

# **NEW ZEALAND HANG GLIDING AND PARAGLIDING ASSOCIATION INCORPORATED**

## **ORGANISATION AND PROCEDURES MANUAL**

**ISSUED BY:**

**NEW ZEALAND HANG GLIDING & PARAGLIDING ASSOCIATION (INC.)**

**COPY No:**

**ISSUED TO:**

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**PART 1. - N.Z.H.G.P.A.(Inc) FLIGHT OPERATIONS BY-LAWS**

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# PART 1

**NEW ZEALAND  
HANG GLIDING AND  
PARAGLIDING ASSOCIATION  
INCORPORATED  
  
FLIGHT OPERATIONS BY-LAWS**

**PART 1.**

**RECORD OF AMENDMENTS**

No.	DATE OF AMENDMENT	DATE ENTERED	ENTERED BY	No.	DATE OF AMENDMENT	DATE ENTERED	ENTERED BY
1	29 SEPT 95	29 SEPT 95	TPW	33			
2	12 NOV 95	12 NOV 95	TPW	34			
3	30 JAN 96	30 JAN 96	GAM	35			
4	11 JUN 96	30 MAY 97	GAM	36			
5	16 OCT 96	30 MAY 97	GAM	37			
6	30 MAY 97	30 MAY 97	GAM	38			
7	12 JULY 97	12 JULY 97	GAM	39			
8	07 OCT 99	26 AUG 00	PCR	40			
9	26 AUG 00	26 AUG 00	PCR	41			
10	07 SEPT 02	07 SEPT 02	GCT	42			
11	08 SEPT 02	30 JULY 03	GCT	43			
12	30 NOV 02	30 JULY 03	GCT	44			
13	04 MAY 03	30 JULY 03	GCT	45			
14	30 JUL 03	30 JULY 03	GCT	46			
15	1 OCT 04	1 OCT 04	Dan	47			
16	1 FEB 05	1 FEB 05	Dan	48			
17	22 MAY 05	22 MAY 05	Dan	49			
18	15 NOV 05	15 NOV 05	MJH	50			
19	21 MAY 06	21 MAY 06	MJH	51			
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## List of OPM Modifications

PAGE	DATE	CHANGES MADE
OPMF 07	04 MAY 03	ACCIDENT/INCIDENT-Change references from Accident to Accident/Incident to make it explicit that this is the form to use.
OPMF17	30 NOV 02	HG TANDEM REC-Change checker for flight reqs and questionnaire from Passenger Instructor to HG Tandem Professional Pilot. Added need for 2 Adv. Pilots to recommend. Added requirement for 15 tandem flights.
OPMF 20	30 NOV 02	HG TOW- Change checker for flight reqs and questionnaire from Passenger Instructor to be an Instructor holding an HG Tow Rating.
OPMF 22	04 MAY 03	HG WOF- Add Tow bridle check and helmet shell check.
OPMF 24	04 MAY 03	PG2- Change descent rate to 600fpm. Prohibit Spirals.
OPMF 25	04 MAY 03	PG3- Make it explicit that the 20km flight must be done in NZ.
OPMF 28	04 MAY 03	PP1- Put items to be instructed/tested on flights with instructor on form.
OPMF 33	04 MAY 03	VFR Exam. Substantial updates
OPMF 34	04 MAY 03	VFR Exam guide. Substantial updates
OPMF36	04 MAY 03	PG WOF- Revert to 'old' form with no line testing
OPM TITL1	04 MAY 03	Update copyright date
AMEND P1	30 JUL 03	Update record of amendments

CHECK P1,P2	30 JUL 03	Update checklist of page dates
INTRO P1	30 JUL 03	Change Administrator Delegation
DISTR P2	04 MAY 03	Update Exec addresses
DISTR P3	30 JUL 03	Update association contact address
ADM P2	30 JUL 03	Change Association Address
MTE P2	04 MAY 03	Require new WOF check after strip down or substantial modification
OPS IND 1	04 MAY 03	Change of title for VFR cloud table
OPS P2	04 MAY 03	Add central definition of acceptable First Aid Certificate
OPS P3	04 MAY 03	Prohibit Instructors allowing Drugs/Alcohol to affect their Instruction
OPS P8	04 MAY 03	Change flight visibility table to make it clearer. Copied from CAR Part 91
OPS P12	30 NOV 02	Change back protection rule. Allow dispensation for over-water use.
ORG IND 1	30 NOV 02	Add Assessor to index. Adjust Heading Levels
ORG P7, P8	08 SEPT 02	Ops Mgr to establish communication with OSO's. Grammer. Repaginate.
ORG P10	30 JUL 03	Heading level change
ORG P12	30 JUL 03	Add Heading "Appointed Officers Job Descriptions".
ORG P13	30 NOV 02	Definition of assessor
TRG P2	04 MAY 03	Foreign Tandem/Instructors must now be full members, not just visitor. May be assessed instead of attending seminar for currency

TRG P11	04 MAY 03	Add guidelines for spiral instruction to PG instruction COP
TRG P14, 15, 16, 18, 19, 20	04 MAY 03	Insert/Clarify need for all Instructors/Tandem Pilots to hold first aid certificates. Accepted types now on OPS P2. Inst/Tan require full pilot membership of NZHGPA. Not now required to apply for renewal.
AMEND P1	01 OCT 04	Record amendments made by Dan
INTRO P1	01 OCT 04	Change NZHGPA CEO from R Read, to R. Gray
INTRO P4	01 OCT 04	Change official OPM from Paper to Online version. Send CAA director electronic confirmation of amendments. Delete "Procedures for organising aviation events".
INTRO P5	01 OCT 04	Amend to make online copy of OPM official, holders obligation to keep their paper copy up to date, secretary to keep copies of previous OPM's which have been official online.
DISTR P1	01 OCT 04	Part 149.103d typo, each club must ensure access to online document (replacing each club should hold a paper copy). Deleted amendment service for paper copy holders
DISTR P2	01 OCT	Change from "executive council members" to official title, change personal details.
DISTR P3	01 OCT 04	Change North Island Airspace Officer to National Airspace officer, delete South Island Airspace officer
OBJTE P1	01 OCT 04	Replace form with signed and dated version
ORG P1	01 OCT 04	Include last 4 authorised activities
ORG P3	01 OCT 04	Include informing CAA of any coroners recommendations
ORG P4	01 OCT 04	Delete no. 7. Liasing with CAA

ORG P5,P6	01 OCT 04	Delete secretary responsibilities that should be Administration
ORG P8	01 OCT 04	Delete liasing with CAA
ORG P9	01 OCT 04	Delete liasing with CAA
ORG P10	01 JAN 05	Include authorising and maintaining register of launch sites
ORG P11	01 OCT 04	Include inspecting modifications
This Table	10 DEC 04	Replicate this table up to 04 MAY 03 from Paper copy to Online version
ADM P2	01 FEB 05	Split roles from secretary to adminstrator and secretary
ADM P4	01 FEB 05	Delete document holders and make online copy official
OPS P14	01 FEB 05	Include emergency services and media participation in incident reports
TRG P15	01 FEB 05	Delete <u>Pilot</u> from pilot member
TRG P20	01 FEB 05	Include “be a full member of NZHGPA” in currency
MTE P1	01 FEB 05	Include modifications section
MTE P2	01 FEB 05	Include that people can apply for inspection authority, delete OSO’s ability to delegate inspection authority. Delete issuing club
OPMF 11	01 FEB 05	Delete 15 foot criteria
TRG P15,20	01 FEB 05	Include tandem pilot levy in commercial rating currency
ADM P8	01 FEB 05	Include \$100 commercial tandem pilot levy

OPMF 18,29	01 FEB 05	Add annual levy is required to keep this rating current
OPMF 33	01 FEB 05	Change VFR marking from OSO to OSO <u>or Instructor</u>
OPMF 14	01 FEB 05	Include Instructor as well as OSO
OPMF 16	01 FEB 05	Include Instructor as well as OSO, delete qn's on back page
OPMF 17	01 FEB 05	Include Instructor as well as OSO
OPMF 07	01 FEB 05	Include question, "was media involved"(even if no injury sustained)
OPS P05	01 FEB 05	Authorisation for D-Bag launches
IQA P1	01 FEB 05	Change table times and include who collum
This Table	01 FEB 05	Update Modifications made.
TRG P1,2,14-21	15 NOV 05	Update pilot assessment procedures and currency requirements.
DISTR P2-4	21 MAY 06	Update elected officer, appointed office holders and member organisation details.
AMEND P1-6	21 MAY 06	Record recent amendments.
CHECK P1,2	21 MAY 06	Update/correct Checklist
AMEND P4 INTRO P1 DISTR P2	21 MAY 06	Amend "Grey" to "Gray"

AMEND P1-7 CHECK P1 DISTR P2,3	24 SEP 06	Update elected officer details
Entire Document & Forms	28 MAR 09	Significant updates. Bylaws entered from past Exec. meetings (since 1996) & update of contact details.
Entire Document and Forms	13 July 10	Replace CEO with President, Secretary with Vice-president. Change delegation holder to Xen Zambas. Update Exec. Committee names. Replaced directory of office holders with link to web site



# CHECKLIST

<u>PAGE</u>	<u>DATE</u>	<u>PAGE</u>	<u>DATE</u>
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OPM TITLE 2	12 July 97	ADM P1	07 Sep 02
OPM TITLE 3	12 Nov 95	ADM P2	28 Mar 09
AMEND P1	28 Mar 09	ADM P3	28 Mar 09
AMEND P2	28 Mar 09	ADM P4	07 Sep 02
AMEND P3	28 Mar 09	ADM P5	28 Mar 09
AMEND P4	28 Mar 09	ADM P6	07 Sep 02
AMEND P5	28 Mar 09	ADM P7	07 Sep 02
AMEND P6	28 Mar 09	ADM P8	28 Mar 09
AMEND P7	28 Mar 09	ADM P9	28 Mar 09
DEFECT P1	12 Jul 97	ADM P10	28 Mar 09
CHECK P1	28 Mar 09	ADM P11	28 Mar 09
CHECK P2	28 Mar 09	<b>SECTION 3 – INTERNAL QA:</b>	
CHECK P3	28 Mar 09	IQA INDEX 1	07 Sep 02
DEFIN P1	07 Sep 02	IQA P1	07 Sep 02
INTRO P1	21 May 06	IQA P2	07 Sep 02
INTRO P2	07 Sep 02	IQA P3	07 Sep 02
INTRO P3	07 Sep 02	<b>SECTION 4 – OPERATIONS:</b>	
DISTR P1	07 Sep 02	OPS INDEX 1	28 Mar 09
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ORG INDEX 1	28 Mar 09	OPS P4	28 Mar 09
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ORG P1	26 Aug 00	OPS P6	28 Mar 09
ORG P2	07 Sep 02	OPS P7	28 May 08
ORG P3	07 Sep 02	OPS P8	28 May 08
ORG P4	26 Aug 00	OPS P9	28 May 08
ORG P5	28 Mar 09	OPS P10	28 May 08
ORG P6	28 Mar 09	OPS P11	28 May 08
ORG P7	28 Mar 09	OPS P12	28 May 08
ORG P8	28 Mar 09	OPS P13	28 May 08
ORG P9	28 Mar 09	OPS P14	28 May 08
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TRG P1	15 Nov 05	OPMF01	24 Oct 08
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TRG P5	18 Jun 05	OPMF05	07 Sep 02
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TRG P7	07 Sep 02	OPMF07	04 May 03
TRG P8	18 Jun 05	OPMF08	07 Sep 02
TRG P9	18 Jun 05	OPMF09	07 Sep 02
TRG P10	18 Jun 05	OPMF09A	07 Sep 02
TRG P11	18 Jun 05	OPMF10	07 Sep 02
TRG P12	18 Jun 05	OPMF10A	07 Sep 02
TRG P13	28 Mar 09	OPMF11	07 Sep 02
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TRG P18	28 Mar 09	OPMF16	07 Sep 02
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<b>SECTION 6 – MAINTENANCE:</b>			
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OPMF 42	43 Sep 04	MISC P1	26 Aug 00
OPMF 43	06 Dec 04	MISC P3	07 Sep 02
OPMF 44	15 Dec 06	MISC P4	07 Sep 02
OPMF 45	20 Sep 05	MISC P5	07 Sep 02
OPMF 46	12 Sep 05	MISC P6	07 Sep 02
OPMF 47	14 Dec 06	MISC P7	07 Sep 02
OPMF 47a	20 Jan 07	MISC P8	26 Aug 00
OPMF 61	13 Dec 05	MISC P9	07 Sep 02
OPMF64	18 Mar 07	MISC P10	07 Sep 02
OPMF 65	18 Mar 07	MISC P11	07 Sep 02
OPMF 66	18 Mar 07	MISC P12	07 Sep 02
OPMF 67	18 Mar 07	MISC P13	07 Sep 02
OPMF 70	1 Sep 06	MISC P14	07 Sep 02
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## DEFINITIONS

### The following definitions are used in this Manual:

ADM	Administration
AGL	Above Ground Level.
AGM	Annual General Meeting.
AMEND	Amendments
AMSL	Above Mean Sea Level.
ATS	Air Traffic Services.
AIRBORN	The official circular of the Association.
ASSOCIATION	New Zealand Hang Gliding & Paragliding Association Incorporated.
CAANZ	Civil Aviation Authority of New Zealand.
CAR	Civil Aviation Rules.
CEO	Chief Executive Officer.
CSI	Controller of Safety Information CAANZ.
OSO	Organisation (Local Club) Safety Officer.
DEFIN	Definition
DIRECTOR	Director of New Zealand Civil Aviation Authority.
DISTR	Distribution
ECM	Executive Council Meeting.
GAA	General Aviation Area.
HG	Hang Glider.
IQA	Internal Quality Auditing.
INTRO	Introduction
Member	Financially current Pilot Member or Affiliated Member of the NZHGPA(Inc).
MTE	Maintenance
NZHGPA(Inc)	New Zealand Hang Gliding & Paragliding Association Incorporated.
OBJTE	Objective
ORG	Organisation
OPM	Organisation and Procedures Manual.
OPMF	Organisation and Procedures Manual Form.
OPS	Operations
P	Page
PG	Paraglider
PGM	Postal General Meeting.
IA	Internal Auditor.
SGM	Special General Meeting.
Safe/Safety	Standards of operation and maintenance which are acceptable.
TAIC	Transport Accident Investigation Committee.
Tandem	Two person complement. (Pilot and Passenger).
TRA	Training
VFR	Visual Flight Rules.
VMC	Visual Meteorological Conditions.

# INTRODUCTION

## AUTHORITY

### Requirements

*Reference CAR Part 149.5/9/11/103*

### Requirement for Certificate

Each person who administers standards for, authorises or controls, any aircraft or activities to which CAR Part 149 applies shall hold, or do so under the authority of a Recreation Organisation Certificate issued under CAR Part 149.

### Issue of Certificate

An applicant is entitled to a Recreation Organisation Certificate if the Director is satisfied that:

1. The applicant and the applicant's senior persons are fit and proper persons.
2. The applicant has paid any applicable fees or charges prescribed by regulations made under the act.
3. The applicant meets the requirements of Subpart B (CAR Part 149).
4. The granting of the certificate is not contrary to the interests of aviation safety.

### Privileges of Certificate Holder

A Recreation Organisation Certificate specifies the activities that a certificate holder may establish standards for, authorise and control.

The holder of a Recreation Organisation Certificate may establish standards for, authorise and control any activities listed on the holders certificate.

### Limitations on Certificate Holders

The holder of a Recreation Organisation Certificate may not carry out any activity for which the holder is not certificated.

# DELEGATION

## Certificate Holder(s)

The holders of the CAA Part 149 Delegation shall be:

NZHGPA President – Mr Xen Zambas

## Scope of work

The Certificate Holders listed above are authorised to carry out the following activities under CAA Part 149 Delegation:

1. The issue of Hang Glider and Paraglider Pilot and Instructor Certificates

The NZHGPA is authorised to carry out the following activities under CAA Part 149 Delegation:

1. Authorise Launch Sites
2. Provide standards for Pilot Safety Equipment
3. Issue Glider Warrant of Fitness Certificates
4. Provide Pilot Identification Numbers (PIN)
5. Set Operational Standards for Hang Glider and Paraglider Pilots

## PROCEDURES

This Organisation and Procedures Manual has been produced to show compliance and conformity with:

1. Civil Aviation Rules - Part 106, Hang Gliders -Operating Rules; and
2. Civil Aviation Rules - Part 149, Recreation Organisation Certificate; and
3. Civil Aviation Rules - Part 91, General Operating and Flight Rules; and

to enable the New Zealand Hang Gliding and Paragliding Association Incorporated (hereafter namely the 'Association') to be eligible for certification as a Recreational Organisation with the Civil Aviation Authority of New Zealand (CAANZ)

This document is the property of the New Zealand Hang Gliding and Paragliding Association Incorporated and is a confidential document. Its contents are not to be disclosed to unauthorised persons without the express authority of the Chief Executive. It is not to go out of the custody of the person to whom it is issued without the authority of the Executive Council.

Civil Aviation Rules reproduced in this manual are intended as guidance only regarding the contents and may appear in an abbreviated form. Reference should be made to the Civil Aviation Rules for full interpretation. Requirements for certification are contained in the manual to illustrate what is required of the NZHGPA (Inc) regarding procedures to attain and retain a Recreational Organisation Certificate.

Nothing in this Organisation and Procedures Manual is to be construed as:

1. Preventing individual Member Organisations from introducing other by-laws as may be required to suit local situations and conditions. The material covered in this Organisation and Procedures Manual provides a bare minimum set of standards to which members of the Association must adhere.
2. Relieving the individual hang glider or paraglider pilot of their responsibility to take action in an emergency or unusual circumstances, which they consider necessary for the preservation of life, any parties involved, or their equipment.

As the contents of the manual are changed, new pages and checklists will be promulgated.

The organisation, procedures and general guidance contained in this Organisation and Procedures Manual have the approval of the Chief Executive and the Executive Council.

The New Zealand Hang Gliding and Paragliding Association Incorporated may not carry out any activity for which it is not certified.

## APPLICATION

This Organisation and Procedures Manual applies to Hang Gliding and Paragliding in New Zealand. In order to operate a hang glider and/or paraglider in New Zealand, the pilot-in-command must be a member of an organisation that has delegated authority from CAA under CAR Part 149 to issue Hang Gliding and Paragliding flight certificates.

NZHGPA is the only organisation that currently has such a delegation.

# MANUAL CONTROL

## INDEXING

This Organisation and Procedures Manual is indexed by Sections, Paragraphs and numbered Subparagraphs respectively. It contains a 'Forms' section relating to the Organisation and Procedures official forms and guides. A 'Miscellaneous' section is provided for additional documents where necessary. Page numbers can be found at the bottom right hand corner of every page of Sections 1 to 6, and 8. Pages in the forms section are numbered by their form number, and page. A current amendment date can be found at the bottom left hand corner of every page. Reference to the checklist, record of amendments and the page numbers, will assist readers in understanding the operating system of this manual.

## LAYOUT

This Organisation and Procedures Manual consists of two Parts as follows:

Part 1 contains the **NZHGPA (Inc) - Flight Operations By-Laws**

Part 2 contains the **NZHGPA (Inc) - Constitution**

## AMENDMENTS

### Requirements

*Reference CAR Part 149.103*

### Changes to Certificate Holder's Organisation

The Association shall:

Ensure that the online OPM is amended so as to remain a current description of the NZHGPA Inc.

Ensure that any amendment made to the online OPM meets the applicable requirements of CAR Part 149 and comply with the amendment procedures contained in this manual.

Send confirmation of amendments to the director of the CAA

Where an amendment proposes to make changes to the following, prior notification to and acceptance by the Director is required:

1. The holder or holders of any delegation made by the Director
2. The principal locations at which the activities may be carried out
3. The activities authorised by the certificate
4. The procedures for personnel assessment and certification

Where an election results in changes to the following, the NZHGPA shall notify the Director within 7 days of the election of:

1. The President
2. The listed senior persons

The NZHGPA shall make such amendments to this OPM as the Director may consider necessary in the interests of aviation safety.

## AMENDMENTS

### PROCEDURES

The instructions and information contained in this manual will require amendment from time to time as information changes.

The Vice-president shall be responsible for the Microsoft word version of the OPM which can be amended when necessary. The amended copy shall then be made into a PDF file and replace the current online OPM. Each time the online OPM is amended, it will appear in the “record of amendments” at the start of Part 1 of the online OPM.

**It is the responsibility of any holder of a paper copy to maintain currency of their own copy.**

## DISTRIBUTION

### Requirements

*Reference CAR Part 149.101*

### Continued Compliance

The President shall ensure that:

1. The Association complies with all procedures detailed in this OPM.
2. This OPM is available to all personnel who require it to carry out their duties.
1. The Association continues to meet the standards and comply with the requirements of Subpart B (Certification Requirements) listed in CAR 149.
4. The Association notifies the Director of any change of address for service, telephone number, or facsimile number of any senior person listed in Part 149.103d.
5. Access to the online Master copy of the OPM must be ensured to each member organisation (club).

### PROCEDURES

The President shall:

1. Make available copies of the Organisation and Procedures Manual to Pilot Members and Affiliated Members at cost.

Refer *Administration ADM P4*.

## DIRECTORY OF OFFICE HOLDERS

The positions, names and contact details of the NZHGPA Executive committee and appointed office holders can be found on the NZHGPA web site <http://www.nzhgpa.org.nz>.

## OBJECTIVES STATEMENT

THE OBJECTIVES OF THE NEW ZEALAND HANG GLIDING AND PARAGLIDING ASSOCIATION INCORPORATED WILL BE TO:

1. Act as a controlling body for all Member Organisations, Pilot Members and Affiliated Members acting under the New Zealand Hang Gliding and Paragliding Association Incorporated Recreational Organisation Certificate issued by the Director of the Civil Aviation Authority of New Zealand.
2. Develop, protect and promote the sport of hang gliding and paragliding.
3. Foster harmony between Member Organisations, Pilot Members, Affiliated Members, Civil Aviation Authority of New Zealand, local bodies, flying site owners and the general public.
4. Encourage sharing of knowledge and to promote safety within the hang gliding and paragliding movement.
5. Encourage adherence to the Association constitution and flight by-laws and to those Civil Aviation Rules applicable to hang gliding and paragliding.
6. Assist the formation of New Member Organisations.
7. Invest, control and dispose of the funds and property of the Association.
8. Promote aviation safety through a commitment to education.
9. Foster the technical development of the sport in terms of hardware and flying techniques.
10. Promote the ethics of foot launched flying, particularly that of pilot responsibility within a framework of minimum regulation.
11. Establish certifiable standards in the sport of foot launched flying.
12. Promote mutual helpfulness and social intercourse between members, and to afford amenities to members to better achieve the objectives of the Association.
13. Co-ordinate and organise fair representation of the sport of foot launched flying nationally and internationally, to the public and official bodies.

## SAFETY POLICY

It is NZHGPA policy to promote safe flying practices to its members through this and other official publications by supporting members who are Instructors or Safety Officers with continued education aimed at ensuring that this Safety Policy is understood and achieved at all levels of the organisation.

## CHIEF EXECUTIVES STATEMENT

On behalf of the New Zealand Hang Gliding and Paragliding Association Incorporated, I confirm that this Organisation and Procedures Manual together with documents authorised by this manual defines this organisation and demonstrates means and methods for ensuring ongoing compliance and conformity with Civil Aviation Rules and that this Organisation and Procedures Manual will be complied with at all times.

Signature .....  .....

This ...3<sup>rd</sup>..... day of ...August 2009....

President

New Zealand Hang Gliding and Paragliding Association Incorporated