

South African Hang Gliding and Paragliding Association
Incorporating Powered Paragliding & Hang Gliding

Non-Profit Organisation - Empowering the Free Flight Community of South Africa
Company Registration Number: 2005/028858/08

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SAHPA Aviation Training Organisation (SAHPA ATO)

Application for Affiliation and Compliance Statement

1) Preamble:

- 1) This Document must be read, understood and signed by the CFI and each instructor of each School/Training Facility applying for affiliation to the SAHPA ATO and wishing to use this ATO to cover the training provided by their School/ Training Facility.
- 2) The CFI will ensure that all Instructional and Administrative Personnel employed by the Affiliated School/Training Facility, understand the contents of the current version document as well as the SAHPA ATO Training Procedures Manual (TPM)
- 3) The CFI will ensure that all Instructional and Administrative personnel will follow the procedures as stipulated in this document as well as the SAHPA ATO TPM.
- 4) Deviation from this document and the TPM is not permitted.

2) Mission Statement:

- 1) To provide a safe environment where students can learn to fly Paragliders, Hang Gliders and Powered Paragliders.
- 2) To provide standardised instruction in a professional manner.
- 3) To preserve and protect the environment that we operate in.

3) Core Values:

- 1) Honesty
- 2) Integrity
- 3) Treating students, other instructors and members of the public with respect.
- 4) Adhering to land owners rules and requests.
- 5) Respect for the environment, natural or otherwise.
- 6) Respect and adherence to the rules and regulations of SAHPA ATO and CAA.
- 7) Respect and adherence to disciplinary procedures.

4) Administrative Conduct:

By signing this document the CFI and all instructors commit to adhere to the following administrative procedures:

- 1) Complete and sign the Temporary Membership registration form for each student prior to flying.
- 2) Maintain a student file/book which includes: Student name, emergency contact, nationality, age and weight.
- 2) Maintain school training log/file in which all training performed by the school is logged including Temporary Membership number.
- 3) Comply to any special instructions stipulated in School's operations procedure document.
- 4) Maintain a legible record of paperwork sent to SAHPA.
- 5) Accidents and incidents will be reported within 7 days, honestly and realistically.
- 6) To be available and co-operative with annual and ad-hoc inspections.

5) Practical Training Conduct:

By signing this document the CFI and all instructors commit to adhere to the following instructional/teaching procedures and methods:

- 1) Ground handling requires a helmet
- 2) Only equipment suitable for the level training being performed i.e. beginner wing for beginners, tandem and Sport licence as applicable
- 3) Harnesses with suitable back protection, carabiners etc to be used as specified in manufacturer's latest manual.
- 4) Have equipment checked and repack reserve parachute at least annually, preferably with manufacturer approved service provider.
- 5) Comply with the site specific weather minima as listed for the site.
- 7) Comply with the local site specific safety officer/committee procedures and rules.
- 8) Work with paragliding community to always improve paragliding training standards.

6) Behavior and Discipline:

By signing this document the CFI and all instructors commit to adhere to the following:

- 1) Behavior and language that does not bring SAHPA and its associated disciplines into disrepute.
- 2) Behavior that does not inhibit the co-existence of other schools utilising the same training sites and areas, including unsubstantiated malicious accusations or actions.
- 3) Agree that SAHPA and the SAHPA ATO will be the official communication channel to RAASA, Aero Club and any other institute that has controlling interests in sport.
- 4) Accept updates and amendments to this Code of Conduct.
- 5) Any disciplinary procedures that are instituted against them or their employees as per the SAHPA disciplinary code of conduct.
- 6) In cases of transgression and actions displaying carelessness, instruction privileges for the school and employees will be suspended for a maximum of 7 days pending outcome of an investigation and hearing.
- 7) The HOT may with good motivation and recorded disciplinary procedures choose to deny or revoke a school or instructor membership to the ATO.

Communication:

Communication to and from instructors will be:

- 1) Formally via the SAHPA office.
- 2) Any communication received from the SAHPA office will be considered "official"
- 3) Various social media and email groups may be used for official communications at times but is mainly for discussion of various appropriate subjects.

8) Marketing and Club Induction

Schools shall have good standing with local club and safety officer/committee by:

- 1) Act in a way that protects the privileges of paragliding licenses and site agreements
- 2) Refer students who enquire to train further to local Grade B instructors.

9) Sites & land owners

Schools shall:

- 1) Protect sites for the use by all SAHPA members
- 2) Along with the local club, where applicable, promote responsible behavior and discipline of students, pilots and instructors at training sites in their geographical area of operation.
- 3) Shall respect the fact that it is a privilege and at the discretion of the local club/site owner/safety officer when training somewhere as a visitor.
- 4) Can only list sites in different geographical areas if they have local club/site owner/safety officer permission letter or assistant instructors for different areas.

10) Audits

Schools shall comply audits by a SAHPA nominated Inspector:

- 1) When instructed.
- 2) When/if accidents/incidents occur with training flights.
- 3) Instructor fails to send an accident report.
- 4) When a failure to maintain proper records and paperwork is detected/suspected.
- 5) SAHPA ATO documents may be amended at the discretion of the HOT.
- 6) New user information should be used to improve the section below regarding Sites and Gradings and Minima and a new copy of this document made available – overriding any previous version.
- 7) Disciplinary action may be instituted when and where necessary

11) Site Gradings

The purpose of this section is to allow a means of control over a school when reports of accidents are received by SAHPA. Should a SAHPA nominated Inspector deem a site to be too advanced, then SAHPA may re-grade the site, stipulating minimum experience to use the site

The School/Instructor shall:

- 1) Not launch students off from a site not approved for Tandem Flight Training
- 2) Apply site condition minima specified for the site by SAHPA including wind strength/direction, time of day /season
- 3) Adhere to sites gradings that are determined by common agreement amongst schools. eg.: suitable for first flights, suitable only after 10 flights, sites that require an assistant/Instructor at take off as well as at landing.

I, , ID number

License number herewith confirm that I have read and understand the contents of this document and pledge to abide by the rules and guidelines contained herein. I understand that contravening these rules and guidelines might have serious consequence to my business and livelihood.

Signed at on day of (month), 20

Signature:

Furthermore: I herewith apply for Affiliation to the South African Hang gliding and Paragliding Aviation Training organisation on behalf of

Name of School

Physical Address

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Code:

Postal Address

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Code:

Tel:

Cell:

Website:

Email:

(the following may be on a separate document)

List of personnel and roles:

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Name:

Licence no.:

ID no.:

List of Training to be provided:

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List of Training sites and Facilities:

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