7.2 DEFINITIONS

7.2.1 Incidents

A "serious incident" is any aviation occurrence that may potentially have resulted in an accident, and from which occurrence forewarning can be gained to prevent future accidents.

7.2.2 Accidents

An "accident" is an occurrence associated with the operation of a hang glider or paraglider, which takes place from the time that the aircraft is lifted up, or dragged, until such time as it comes to rest;

- a) during which time a person is fatally or seriously injured as a result of being attached to the aircraft or struck by any part or by the pilot;
- b) the aircraft sustains damage or structural failure that will adversely affect the airworthiness and would require major repair or replacement.
- c) A "serious injury" is an injury that requires hospitalisation for more than 48 hours (within 7 days of the accident), results in the fracture of any bone (excepting simple fractures of fingers, toes and nose), involves severe lacerations or damage to internal organs.
- d) Damage to property

7.3 RESPONSIBILITIES OF REPORTING

In order to get an accurate record of the accident or serious incident, several reports are required. Thus the following people shall be responsible for submitting accident reports:

- i) All pilots directly involved in the accident or incident.
- ii) Any pilots who witnessed the accident or incident.
- iii) The first pilot to arrive at the scene of an accident.
- iv) Any pilot requested to do so by the National Safety Officer or Club Licensing & Safety Officer.
- v) The Instructor if the involved party is a student or pilot under the Instructor's supervision.

7.4 FATALITIES

In the event of a fatality, the following guidelines should be observed.

7.4.1 Police

The local branch, of the South African Police, is to be notified immediately by the senior pilot on site or his delegate.

7.4.2 Accident Scene

- i) The accident scene is not to be disturbed until permission is given by a Police Officer to do so.
- ii) Where it is deemed necessary or possible, photos of the accident scene may be taken by a reputable person in order to assist the SAHPA investigation, with the permission of the police.

7.4.3 The Flying Equipment

The glider and equipment involved in an accident is to be handed to the National Safety Officer or Club Licensing & Safety Officer or their appointed person for inspection.

7.4.4 Notification to SAHPA

The National Safety Officer shall notify the SAHPA Executive and the Director General of Aero Club within 48 hours of the accident.

7.4.5 Notification to SAHPA

RAASA and the CAA accident division will be notified and a pro- tem investigator will be appointed.

7.5 REPORTING

7.5.1 All accidents or serious incidents must be reported to the National Licensing & Safety Officer or SAHPA at the above address, either by fax, telephone, e-mail or post.

7.5.2 The report should be on the official accident report form or similar and should contain at least some or all of the following information:

- a) The names and details of the pilots, passengers and persons involved in the accident or serious incident.
- b) The names and details of witnesses to the accident.
- c) The place and time of the accident.
- d) A description of the events leading up to the accident.
- e) The extent of the injuries sustained, the first aid administered and the method of evacuation if applicable.
- f) A description of the weather conditions on the day including wind direction, velocity and variability, and thermal strength.

- g) A description of the terrain in relation to the wind direction.
- h) A description of the equipment and glider involved in the accident.

7.5.3 Reports shall be received at the offices of SAHPA by not later than 7 days after the accident or serious incident.

7.5.4 In the event of a fatality the National Licensing and Safety Officer shall convene an investigating committee, which shall evaluate the accident reports and submit their findings in writing to the SAHPA Committee and the Director General of the Aero Club within 21 days.

7.5.5 Failure to report an accident or serious incident during training by the responsible Instructor within 7 days will result in immediate suspension of the Instructor rating pending the outcome of an official enquiry.

7.6 Missing Pilots Procedure

7.6.1 Report a suspected missing pilot immediately, even if you are not hundred percent sure the pilot is actually missing.

7.6.2 Visit www.sasar.gov.za for latest information

7.6.3 Contact : SAHPA, The NSO, the club LSO

7.6.4 Currently contact these ATNS SAR members

Santjie White 082 823 8493

Johnny Smit 082 823 8450

Charles Norval 082 891 6270

7.6.5 Report to local police

7.6.6 Note of the time you are reporting and write down the name of the police officer you make the report to. It is advisable to have a witness when you do this.

7.6.7 Ensure that the SAHPA marketing officer is contacted to assist with press control and information dissemination

7.7 STATISTICS

- i) SAHPA or if appointed, the National Safety Officer, or in the case of paragliding the national safety committee, or his/ their delegate, shall keep records of all accidents and serious incidents and produce reports giving the statistics of all accidents and serious incidents to identify problem areas and improve safety. No names should be mentioned in the statistical reports.
- ii) Statistical reports shall be released to members at least once per year.

SECTION 8

SCHOOLS AND TRAINING

8.1 APPROVAL OF SCHOOLS

The SAHPA Executive Committee may officially approve hang gliding, paragliding and powered paragliding schools, which conform to certain minimum standards as laid down by the SAHPA from time to time, and shall maintain a Register of Approved Schools.

8.2 ENTITLEMENT

Only Hang Gliding and Paragliding and Powered Paragliding schools that have obtained approval from the SAHPA Executive Committee may carry out training.

Approved Schools shall be entitled to advertise that they are registered schools approved by SAHPA and the Aero Club of South Africa.

8.3 SUSPENSION OF APPROVAL

Official approval shall be suspended if at any time the National Licensing & Training Officer in conjunction with the National Safety Officer is satisfied that the school fails to continue to meet the minimum requirements as defined at the time. In this event, SAHPA shall notify the school's proprietor or Chief Instructor in writing and shall publish an appropriate notice in the Association newsletter.

8.4 REINSTATEMENT

Approval may be reinstated once the National Safety & Training Officer is satisfied that the problem leading to suspension has been rectified. Suspended schools shall have right of appeal to the SAHPA Executive Committee.

8.5 MONITORING OF SCHOOLS

Local Club Licensing & Safety Officers shall be responsible for monitoring schools for compliance with the minimum standards and shall notify the SAHPA if they become aware of unsafe practices or falling standards.

8.6 SPOT CHECKS

The National Safety Officer and National Licensing and Training officer, or their appointed delegate, shall be empowered to carry out spot checks on registered schools. At least one such a check shall be conducted per annum.

8.7 REVIEW OF STANDARDS

Minimum standards may be reviewed only by the SAHPA Executive Committee and shall take into consideration advances in training techniques, equipment suitability, safety records and representations from interested parties.

8.8 APPLICATIONS BY SCHOOLS

To apply for registration and approval, schools shall approach the local Club Licensing & Safety Officer who shall check the school's qualifications against the minimum requirements and report to the National Safety & Training Officer. Applications may only be approved at a meeting of the SAHPA Executive Committee. A new Registered School will be announced in the Association newsletter.

8.9 PERIOD OF VALIDITY

Approval and Registration shall be valid for a maximum period of 3 years or until the school ceases to exist, or is suspended from training. Schools will have to reapply for re-registration every 3 years. Schools shall provide new information on the request of the National Safety & Training Officers at any time.

8.10 MINIMUM STANDARDS FOR SCHOOLS

8.10.1 Prospectus

The school must have a written prospectus, which shall be provided to each pupil as the basis of the contract. This should set out where and when the course takes place, equipment provided, the level to which instruction is given, and the obligations of the parties.

8.10.2 Pupil Application

An application form must be completed by each pupil. This form must contain proviso for personal details, date of birth, a health declaration, and it may also incorporate a disclaimer/indemnity clause.

8.10.3 Theory

A formal theory lecture including the issuing of the official training manual (or similar) as well as a training type video shall be presented before students are given the opportunity to fly.

It is advisable that the school makes provision for further formal theory lectures before the student writes the theory test.

8.10.4 Training Equipment

- a) Only approved Basic Class paragliders and hang gliders may be used for training.
- b) **Hang gliding:** Knee-hanger, semi-prone or stirrup harnesses. Cocoon and pod harnesses are not approved.
Paragliding: Only simple conventional hanging or seated harnesses are to be used. Supine or racing harnesses are not approved.
- c) Only crash helmets suitable for the sports of hang gliding and paragliding are to be used.

- d) First Aid Kit is mandatory and shall be easily accessible at all times. It must be adequately stocked in accordance with SAHPA requirements as laid down from time to time, details of which will be made available on request.
- e) Ground to air communication must be provided for on all training flights.

8.10.5 Launching

Training may be undertaken by means of winching or towing, but adequate training must also be given in foot launching from a high slope, in accordance with the licence requirements (Section 3).

Winch launching systems and safety features in use must be in accordance with the requirements in Section 1, and must be approved by the National Safety & Training Officers, or their delegates. If necessary, the school will be required to demonstrate the winch launch systems in use.

8.11 INSTRUCTORS

8.11.1 Chief Flying Instructor

The school must have a nominated Chief Flying Instructor (CFI) who must maintain a current Grade B or Grade A SAHPA Instructor rating. He/she shall be responsible for the actions of sub-qualified instructors appointed and briefed by him/her.

8.11.2 Assistants

Schools may make use of assistants to assist them in training. Assistants may not operate without direct supervision and may not operate at a site without a rated instructor being present at the same time at the same site, on the ground and within sight of the student at all times (i.e. not flying). The instructor may be at the landing while the assistant is at the take-off, and vice versa.

8.12 TRAINING SITES

8.12.1 Mountain Training Sites

- a) Training sites for mountain flying must be registered as such with SAHPA.
- b) Sites used for training must be of suitable gradient and surface for the exercise in progress and must be free of dangerous obstructions. The landing zone must be visible from the launch site.
- c) The National Safety & Training Officer, or in the case of paragliding the national safety committee in liaison with the instructors committee may prohibit training on a site that is deemed unsuitable for training.

8.12.2 Winch Launch Sites

- a) Winch launch sites utilised for training must be registered as such with SAHPA.

- b) Training sites for winch launch training should have enough open space and no potential dangers close to the flying area. Roads or narrow launch strips with power or telephone cables or fences or high trees adjacent to them are not suitable, or which have other obstacles which could cause rotor or turbulence or line snags during launching or while the pilot is still attached to the winch.

8.13 PRACTICAL TRAINING SEQUENCE

8.13.1 Hang Gliding

- a) Hang gliding student pilots are to be given training in accordance with the Training Manual and the Training Proficiency Card, which will include:
- Rigging and de-rigging
 - Pre-flight check
 - Ground handling
 - Harness hang check
 - Position, grip and attitude for take off
 - Short hops – take-offs and landings (assisted)
 - Ground skimming - extended straight-line flights
 - Insipient stall correction - importance of airspeed
 - Gentle turns – use of legs
 - Higher nursery slope flights with turns – unassisted
 - 90° turns – response to wing-ups
 - At least five high flights from over 300 ft (100 m) with proper co-ordination in turns and a controlled landing
- b) Where tandem flying is used for training, the pilot will be taught to launch solo in similar manner as described above.
- c) Where winch or tow launching is used for training, the pilot will be taught to launch from hills safely before the A-Licence is applied for.
- d) Ground to air communication must be provided for at least the first high solo flight and it is advisable for the first ridge soaring flight.

8.13.2 Paragliding

- a) The Basic Licence course must be run over a minimum of seven consecutive flying days, or nine days if it is intermittent.
- b) Paragliding student pilots are to be given training in accordance with the Training Manual and the Training Proficiency Card, which will include:
- i. Layout and packing
 - ii. Daily inspection check
 - iii. Pull-ups and ground control

- iv. Launch checks
 - v. Good take-off technique
 - vi. Short hops – take-offs and landings
 - vii. Ground skimming – extended straight line flights
 - viii. Insipient stall correction – importance of airspeed – use of brakes
 - ix. Gentle turns
 - x. Flights with turns – response to turbulence
 - xi. At least 10 flights from higher than 100 m with proper co-ordinated turns and controlled landings.
 - xii. Introduction to thermal flying – response to thermic turbulence and the use of thermal lift
- c) Tandem rated Instructors may use tandem flying to enhance the training of their students.
 - d) Where winch launching is used for training, the first flights for the student will be with less tension on the line than for more experienced pilots. The first flights may be very low (less than 100 m) without releasing the line, if necessary.
 - e) Radio communication is compulsory for all training.
 - f) Paragliding students who have been winch trained will be taught to launch from hills safely, as part of their course and in accordance with the minimum requirements as per Section 3.

8.14 Training Proficiency Cards

Trainees joining hang gliding or paragliding training courses must be supplied with an official SAHPA Training Proficiency Card and manual, and affiliated temporarily to SAHPA. Trainees should be affiliated with SAHPA before flying from higher than 100m ground clearance.

Trainee must comply with practical and theoretical requirements on the Training proficiency Card to obtain the Hang Gliding Novice Licence and Paragliding Basic Licence before graduating to fly without supervision at approved sites.

8.15 Introduction to SAHPA

The school shall explain the SAHPA Licensing and Site Grading systems to trainees, and shall introduce them to Club influence in areas where a club is operating.

SECTION 9

DISCIPLINARY PROCEDURE

9.1 REPORTING OF BREACH OF REGULATIONS

The following procedure is to be followed when carrying out disciplinary actions against members of the Association for contravention of the rules and regulations.

Member not part of the association and not part of the ARO will be immediately handed over to RAASA for prosecution

Reporting will occur as follows

- 9.1.1a** A written and signed complaint shall be received by the Executive Committee of SAHPA within three months of the alleged infringement having taken place for SAHPA to investigate and decide whether disciplinary proceedings should be implemented.
- 9.1.1b** Any infringement noted the NSO or the NLO can be acted upon without a written notification from an individual or club
- 9.1.2** Clubs taking action against a member for continuous breach of rules, should provide documentation to back up the allegations and detail the warnings issued to the member and show that SAHPA was notified.
- 9.1.2** The NL&TO, NLO and NSO shall investigate the matter and be convinced by the evidence available that an infringement of the rules and regulations did take place.
- 9.1.3** For any violation, at the discretion of the SAHPA executive, a verbal warning can be given followed by a written warning if necessary or if the infringement warrants, hand them immediately over to RAASA if the infringement falls under the Part 185 regulations. If there is continued infringement then written notification of a Formal Disciplinary Hearing shall be sent to the alleged offender via email or registered letter, giving at least 14 days notice of the time, date, venue of the hearing and the charge.
- 9.1.4** The SAHPA executive or at their discretion, the NL&TO and NSO will appoint a person to chair the disciplinary hearing.
- 9.1.5** A formal disciplinary hearing is to be held where the charges are described and the defendant is given the opportunity to offer a defence. The defendant is responsible for their own cost to attend the hearing.
- 9.1.6** If, after weighing up all the evidence and considering mitigating factors, the chairman of the disciplinary hearing finds the defendant guilty, then an appropriate penalty will be applied.
- 9.1.7** Should the defendant wish to take the matter further then, upon receipt of a written request from the defendant, within 7 days of the hearing, the SAHPA Executive Committee will review the case and make a final decision. The defendant may further appeal to the RAASA and the Civil Aviation Authority for review of the decision.

- 9.1.8** The severity of the disciplinary action taken should take into account the seriousness of the offence, the consequences of the action, the defendant's past offences and the circumstances under which the offence took place.
- 9.1.9** Should the defendant not attend the formal hearing and not offer a valid excuse for his failure to appear, a decision will be handed down by the NS&TO and NLO or the Chairman of the hearing, after review by the SAHPA Executive Committee, in the absence of the defendant, which will be binding.

9.2 GOVERNING REGULATIONS

The procedures are governed by the Current SAHPA MOP and the penalties and regulation infringements will be as per Part 185 of the Civil Aviation Regulations.

9.3 Record keeping

SAHPA will keep record of all infringements and rulings for a period of 2 years unless a gross violation or a part 185 prosecution has taken place, wherein this will remain upon the pilots record for a period of 10 years.

9.4 EXAMPLES OF OFFENSES that can be handed over to RAASA for immediate action

Inter alia, a person;

- Hindering any inspection by an authorised person.
- Providing false information to an authorised person.
- Preventing any person from performing his duty or enjoying his privileges.
- Operates or authorises the operation of any aircraft which is not airworthy.
- Acts in any way to affect the airworthiness of an aircraft.
- Acts in any way to affect the safety of any person.
- Operates an aircraft without the necessary licence or who has obtained a licence in a fraudulent manner.
- Ignores or does not adhere to a decision made by an authorised person or body, such as SAHPA, also during a process of appeal or arbitration.
- A person who wilfully does damage to 3rd party property or ignores rules pertaining to 3rd party property.

9.5 Disciplinary action

Disciplinary action by SAHPA should be consistent and follow the following format:

- i) **First offence: verbal warning with up** to one month's suspension of pilot's or instructor's licence or rating.
- ii) **Second offence or non compliance with the verbal warning:** written warning via email or in the case that a member/ non member has no email address a posted letter giving up to six months' suspension of pilot's or instructor's licence or rating.
- iii) **Third offence or a Gross Violation:** final written warning with immediate handover to RAASA for application of part 185 regulations along with up to one year suspension of pilot's or instructor's licence or rating, or permanent withdrawal of pilot's licence or rating or instructor's licence or rating .

Note: Clubs cannot suspend a licence or rating, but can recommend to the SAHPA Executive the punishment deemed suitable, if the offence warrants such strict measures. Clubs can prohibit a pilot from flying at Club controlled sites and take away some of his Club privileges, for infringement of rules, in a consistent format.

9.6 CONTINUING VIOLATIONS

Should any member or non-member continue to contravene the rules and regulations of hang gliding and paragliding and fail to respond to disciplinary action, then the National Safety Officer & National Training Officer shall report the matter to RAASA and thereby the Civil Aviation Authorities (CAA) for further action.

9.7 PENALTIES

Should any member or non-member commit offences as detailed in 9.4 of this MOP, SAHPA will hand over the member or non member to RAASA immediately to be dealt with under part 185 of the CIVIL aviation regulations.

AS of the 1st December 2009 all licence expiring at the annual time of 30 June will ensure that their renewals (complete paperwork and applications as required by SAHPA) along with proof of payment are furnished to the SAHPA office before the expiry date upon their licence and recorded with SAHPA. All pilots and instructors will be given one months grace after which they will automatically be handed over to RAASA for investigation and possible prosecution and the leverage of penalties described in Part 185

Section 10

COMPETITIVE HANG GLIDING AND PARAGLIDING

10.1 GENERAL

The purpose of this section is to provide Clubs hosting Provincial, National and International competitions with the necessary regulations and authority to carry out the task.

10.2 VALIDITY

Only competitions sanctioned by SAHPA and run according to this Section will be recognised by SAHPA.

The aim of the

10.3 BIDS FOR STAGING COMPETITIONS

10.3.1 National and International Competitions

- a) Any Club or person wishing to stage a National or CIVL Category II Championship, must submit a bid to do so to the SAHPA Executive by 31 October of the previous year, or six months in advance of the planned date of the competition, if the competition is planned for between December and February. The SAHPA executive reserves the right to lesson the time required to hold a national competition.
- b) All National Championships will in future be CIVL Category II Championships.
- c) All bids for Category II Championships must be sanctioned by the SAHPA Executive before application may be made to the CIVL.
- d) Application for Category II Championships must be made to the CIVL at least six months before the proposed date of the competition.
- e) The bid must include details such as proposed dates, site information, maximum number of competitors, competition format, organisers, cost and available sponsors.
- f) The SAHPA Executive will appoint a club or person to stage the competition after evaluation of the bids received, if any, and inform the members of the decision.

10.3.2 Provincial Competitions

- a) Any Club or person wishing to stage a Provincial competition must submit a bid to do so to the SAHPA Executive by 31 October of the previous year, or six months in advance of the planned date of the competition, if the competition is planned for between December and February.

- b) The bid must include details such as proposed dates, site information, maximum number of competitors, competition format, organisers, cost and available sponsors.
- c) The SAHPA Executive will appoint a club or person to stage the competition after evaluation of the bids received, if any, and inform the members of the decision.

10.4 NOTIFICATION OF COMPETITIONS

- i) SAHPA will compile a competition calendar and publish it in the SAHPA Newsletter or official website.
- ii) The organisers will be responsible for sending out notification and/or entry forms prior to the event.

10.5 RESULTS

The official results of competitions must be submitted to SAHPA immediately after the competition.

The results will be published in the newsletter.

10.6 ENTRY

- a) Notification must be distributed to the members at least two months before the competition.
- b) The following information is required on the entry form:
 - Licence Requirements
 - Entry Fee
 - Deadline for registration
 - Venue, dates and time
 - Arrangements for transport/recovery/film/GPS
- c) A copy of the competition regulations must be available for all those requesting it.

10.7 LICENCE REQUIREMENTS

- a) Minimum licence requirements for Provincial and National and International Competitions are A-Licence (hang gliding) and Basic Licence (paragliding).
- b) Organisers may give preferential entry to higher graded pilots.
- c) Minimum age for competitors is sixteen years old.
- d) All competitors must have FAI sporting licences.

10.8 COMPETITION REGULATIONS

- a) The aim of any SAHPA-sanctioned competition is for recreational activity only. Any claim for commercial loss due to a competition or task being cancelled or being invalid or due to a decision by the task committee or organisers will not be tolerated.

- b) The competition rules or regulations must be submitted to SAHPA **at least two months** before the start of the competition for approval.
- c) Competition regulations must be available to all competitors at the start of the competition.
- d) Certain mandatory regulations regarding format, safety, etc, are stipulated in Addendum R to this section, and must be adhered to. The addendum also contains suggested rules, which should be included in the competition regulations.

10.9 ACCIDENT EMERGENCY ARRANGEMENTS

The organisers of a National or International or inter-Provincial competition shall provide on-site medics and ambulance facilities during the competition.

10.10 TAKE-OFF JUDGES

Organisers of Hang Gliding competitions shall ensure that appointed take-off judges or launch assistants are briefed on the importance of competitors carry out a hang check prior to obtaining launch clearance.

10.11 SELECTION OF NATIONAL TEAMS

The selection of National Teams to compete in World Championships and other International events will be made by the SAHPA executive after consultation with the competition committee. The system used to rate pilots for this purpose is contained in Addendum R to this section.

10.12 DEVELOPING OF THE RULES AND SCORING REQUIREMENTS FOR BOTH LOCAL COMPETITIONS AND THE SAPC

In the case of paragliding the national competition committee chosen by the SAHPA executive will, after consultation via forums and other methods with the competition pilots in south Africa – especially the top 20 males and top 5 females will put in place the formats, scoring criteria and national selection criteria along with suitable documentation to be placed in addendum R of the SAHPA MOP which will be ratified by the SAHPA executive.