



Purpose of this Operating Procedure

1. The purpose of this Operating Procedure is to define the relationship between the HPAC/ACVL and the Fédération Aéronautique Internationale (FAI), the Commission International de Vol Libre (CIVL) and the Aero Club of Canada.

Background

2. The FAI is a non-governmental and non-profit international organisation with the basic aim of furthering aeronautical and astronautical activities worldwide. The members of the FAI are individual countries. Each country is represented by a single organization.
3. The CIVL is a permanent commission of the FAI and is responsible for all matters related to hang gliding and paragliding. The CIVL is made up of the CIVL Bureau and a number of sub-committees. Each member country can appoint a representative on each sub-committee. That representative has one vote on the sub-committee.
4. The Aero Club of Canada is the Canadian member of the FAI. The Aero Club membership is voluntary and is comprised of various air sport organizations. Each member organization appoints a Director on the Aero Club of Canada Board of Directors.
5. Throughout this Operating Procedure, reference is often made to the requirement to meet the FAI/CIVL requirements. These requirements are specified in the FAI Sporting Code, with section 7 of the FAI Sporting Code dealing specifically with hang gliders and paragliders. The code, as well as additional information about the FAI/CIVL can be found at fai.org. HPAC/ACVL members are responsible to ensure that they understand and meet the FAI/CIVL requirements when called for.

HPAC/ACVL Position

6. The HPAC/ACVL shall be a member of the Aero Club of Canada to provide Canadian hang gliding and paragliding pilots access to the services and programs offered by the FAI/CIVL. The HPAC/ACVL shall pay the Aero Club of Canada annual membership fee. The fee is based on the total number of members that were in the HPAC/ACVL in the previous year. It is calculated and set at each AGM of the Aero Club of Canada.
7. The BoD of the HPAC/ACVL shall appoint the HPAC/ACVL representative on the Board of Directors of the Aero Club of Canada. This representative shall vote on the BoD of the Aero Club of Canada on behalf of the HPAC/ACVL.
8. The HPAC/ACVL BoD may, from time to time, appoint representatives on CIVL sub-committees. Appointees on CIVL sub-committees shall be members of the HPAC/ACVL.

FAI/CIVL and Aero Club of Canada Services and Programs supported by the HPAC/ACVL

9. As a minimum level of service, the HPAC/ACVL shall provide administrative support for the following FAI/CIVL and Aero Club of Canada services and programs:
 - a. FAI Proficiency Badges;
 - b. FAI Sporting License;
 - c. Claims for world records;
 - d. Claims for Canadian records; and
 - e. Official Observer.
10. Canadian pilots must access the above services and programs through the HPAC/ACVL.
11. Pilots may contact the FAI/CIVL directly through the Aero Club of Canada for access to FAI/CIVL service and programs for which the HPAC/ACVL does not provide administrative support.

Sporting Licenses

12. FAI Sporting licenses are required by all pilots:
 - a. competing in World Championships;
 - b. who wish to accumulate points towards a world-ranking in FAI/CIVL sanctioned competitions; and
 - c. who wish to claim a Canadian or world record.
13. The HPAC/ACVL shall maintain an application form for sporting license on its web page to be completed by members and forwarded to the Aeroclub (aeroclubofcanada.ca).
14. The cost of a sporting license is set by the Aeroclub and may change without notice.

World Records

15. The HPAC/ACVL Records Chair shall receive, adjudicate and submit requests for World Record claims by HPAC/ACVL members to the FAI/CIVL for certification.
16. Members must submit their record documentation to the Records Chair for processing. The application form for FAI Record Claim can be found in Section 7 of the FAI Sporting Code. Pilots may also request application forms from the Executive Director.
17. A record must be approved as a Canadian record before it is submitted as a World record.
18. Canadian pilots attempting a world or Canadian record in the US must contact the USHPA for information.

Canadian Record

19. The Aero Club of Canada approves Canadian records.
20. The HPAC/ACVL Records Chair shall receive, adjudicate and submit valid record claims to the HPAC/ACVL office and Aero Club of Canada.
21. The categories of Canadian records are identical to the categories for world records specified in Section 7 of the FAI Sporting Code. Canadian records are kept separately for records set in-country and out-of-country. The HPAC/ACVL shall maintain a listing of Canadian records on its web site.
22. Record documentation for Canadian records is identical to the documentation for world records. Members must submit their record documentation to the current XC records keeper for processing.
23. In order to claim a Canadian record, the claimant must be a member of the HPAC/ACVL and have a Canadian citizenship.
24. In order to qualify as an in-country record, a record flight must originate within Canada.

Official Observers

25. Official observers are empowered to control (where an official observer is required by the FAI sporting Code) and certify flights for certain Canadian and world records and certain flights for Silver, Gold and Diamond badges by Canadian pilots for flights originating in Canada. The HPAC/ACVL encourages the formation of a strong body of official observers in Canada to support the aspirations of Canadian pilots.
26. The only qualification required of official observers is to be familiar with the FAI Sporting Code. Official observers need not be members of the HPAC/ACVL and they can act on behalf of any organization that is a member of the Aero Club of Canada. Under an agreement with the USHPA, Canadian official observers can act on behalf of US pilots and US official observers can act on behalf of Canadian pilots.
27. Any member of the HPAC/ACVL can appoint an official observer on behalf of the Aero Club of Canada. The Executive Director shall confirm the appointment upon receipt of an official observer application form. The HPAC/ACVL shall maintain an application form for official observer on its web page. Members may also request application forms from the Executive Director.
28. The status of official observer does not expire. The HPAC/ACVL shall maintain a list of Official Observer on the HPAC/ACVL web site. An official observer who wishes to be stricken from the status should make a request to that effect through an e-mail or a letter to the Executive Director.

Responsibilities

29. The BoD shall:
 - a. appoint a representative that shall serve as Director on the Aero Club of Canada Board of Director; and
 - b. provide guidance and instructions to the HPAC/ACVL representative on the Aero Club of Canada BoD.

30. The HPAC/ACVL representative on the Aero Club of Canada BoD is responsible to:

- a. represent the HPAC/ACVL on the Aero Club of Canada BoD;
- b. vote on behalf of the HPAC/ACVL; and
- c. report to the HPAC/ACVL BoD.

31. The Executive Director is responsible for:

- a. the provision of administrative support for the FAI/CIVL services and programs supported by the HPAC/ACVL; and
- b. ensuring that the HPAC/ACVL fulfils its requirement for membership in the Aero Club of Canada.