

# ADMINISTRATION

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# ADMINISTRATION

## REQUIREMENTS

*Reference CAR Part 149.53/55/57/59/63*

## RESOURCES

The Association for the grant of a Recreation Organisation Certificate shall establish procedures to ensure that there are sufficient resources available to enable the satisfactory exercise of the activities listed in this manual.

## RECORDS

The Association shall establish procedures to identify, collect, index, store, maintain, and dispose of the records that are necessary for the activities listed in this manual.

The procedures shall ensure that:

1. There is a record of each internal quality assurance review and action of the Association.
2. There is a record of each member who conducts training courses or assessments. The record shall include details of their experience, qualifications, training, competence assessments and current authorisations.
3. There is a record of each member being trained or assessed by the Association. The record shall include details of, where applicable: enrolment; attendance; subjects and ground or flight operations covered in their training and instruction; any ground or flight times; and the results of any assessments.
4. There is a record of instructor comments after each period of instruction in sufficient detail to identify student performance in attitude and skill.
5. There is a record of each member who has received an authorisation from the Association. The record shall contain: holders name; details of the authorisation; the pin number; the date of issue; the date of expiry; and any limitations placed on the authorisation.
6. All records are legible and of a permanent nature.
7. All records shall be retained for a period of at least 3 years.
8. Accident reports shall not be released to third parties, as this information may be obtained from CAA under the official Information act.

## TECHNICAL DOCUMENTATION

The Association shall hold copies of all relevant equipment manuals, relevant technical standards and practices, technical bulletins and instructions, and any other documentation that is necessary to establish standards or control the activities listed in this manual.

The Association shall establish a procedure to control all documentation. The procedure required shall ensure that:

1. All documentation is reviewed and authorised before issue to members.
2. Obsolete documentation is promptly removed from circulation, and changes to documentation are reviewed and authorised by the organisation.
3. The current version of each item of documentation can be identified to preclude the use of out of date editions.

## IDENTIFICATION REGISTER

The Association shall establish and maintain a 'pilot identification number' (PIN) register.

## PROCEDURES

The Association shall maintain its head office at the address of the current Administration Officer presently:

**New Zealand Hang Gliding and Paragliding Association Incorporated**  
**P.O. Box 244**  
**Picton**  
**New Zealand**

**Email:** [nzhgpa.admins@clear.net.nz](mailto:nzhgpa.admins@clear.net.nz)  
**Phone:** 03 574 2534  
**Mobile:** 027 488 5418  
**Fax:** 03 574 2374

The Administrator shall maintain the following records, data and resources:

1. Financial records.
2. Certificate of Incorporation.
3. Recreational Organisation Certificate.
4. Membership Database (Identification Register of Pilot Identification Numbers).
5. Accident and Incident reports.
6. Defect reports.
7. Current copy of Civil Aviation Rules- Part 106/91/149.
8. Current copy of New Zealand Sports Drug Authority's 'Banned List'.
9. Records of pilot members being trained or assessed by the Association. Details of ( where applicable ) enrolment, attendance, subjects and ground or flight operations covered in their training and instruction, any ground or flight times, and the results of any assessments. (Refer OPM forms)
10. Records of pilot members who conduct training courses or assessments. Details of their experience, qualifications, training, competence assessments and current authorisations.
11. Records of instructor comments after each period of instruction in sufficient detail to identify student performance in attitude and skill.
12. Records of pilot members who have received an authorisation from the Association. The record shall contain: holders name; details of the authorisation; the pilot identification number (PIN), the date of issue, the date of expiry, and any limitations placed on the authorisation.
13. Internal Audit reports.
14. Computer system.
15. Publications Stock.
16. Pilot and membership cards.
17. Pilot log books.
18. Correspondence Letterheads.
19. Hang Glider Pilot Training Manual.
20. Paraglider Pilot Training Manual. (Not yet available)
21. Hang Gliding Instructors Training Manual. (Not yet available)
22. Paragliding Instructors Training Manual. (Not yet available)
23. Hang Glider Towing Manual.
24. Paraglider Towing Manual.
25. Hang gliding Competition rules.
26. Paragliding Competition rules.
27. Hang Gliding F.A.I. Sporting Codes.
28. Paragliding F.A.I. Sporting Codes. (Not yet available)
29. CAANZ Visual Flight Guide.
30. Quality Assurance Action Records.
31. Management Review Records.
32. Common seal.

## DOCUMENT CONTROL

The Administrator shall:

1. Identify, collect, index, store, maintain, dispose of, update, amend and distribute documentation to document holders within four weeks following either the Mid Year Exec Meeting or NZHGPA AGM.
2. Maintain up to date online version of OPM.
3. Backup data entered on the computer regularly.
4. Retain records for a period of at least 3 years.
5. Make available data contained in the Association database on request to any Executive Council Officer.

## DOCUMENT HOLDERS

Vice-president  
Administrator

Master OPM, CAA RULES  
OPM, CAA RULES

Member Organisations  
Pilot Members

OPM, HG & PG Training Manuals.  
Documents as requested and paid for.

**DOCUMENT REVISION**

The Executive Council shall:

1. Ensure all documentation is reviewed when appropriate as per the table below and authorised before distribution to document holders.
2. Instruct the Administration Officer regarding amendments to be made to documentation and of any obsolete documentation to be promptly removed from circulation.
3. Ensure that the current version of each item of documentation can be identified to preclude the use of out-of-date editions utilising a document 'Page Check List'.

The above-mentioned documents are reviewed and approved when appropriate by the person authorised in accordance with the following table.

<b>Document</b>	<b>Reviewed/Prepared by</b>	<b>Approved by</b>
Organisation & Procedures Manual Constitution Section 1	Pilot Members/Affiliated Members	Delegate to a General Meeting
Organisation & Procedures Manual Flight By-Laws	Executive Council	Executive Council and/or General Meeting
Hang Glider Instructors Manual	H.G. Training Manager	Executive Council
Paraglider Instructors Manual	P.G. Training Manager	Executive Council
Hang Glider Training Manual	H.G. Training Manager	Executive Council
Paraglider Training Manual	P.G. Training Manager	Executive Council
Paraglider Competition Rules	Paraglider Competition Committee	Executive Council
Hang Glider Competition Rules	Hang Glider Competition Committee	Executive Council
Hang Glider Towing Manual	H.G. Training Manager	Flight Rules Committee
Paraglider Towing Manual	P.G. Training Manager	Flight Rules Committee

## EXERCISE OF DELEGATIONS

*Ref CAR 149.51 (b) (2)*

Authority to issue certificates under CAR149 is delegated by the director of CAA to a senior person(s) in the NZHGPA. This procedure details how that delegation is to be exercised.

1. The administrator, on receipt of a completed OPMF (and/or supporting documentation) shall ensure that all requirements listed on that OPMF are correctly signed off by pilots currently rated to the level noted on the OPMF for each requirement.
2. Where the administrator is satisfied that everything is in order as above the certificate shall be issued to the applicant by post within two weeks of the date of receipt of the completed OPMF. The certificate must be signed by the senior person in the NZHGPA holding the delegation from CAA to be valid. The approved application is to be filed as such and the rating database updated accordingly. Note: Generally the CAA delegated authority for issuing certificates will reside with the administrator. Where this is not the case the administrator is authorised to operate the delegated authority on their behalf.
3. Where the administrator is not satisfied the applicant has completed the requirements of the relevant OPMF, the administrator shall at their discretion ring the applicant for clarification, or return the OPMF to the applicant with written notification stating why their application has been declined. In this case no record needs to be kept by the administrator.

## ISSUE AND RENEWAL OF CERTIFICATES

*Ref CAR 149.59*

1. The pilot applying for a certificate (first issue or renewal) must fully complete the requirements listed on the relevant OPMF for which the certificate is being sought. (e.g. For HG Novice certificate use OPMF 12 “HANG GLIDING NOVICE CERTIFICATE FORM”). For a first issue the applicant must obtain the necessary signatures required on that OPMF, by pilots rated to do so as noted on that OPMF. For a renewal the applicant must provide the documentation required by the OPMF with reference to appropriate NZHGPA bylaws.
2. The applicant must send the documentation noted above to the current NZHGPA administrator.
3. The NZHGPA administrator must follow the steps detailed above under “Exercise of Delegations”.

## COMMUNICATIONS

### GENERAL

The Association membership shall obtain information of a general nature from the official Association circular medium, which is the publication that shall be designated by the Executive Council from time to time. A subscription to this publication is inclusive in the Annual Membership fee. The official medium is presently: '**AIRBORN**'

The purpose of this publication is to disseminate official information, provide communication between pilots and promote the sport and safe flying. The contents of this publication do not necessarily reflect the Association opinion. This publication is published tri-monthly. Supplements may be issued at any time by the Executive Council.

**NOTE:** Advertisers of new gliders in Airborn magazine must state whether the gliders are certified or not; if they are the advertisement must indicate to what standards. (exec council, Sept 96)  
Member Organisations and Affiliated Members may also make personal contact with any of the Executive Council as required and may, upon request, attend any Executive Council meeting.  
In addition, the Executive Council may from time to time, publish newsletters of a specialist nature to distinct groups, e.g. Instructors, Inspection Authority CAANZ, etc. as the need arises.

## **EXECUTIVE COUNCIL COMMUNICATION**

### **REQUIREMENT**

The Association shall:

Maintain communication amongst members of the Executive Council so that the business of the Association is conducted effectively.

### **PROCEDURE**

The Executive Council will utilise any or all of the following means of communication to carry out the business of the Association. Except where urgency is a priority, the most cost effective means should be used.

Methods of communication are:

1. General Meetings.
2. Executive Meetings of all or some part of the Executive Council.
3. Conference calls (by telephone) for small groups to meet promptly and briefly for a small agenda. The agenda for a conference call should be distributed to all participants prior to the meeting.
4. Email.
5. Postal Mail.
6. Web site.

## **MANAGEMENT OF FUNDS**

The Administrator shall:

1. Receive all moneys paid to the Association and deposit, to the credit of the Association, in the bank approved by the Executive Council within 7 days of receipt. The Chief Executive and the contracted Administration Officer are authorised to co-sign cheques on the Association's bank accounts, and that any two signatures are necessary to validate cheques.
2. Ensure that surplus funds are invested in a secured manner with a reputable financial institution to earn a fair and reasonable return.
3. The NZHGPA competition account funds (HG & PG) shall be maintained by the NZHGPA. Allocation of funds is to be determined by the competition committee concerned.

## SUBSCRIPTION AND CHARGES

The Annual subscription payable to the Association shall be fixed at the Annual General Meeting and must be paid to an affiliated club no later than the 30 November of that membership year. The Association financial year commences on 1 July and ends 30 June. The Association membership year commences 1 November and ends 30 October. Member organisations are recommended to adopt a 1st November to 30th October membership and financial year allowing remits from the Association's September AGM to be adopted at their October AGM.

The current NZHGPA fees can be found on the NZHGPA web site <http://www.nzhgpa.org.nz>

## TRAVELLING EXPENSES

Travelling expenses will be paid to Member Organisation delegates attending Association General Meetings. Travelling and accommodation expenses for the AGM will be reimbursed to the following people:

- One Delegate per club.
- Current members of the Executive Council and the Administrator.
- Nominees standing for the next Executive Council, but this is limited per club to the number of delegate votes that club is entitled to, or the number of nominees successfully voted in, whichever is greater.
- Travelling expenses will be reimbursed with presentation of receipts under the following conditions:
  - That the person travelling takes all reasonable steps to travel as cheaply as possible. The NZHGPA reserves the right to pay out at no more than the cheapest available airfare found by the Administrator at a date 2 months before the AGM is held.
  - Those people choosing to travel by personal vehicle will be reimbursed according to the following formula: A delegate travelling alone by car will be reimbursed at 25c per km. If they can bring another delegate the car owner will be reimbursed at 40c per km. If they have two other delegates they will be reimbursed at 50c/km.
  - Accommodation expenses will be limited to a subsidy of \$30 per night per person entitled.

## OFFICIAL ASSOCIATION CIRCULAR

The present official Association circular is the magazine 'Airborn'.

The purpose of the 'Airborn' magazine is to distribute information to the members of the Association.

Pilot members are to receive all issues of the 'Airborn' from the time they join the Association, (or pay the subsequent years subscription) until their membership is terminated or end of subscription year, which ever occurs first.

The Airborn editor is responsible to the President and shall:

1. Ensure the regular production of the official circular of the Association.
2. Ensure notification of all official business of the Association.
3. Ensure that all members of the Association have the opportunity to express their views in writing.
4. Ensure satisfactory adherence to generally accepted standards of publication.
5. Ensure that a subscription form is printed in each edition of the publication.
6. Ensure that all new gliders advertised state what standards they are certified to.
7. Ensure the name of the Association Medical Advisor is published.

Production of Airborn is to be put out to tender three yearly.



## **COMMITTEES**

The Executive Council shall have full powers to appoint subcommittees.

### **FLIGHT RULES COMMITTEE**

#### **GENERAL**

The Flight Rules Committees shall be accountable to the Operations Manager and responsible for:

1. Monitoring of standards of Hang Glider and Paraglider maintenance and flight operations.
2. The development and proposal to the Executive Council of standards, procedures and guidelines for the training and development of flight skills and maintenance to certification requirements.
3. Co-ordinating communication with other flight operations regulatory bodies.

### **SAFETY/INCIDENT COMMITTEE**

#### **GENERAL**

The Safety/Incident Committee shall be accountable to the Operations Manager and responsible for:

1. The investigation and analysis of accidents and incidents related to foot launched flying activities.
2. Informing members of any safety issue in the most appropriate manner.
3. The Safety/Incident Committee through the Operations Manager may at their discretion "ground" any product which it deems unsafe. Following grounding an immediate investigation shall proceed.

### **DISCIPLINARY COMMITTEE**

Disciplinary duties and responsibilities are prescribed in the Association Constitution (Part 2).

### **COMPETITION COMMITTEES (HG & PG)**

#### **GENERAL**

The Executive Council shall, at the Annual General Meeting, approve the election of the Competition Committee. The Competition Committee election will occur at each of the Hang Gliding and Paragliding Nationals. Each committee shall consist of three Pilot members who are deemed competent pilots in their respective sports. Each committee shall be responsible to the Executive Council.

The responsibility of these committees shall, in relation to their own sport and in conjunction with each other, be to:

1. Process all records and badge claims.
2. Ensure the scheduling, organisation and running of National Competitions, League events and International Competitions held in New Zealand.
3. Identify and ratify Pilot members to represent the Association at international competitions.
4. Develop and propose to the Executive Council of changes to the Competition rules.
5. Adjudicate disputes arising related to the interpretation of the competition rule or related matters.
6. Ensure all competitions are run to a satisfactory level of safety which includes ensuring a safety plan is prepared and the availability of first aid kits.

## **PILOT MEMBERS**

In addition to the rights prescribed in the constitution of the Association, Pilot Members are eligible for the following:

1. The official Association circular namely the magazine 'Airborn' as prescribed above.

2. On achieving the attainment of a flight certificate will receive a certificate of achievement.
3. To attend all training courses organised by the Association.
4. To enter and compete in competitions organised and run under the auspices of the Association, subject to any minimum skill and equipment requirements established by the Flight Rules Committee.
5. Are covered by the Association third party insurance while undertaking lawful hang gliding and paragliding activities. (Insurance Policy is in [Section 8-Miscellaneous](#))

## **AFFILIATED MEMBERS**

In addition to the rights prescribed in the constitution rules of the Association, Affiliated Members are eligible for the following:

1. All Affiliated Members who are granted certificates to operate hang gliders or paragliders while not under supervision of a qualified Instructor will receive a copy of current issue of the official Association circular medium namely the magazine 'Airborn'.
2. All Affiliated Members are covered by the Association third party insurance while undertaking lawful hang gliding and paragliding activities.