

ORGANISATION

CONTENTS

REQUIREMENTS	3
PERSONNEL REQUIREMENT	3
AUTHORISED ACTIVITIES	3
ORGANISATIONAL STRUCTURE	3
ELECTED REPRESENTATIVES JOB DESCRIPTIONS	5
PRESIDENT	3
GENERAL	5
QUALIFICATIONS	5
AUTHORITY / RESPONSIBILITIES	5
INTERNAL AUDITOR.....	6
GENERAL	6
QUALIFICATIONS	6
AUTHORITY / RESPONSIBILITIES	6
VICE-PRESIDENT	7
GENERAL	7
QUALIFICATIONS	7
AUTHORITY / RESPONSIBILITIES	7
OPERATIONS MANAGER.....	9
GENERAL	9
QUALIFICATIONS	9
AUTHORITY / RESPONSIBILITIES	9
TRAINING MANAGER	11
GENERAL	11
QUALIFICATIONS	11
AUTHORITY / RESPONSIBILITIES	11
MEMBER ORGANISATION	12
GENERAL	12
AUTHORITY / RESPONSIBILITY	12
ORGANISATION SAFETY OFFICERS.....	13
GENERAL	13
QUALIFICATIONS	13
RESPONSIBILITIES.....	13
APPOINTED OFFICERS JOB DESCRIPTIONS.....	14
CHIEF MEDICAL ADVISOR	14
GENERAL	14
QUALIFICATIONS	14
AUTHORITY / RESPONSIBILITIES	14
BOOK STORE OPERATOR.....	14
GENERAL	14
RESPONSIBILITIES.....	14
ADMINISTRATOR.....	16
GENERAL	16
QUALIFICATIONS	16
AUTHORITY / RESPONSIBILITIES	16
ASSESSOR.....	16
GENERAL	16
QUALIFICATIONS	17

AUTHORITY / RESPONSIBILITIES 17

ORGANISATION

REQUIREMENTS

Reference CAR Part 149.51

PERSONNEL REQUIREMENT

The Association for the grant of a Recreation Organisation Certificate shall engage, employ or contract a senior person identified as the President who;

1. is acceptable to the Director; and
2. has control over the exercise of the privileges of the certificate; and
3. has the authority within the Association to ensure that the exercise of privileges can be financed and carried out in accordance with the requirements prescribed by CAR Part 149.

The Association for the grant of a Recreation Organisation Certificate shall engage, employ or contract sufficient personnel to exercise the privileges of the certificate who are;

1. acceptable to the Director; and
2. adequately qualified and trained to plan, perform, supervise, inspect and otherwise exercise the privileges of the certificate; and
3. responsible for ensuring that the Association's organisation complies with the requirements of CAR Part 149; and
4. ultimately responsible to the President

AUTHORISED ACTIVITIES

Administer the issue of Pilot Proficiency Certificates.

Administer the issue of Instructor Certificates.

Administer the issue of Glider Warrant of Fitness Certificates.

MAINTAINING COMPETENCE AND SUITABILITY OF PERSONNEL

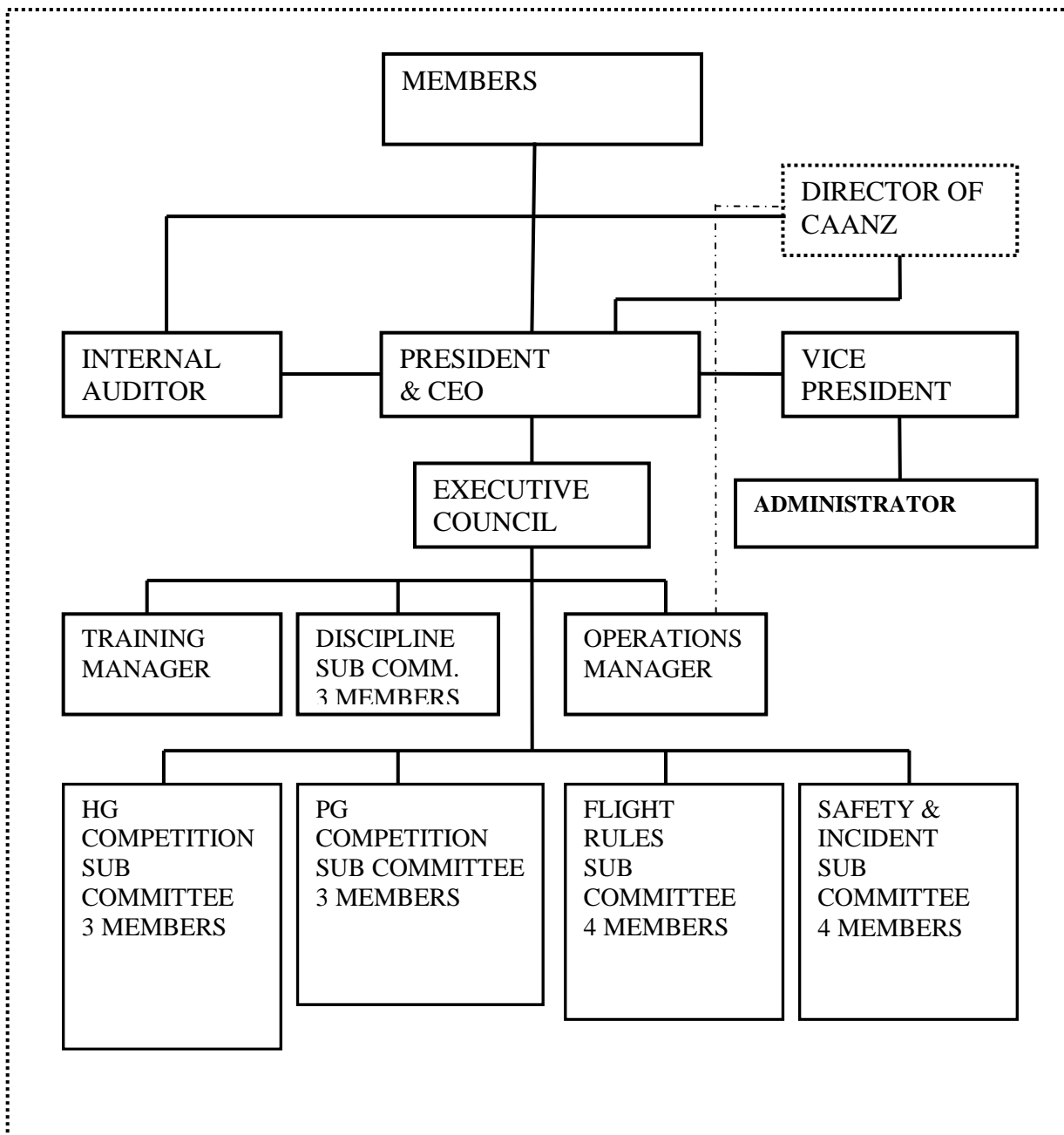
If any of the above personnel for any reason no longer fulfill the criteria (as outlined in OPMF 00) to be deemed Fit and proper to hold the privileges of the certificate, the Director must be notified immediately, either directly or via the Administrator or President. Those persons who hold the privilege to administer the issue of certificates (as outlined above under "Authorised Activities") shall maintain that privilege by fulfilling the requirements as described in the OPM. (e.g. Instructors must hold a valid first aid certificate and attend seminars within the specified time allowed or lose that privilege, and WOF issuers must periodically reapply for that privilege using OPMF 43, or remain elected as safety officers and thus have that privilege automatically maintained.)

The Administrator and President shall, extra to the processes described above, have their competency assured and maintained via the process of internal auditing (by the NZHGPA Auditor) and external auditing (by CAA) as described in the Auditing section.

The NZHGPA Auditor shall, be assessed and maintained as being suitable by being subject to the annual management review of Internal Audit procedures (see IQA P2)

Furthermore, all members and officers are subject to the Quality Assurance processes described in the Auditing section.

ORGANISATIONAL STRUCTURE



ELECTED REPRESENTATIVES JOB DESCRIPTIONS

PRESIDENT

GENERAL

Delegates to a General Meeting shall elect a senior member of the Association identified as the President. The President has control over the exercise of the privileges of the Recreational Organisation Certificate and the authority within the Association to ensure that the exercise of privileges can be financed and carried out in accordance with the requirements prescribed in CAR Part 149 and this OPM.

QUALIFICATIONS

The President shall be a responsible person, acceptable to the Director as a Fit and Proper Person under the Civil Aviation Act 1990. The President shall have sufficient knowledge of the Association activities to determine that its responsibilities are being discharged.

AUTHORITY / RESPONSIBILITIES

The President is accountable to Members and the Director of Civil Aviation Authority New Zealand and shall have the authority and responsibility for:

1. Ensuring that the Association complies with the requirements of CAR Parts 91/106/149 and this OPM.
2. The overall control and direction of the Association.
3. Monitoring quality performance control over Administration, Operations, and, Training, and other offices and sub-offices of the Association.
4. Directly appointing suitably qualified persons as assistant office holders for temporary periods as may be necessary to overcome deficiencies in any aspect of the Association.
5. Supporting recommendations made by the Internal Auditor for correcting performance deficiencies in the offices of the Association, and Member Organisations and may direct (if necessary) that approved control measures are executed without delay. [Note: The Internal Auditor has the authority to give directives on matters related to offices of the Association responsibilities.]
6. Considering recommendations from the other office holders on issues involving outside organisations, e.g. CAANZ, local bodies, private flight training schools, manufacturers (i.e. glider certifications & structural safety), and landowners (damage claims etc.).
7. Liasing with other organisations and authorities.
8. Ordering a delay on directives given by an Office Holder providing an immediate vote on the issue is sought of the full Executive Council. The Executive Council decision shall be final.
9. Obtaining authorisation from the Director concerning aviation events.
10. Acting and liasing in accordance with any delegation issued by CAANZ.

INTERNAL AUDITOR

GENERAL

The Executive Council shall appoint a senior member as Internal Auditor who will be directly responsible to the President on matters of internal quality assurance.

QUALIFICATIONS

The Internal Auditor shall be a responsible person, acceptable to the Director. The Internal Auditor shall be adequately qualified and trained to plan, perform, supervise, inspect and otherwise exercise the privileges of the Recreational Organisation Certificate. The Internal Auditor shall have a sufficient understanding of quality assurance procedures as prescribed in this manual to undertake the Quality Assurance responsibilities required under CAR Part 149.

AUTHORITY / RESPONSIBILITIES

The Internal Auditor is accountable to the President and shall have the authority and responsibility for;

1. Ensuring that the Association complies with the requirements of CAR Parts 91/106/149.
2. Carrying out internal auditing of the Association and Member Organisations as specified in this Organisation and Procedures Manual.
3. Reporting to the President any and all non-compliance, non-conformance and observations found on these audits.
4. Providing an annual report on quality assurance issues to the Executive Council.
5. Recommending priorities for actioning any deficiencies found on these audits.
6. Carrying out spot audits when detailed by the President.
7. Acting and liaising in accordance with any delegation issued by CAANZ.

VICE-PRESIDENT

GENERAL

Delegates to a General Meeting shall elect a senior member of the Association to fulfil the responsibilities of Vice-president.

QUALIFICATIONS

The Vice-president shall be a responsible person, acceptable to the Director. The Vice-president shall be adequately qualified and trained to plan, perform, supervise, inspect and otherwise exercise the privileges of the Recreational Organisation Certificate. The Vice-president shall have a good understanding of general administration procedures, sufficient knowledge of Association activities, and operation of computer hardware and software.

AUTHORITY / RESPONSIBILITIES

The Vice-president is accountable to the President and shall have the authority and responsibility for:

1. Establishing procedures to administer the activities listed in this Organisation and Procedures Manual to comply with the requirements of CAR Part 149.
2. Ensuring that all administration procedures and policies contained within this Organisation and Procedures Manual are complied with.
3. Providing an annual report on administration issues to the Executive Council.
4. Attending to the Associations correspondence in an appropriate manner.
5. Receiving fees from Member Organisations and recording membership details.
6. Operating the (two signature) bank account(s) of the Association in accordance with the by-laws of the Association.
7. Providing an annual audit of the Association finances and assets.
8. Presenting the annual audit to the Association A.G.M., Registrar of Incorporated Societies and also to the official Association circular for publication.
9. Maintaining and distributing the minutes of the Associations General Meetings.
10. Providing internal liaison within the Association.
11. Organising and conducting postal voting and telephone conferences.
12. Recording the decisions of other meetings e.g. phone conferences.
13. Acting promptly upon all Association matters and where appropriate, delegating or referring matters to other Executives.
14. Informing Member Organisations of resolutions passed by the Executive Council at General Meetings.
15. Publishing in the official Association circular, or other information bulletins, resolutions passed at Executive Council Meetings and General Meetings.
16. The distribution of amendments to the OPM to the registered manual holders.
17. Ensuring that all manuals are reviewed at least every three years. Note that amendments must be distributed and entered where and when applicable.
18. Ratifying certificates by verifying all flight certificate application forms are signed by the appropriate people and issuing stickers promptly (within 7 days of receipt of a flight certificate application).
19. Notifying Pilot Members and Affiliated Members who have not renewed their membership.
20. Maintaining a directory of the Association Office Holders and assistant(s) and Member Organisation officials.
21. Annually reviewing the validity of all Instructor ratings (e.g. valid first-aid certificates and attendance of Instructors' seminars).

22. Providing appropriate (database) information to CAANZ, Office Holders and members when requested.
23. Acting as President in the absence or incapacity of the President.
24. Direct supervision of a suitably qualified administrator employed by the Association to assist in the administration of the Association business.
25. Acting and liasing in accordance with any delegation issued by CAANZ.
26. Keep on record all correspondence sent to and received from all non NZHGPA organisations.

OPERATIONS MANAGER

GENERAL

The Executive Council shall appoint a senior member of the Association to the position of Operations Manager, who in their considered opinion has the ability to fulfil the responsibilities of the position as outlined below. The position shall be reviewed annually following the AGM. The Operations Manager shall be responsible for flying activities of the Association. In carrying out this function the Operations Manager is responsible for the development, implementation, and function of operational standards and safety.

QUALIFICATIONS

The Operations Manager shall be a responsible person, acceptable to the Director. The Operations Manager shall be adequately qualified and trained to plan, perform, supervise, inspect and otherwise exercise the privileges of the Recreational Organisation Certificate. The Operations Manager shall be a qualified pilot who has a good understanding in most aspects of hang gliding or paragliding activities and should have a sound knowledge of this manual.

AUTHORITY / RESPONSIBILITIES

The Operations Manager is accountable to the President and shall have the authority and responsibility for:

1. Ensuring that all hang glider and paraglider operations and maintenance is carried out under the conditions of the Association's Recreational Organisation Certificate and complies with the rules in CAR Parts 91/106/149.
2. Ensuring that all operational procedures and policies contained within this manual and Pilot Training manuals of the Association are complied with.
3. Providing an annual report on operational and maintenance issues to the Executive Council prior to the AGM for distribution.
4. After the AGM, establishing communication with Organisation Safety Officers, particularly with new Organisation Safety Officers and new Operations Managers.
5. Ensuring that operational standards remain consistent throughout the Association.
6. Liaising directly with CAANZ and other aviation bodies on behalf of the Association on safety matters and changes in CARs.
7. Selecting the appropriate procedures to be employed in each accident/incident investigation, and deciding who are the most appropriate persons to be delegated to conduct any part of the work.
8. Communication with all persons outside the Association in respect of accidents/incidents.
9. Publishing in the Association official circular medium, an abridged report of accidents and incidents.
10. Applying for extensions to permitted airspace as required for special events (e.g. competitions) via the President.
11. Informing CAANZ (at least 12 weeks in advance) of large planned events via the President.
12. Promulgating information affecting airspace safety or changes.
13. Overseeing the organisation and operation of league and national competitions and other major events.
14. Attending to matters relating to competition awards.
15. Disseminating relevant information contained in the Civil Aviation Information Publications to the secretary of Member Organisations.
16. Ensuring that all maintenance procedures and policies contained within this manual are complied with.
17. Reviewing and upgrading maintenance methods and programmes to ensure the continuing airworthiness of hang gliders and paragliders
18. Providing an annual return of statistics to the Director CAANZ via the President.

19. Assessing and categorising defects reported and communicating with the Executive Council the implications of the defects.
20. Reviewing and/or amending Warrant Of Fitness checklist procedures and ensuring checklists are received from the Member Organisation Safety Officers.
21. Investigating reported deficiencies in flying equipment design.
22. Recommending safe remedies and/or modifications as necessary.
23. Promulgating faults and their remedies and/or modifications to Owners, Member Organisations Safety Officers and to the Associations official circular.
24. Ensuring that Member Organisation Safety Officers report back the status of advised modifications. (Modifications listed on Maintenance Information Bulletins).
25. Responsible for the appointment and oversight of a Flight Safety Committee and Safety/Incident Committee.
26. Directing and assisting the Flight Rules Committee to inspect and/or test new commercial designs of flying equipment with a view to providing subjective evaluations for inspection approvals.
27. Acting and liasing in accordance with any delegation issued by CAANZ.

TRAINING MANAGER

GENERAL

The Executive Council shall appoint a senior member of the Association to the position of Training Manager, who in their considered opinion has the ability to fulfil the responsibilities of the position as outlined below. The position shall be reviewed annually following the AGM.

The Training Manager shall be responsible for all the training activities. In carrying out this function the Training Manager shall be responsible for the development, implementation, and function of instructional flight standards.

QUALIFICATIONS

The Training Manager shall be a responsible person, acceptable to the Director. The Training Manager shall be adequately qualified and trained to plan, perform, supervise, inspect and otherwise exercise the privileges of the Recreational Organisation Certificate. The Training Manager shall be an Association Instructor, who has a minimum of three years hang gliding or paragliding experience, has a good understanding in most aspects of hang gliding or paragliding activities and should have a sound knowledge of this manual.

AUTHORITY / RESPONSIBILITIES

The Training Manager is accountable to the President and has authority and responsibility for:

1. Ensuring that all hang glider or paraglider training carried out under the Association Recreational Organisation Certificate comply with the rules in CAR Parts 91/106/149
2. Ensuring that all training procedures and policies contained within this manual and Pilot Training Manuals of the Association are complied with.
3. Reviewing and upgrading methods of flight training and instruction to keep pace with development in hang gliding or paragliding.
4. Ensuring that training standards remain consistent throughout the Association.
5. Organising as required, Instructors, Tandem and Towing Seminars for members. Should any other person organise a Seminar, the seminar should be approved prior to occurring and the organiser shall provide a list of all known attendees. The Training Manager is responsible for advertising the event, reviewing the contents, and may attend.
6. Providing an annual report on training issues to the Executive Council prior to the AGM for distribution.
7. Ensuring that Training Schools and Member Organisations have access to current training manuals.
8. Annually reviewing Training Manuals, and amending where necessary.
9. The amending and the distribution of the Association Training Manuals, Instructors Training Manuals, and Towing Manuals to all Member Organisation Safety Officers and Instructors.
10. Overseeing training practices in Member Organisations.
11. Referring to the Executive Council any deficiencies in training.
12. Maintaining and updating examinations for flight certificates.
13. Maintaining an acceptable standard of pilot proficiency on examinations by checking randomly answered written examination papers and flight certificate applications.
14. Ensuring that people instructing hold adequate qualifications.
15. Acting and liaising in accordance with any delegation issued by CAANZ.

MEMBER ORGANISATION

GENERAL

Member Organisations, being incorporated societies or incorporated clubs that are interested in foot launched aviation and the objectives of the Association, or similar organisations in the process of becoming incorporated. Member Organisations are expected to function with a minimum of supervision or intervention from the Association.

Safety associated with hang gliding and paragliding operation is closely related to specific rules and restrictions applying to pilots, sites and weather conditions. This cannot be established on a national basis. The aim is to provide a basis of rules under which each Member Organisation must operate. The importance of safety cannot be over emphasised. Safety can only be established effectively at Member Organisation level. Therefore Member Organisations must conform and comply with this manual and be prepared to establish their own by-laws as circumstances may demand. Provision is made for the extension of the Association by-laws as experience indicates is necessary.

AUTHORITY / RESPONSIBILITY

Member Organisations are accountable to the President for the conduct of hang gliding and paragliding within their organisation and shall have authority and responsibility to:

1. Ensure that all Member Pilots conform and comply with the requirements of the CAR Parts 91/106/149 and this manual.
2. Elect member/s to the position of Organisation Safety Officer.
3. Ensure that all flying sites are under the supervision of a Member Organisation.
4. Co-ordinate activities between other Member Organisations to protect local sites.
5. Ensure that any dispute regarding sites, flying rules, or matter of administration that occurs between Member Organisations and which cannot be resolved, are referred to the Executive Council who will make appropriate rulings.
6. Organise annual safety checks for Warrant of Fitness.
7. Promote regular reserve parachute repacks.
8. Maintain vigilance on hang gliding and paragliding flying equipment used in their Organisation.
9. Inform members about any relevant CAR Supplements or other Safety Bulletins which may be issued from the Association.
10. Disseminating other safety information relating to maintenance of flying equipment or flying operations (including sites) in their organisation.
11. Encourage members to undertake first aid training.
12. Encourage pilots to carry on site (or at least in their vehicles) first aid kits holding sufficient items for attending to typical hang gliding or paragliding injuries.
13. Liase with the managers of land from which flying is carried out.
14. Form the best possible relationship with site owners and managers to ensure on going access for Member Pilots. (see: Country Code - section 4 Operations)
15. Advise Member Pilots of site owner's and manager's requirements with respect to access and conduct.
16. Elect delegates to attend Association General Meetings as prescribed in the constitution rules. These delegates will be eligible for contribution towards their travelling cost as prescribed in this manual.
17. Ensure copies of the rules for each Member Organisations are held by the Association Administrator.
18. Keep a record of training revenue for audit purposes.

ORGANISATION SAFETY OFFICERS

GENERAL.

Member Organisations are to incorporate within their organisational structure the position of Organisation Safety Officer for hang gliding and paragliding. They shall elect one or two members to the position of Organisation Safety Officer. The Organisation Safety Officer(s) shall be responsible for operational safety within the Member Organisation.

QUALIFICATIONS.

The Organisation Safety Officer shall be a responsible person, acceptable to the Association. The Organisation Safety Officer shall be adequately qualified and trained to monitor and maintain a level of safety acceptable to the Association. The elected member(s) should have sufficient knowledge of the activities of the organisation to fulfil the responsibilities outlined below.

RESPONSIBILITIES.

The Organisation Safety Officer shall be accountable to the President / President of the Member Organisation and is authorised and required to perform the following functions:

1. Organising annual Warrant of Fitness checks of hang gliders and paragliders and equipment checks.
2. Authorise (where appropriate) flight certificate applications.
3. Organising reserve parachute repacks.
4. Investigation of proposed flying sites.
5. Restrictions relating to existing flying sites.
6. Ensuring accident/incident reports are filed and to furnish copies to the Executive(s) of Operations as per the hang gliding and paragliding Accident and Incident Procedures. Section 4-Operations
7. Reporting equipment failure to the Hang Gliding or Paragliding Operations Manager.
8. Liasing with the Flight Safety Committee regarding accidents/incidents.

APPOINTED OFFICERS JOB DESCRIPTIONS

CHIEF MEDICAL ADVISOR

GENERAL

The Association will appoint a Chief Medical Advisor to advise on treatment of membership applications by persons suffering conditions, listed on the reverse of OPMF00, which could affect their ability to fly. Appointment of a CMA shall be made in consultation with CAA. The CMA's name is to be published in Airborn with the Associations Office given as the point of contact. An executive councillor shall be appointed to liase with the CMA.

QUALIFICATIONS

Registered Medical Practitioner, acceptable to CAA, with knowledge of paragliding and/or hang gliding.

AUTHORITY / RESPONSIBILITIES

1. (a) Where a pilot suffers a medical condition listed on page two of OPMF00 but is fit to fly without any restriction, the CMA is able to sign that pilot's medical release, or direct another medical practitioner to do so.
(b) In all other cases the CMA shall recommend to the Executive a course of action in the form of endorsement(s) or a refusal to grant a medical exemption.
2. To maintain a set of guidelines that can be used by pilot's GPs to carry out assessments (in a similar fashion to a SCUBA diver's medical) where a pilot has one of the illnesses listed on the medical declaration form and wishes to fly. These are to be available from the Associations Office.

NOTE:

1. The existence of risk should be communicated to younger pilots (and their guardians) prior to instruction. The probability of risk is not considered to be significant enough to warrant an increase in the minimum age for hang gliding and paragliding above its current minimum of 16 without parental consent, or younger if parental consent is granted.
2. Where parental consent is granted for flight training of youths under the age of 16, special consideration should be given to an assessment of that person's visio/spatial co-ordination skills.
3. Medical standards applied for driving in NZ should be applied to recreational pilots.

BOOK STORE OPERATOR

GENERAL

Operate a bookstore for members supplying flying books, literature, videos and other similar products to further hang gliding and paragliding. The store is independent of the Association Office and not liable for GST (exemption from IRD has been obtained). Operation of the store is to be annually put out to tender.

RESPONSIBILITIES

1. To cater to the need of members for books on HG and PG.
2. To Annually present to the Association an accurate stock take statement at the end of each financial year.
3. To annually present to the Association a financial statement, including balance sheet and operating statement.

NOTE:

The bookstore operator is to receive a \$200-\$500 honorarium per year, or 10% of the bookstores net profit.

ADMINISTRATOR

GENERAL

The Executive Council shall employ a suitably qualified person as Administrator who will be directly responsible to the Vice-president on matters detailed in the 'Administration' section of this OPM.

The position of Administrator shall be put out to tender for a three-year period with an Administrator's term beginning in the middle of a membership year.

QUALIFICATIONS

The Administrator shall be a responsible person, acceptable to the director. The Administrator shall be adequately qualified to collect, index, store, maintain and dispose of the records as required in the 'Administration' section of this OPM. Selection and appointment of the Administrator shall be made after an interview with the President / Vice-president to confirm their suitability for the position.

AUTHORITY / RESPONSIBILITIES

The Administrator is authorised and responsible for:

1. Under the direction of the Vice-president, carrying out all procedures detailed in the 'Administration' section of this OPM which are required of the Vice-president.
2. Holding the CAA delegation under part 149 for issue of pilot and instructor certificates.
3. Issuing certificates as in (2) above when presented with a correctly completed OPMF pertaining to that certificate.

ASSESSOR

GENERAL

The Training Managers of each discipline may appoint (and maintain a list of) assessors to assess the level of skill and experience of foreign pilots applying for ratings. This assessment shall be an alternative to an initial seminar attendance for currency requirements.

QUALIFICATIONS

The criteria the Training Managers should use for appointing an assessor should include: the experience and qualifications of the assessor - it is anticipated that the assessor shall have held the ratings for which the pilot is being assessed for a minimum of 2 years, the assessor should be active in the relevant discipline - where the ratings are for any tandem rating or instructor ratings, the assessor should be an active tandem pilot or instructor, as appropriate, the assessor shall be a pilot who, in the opinion of the Training Manager, is senior, respected and whose opinion is held in high regard by other pilots.

The Training Manager may exercise some discretion in applying these criteria, in the context that the assessor is required to make judgements on the skills and qualifications of visiting pilots, and the assessor's opinion on these matters must be accepted and respected by other Members.

AUTHORITY / RESPONSIBILITIES

An Assessor is authorised to make assessments of pilots on behalf of the NZHGPA.

The Assessor should charge the candidate a fee for making the assessment.

The Assessor shall submit a detailed report on the tests undertaken by the candidate to the Association Administrator. This report should include notes on their performance, and an evaluation as to whether the candidate has passed or failed the assessment. The Administrator shall file the report, and send a copy to the Training Manager for approval.