

# Instructor and Coach Newsletter

Dear instructors and Coaches,

*Welcome to the latest edition of the BHPA Instructor and Coach newsletter.*

## **In this issue:**

- 1/ New insurance cover levels: Comment.
- 2/ Dual licences: Now by external examination.
- 3/ New 10-day instructor course.
- 4/ Trainers conference: February 23<sup>rd</sup> & 24<sup>th</sup> 2016.
- 5/ School and instructor renewal changes.
- 6/ School inspection notes and advice.
- 7/ Post CP coaching and instruction. Proposals under consideration.
- 8/ The instructor handbook
- 9/ BHPA Theory resources for schools.

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## **1/ New insurance cover levels. *Comment.***

As you should be aware by now all BHPA activities including dual flying and flight instruction are covered for the full £5million of the BHPA's policy.

As Marc Asquith's announcement in Skywings has made clear this is blessing on one way, as you can all train and fly knowing that if the worst should happen you do have a good level of cover. It should help schools recruit new instructors and feel safer for CFI's in expanding to use more staff.

However there is another aspect of this, which it is important to be aware of. The insurers are now considerably more exposed to risk, as most major claims in the past have been in the commercial sector. Ie against schools, instructors or dual pilots.

This means our insurance is probably only good for one or two significant claims until we become too risky to cover at this level. It also means that we are juicier target for anyone who might be considering a claim, and it means that the insurers legal advisers will be pretty eagle eyed in checking that members are in fact covered.

By that I mean that if your gliders don't have an adequate service record or your paperwork is not up to scratch, if your site does not have a current and thorough assessment or if your first aid certificate has lapsed, or if your student has neglected to sign off the exercises in their student training record book, then someone is liable to be asking whether you are in fact conforming to the BHPA rules and regulations and whether you are actually covered by the insurance.

The examination and inspection panel and technical staff have been pretty busy this year doing school inspections; these are designed to check your procedures and paperwork, to help you be as bulletproof as possible on all these issues. If we have not seen you recently, we will try to visit as soon as we can, but if you want to arrange a visit, please don't hesitate to ask.

The requirements for obtaining and keeping a Dual flying licence have also been tightened, for the same reason.

## **2/ The BHPA Dual flying licence.**

The FSC have had reason to discuss dual flying in recent meetings, it has been decided to make some changes to the Dual licensing system. The most significant is that in future all Dual licenses will be awarded as a result of successfully passing an external examination.

This means that although a Dual pilot or instructor can train another pilot to do dual flying, that person must then apply to the Chief examiner for an exam, which they must pass before they are awarded the licence, in the same way as the instructor licensing system works now.

This change is effective immediately. It does not affect existing Dual qualified pilots. If you are an instructor and have potential dual pilots booking for a course now, please contact Ian, Dave or Mark for advice.

The examination for a dual licence is likely to include a short written exam paper.

Note: The candidate must provide a tandem qualified person to fly with.

The BHPA Dual flying fact sheet has been revised and will provide a resource for potential dual pilots to ensure they are prepared for the written exam.

The Air Experience Instructor licence. \* Schools and AEI's are reminded that trial lessons with signed up BHPA members can **only** take place as part of the operation of a registered school. In other words an AEI **cannot** operate independently of their registered school, or take passengers that have not been booked through the school.

If you wish to apply for a dual licence in any discipline or environment please contact the office for an examination application.

### 3/ The BHPA Instructor training course.

The BHPA are introducing a 10 day course, which can replace both of the 2 day classroom based courses that a TI is currently required to attend. The new longer course adds the opportunity for practical skills to be covered in detail. The aim is to improve standards, give greater consistency and speed up the process of becoming an instructor.

The feedback from instructor courses now is that they are invaluable, but too short to cover everything, and to allow candidates the chance to practice and be de-briefed on what they have just learned.

This can also help a growing number of smaller schools which do not have the resources to offer much in the way of instructor training.

**Venue :** There are a number of venues which offer consistent conditions and sites that might be suitable, Spain, Portugal, France or others. Ideally we would like to replicate some UK conditions with some dynamic soaring and top landing opportunities. This will be decided in the next few months.

#### **Candidate Pre-requisites.**

Minimum flying qualification is: BHPA Pilot/ IPPI 4 or equivalent.

A good standard of spoken English

Proposed by a School CFI/ Senior Coach (or equivalent).

**What can I gain from it?** Attending and passing this course, is intended to train and progress candidates along the course to become ready for examination as a BHPA licensed instructor, (Although further training experience and a first aid qualification will also be required).

We anticipate that a competent candidate would be able to build on the skills learned on this course and gain further experience in situ at a school, and be ready for examination in a matter of weeks or months rather than years.

It also addresses the issue of TI's being exposed to training techniques at a school other than their own "home" school.

Alternatively Trainee Instructors who have already gained some appropriate experience may be in a position to be examined whilst on the course.

Overseas schools/ associations may also be interested in presenting candidates for this course. For non-BHPA members, passing the course may result in candidates achieving the **BHPA Instructor Competence** certificate.

#### **What is involved?**

Candidates will be trained in a range of teaching and coaching skills including delivering theory lessons and administration. The course is based on working through the BHPA Pilot rating system, and each exercise from pre-flight checks and forward launching to big-ears and top landing will be broken down and practiced, with candidates having the opportunity to deliver exercises and be de-briefed on them.

The range is broad, from Aircharts to XC, and it will involve a significant amount of classroom work as well as a lot of time on site. There will also be plenty of opportunity to improve on personal flying skills, including some competitive challenges!

**What does it cost?**

We anticipate the cost will be around £995 per person including accommodation, transport etc.

This does not include food and drink, international travel or travel insurance.

Candidates proposed by BHPA Registered schools will be able to claim a £300 discount on this price. However, this price is not yet finalised as it may vary depending on the venue and number of candidates.

Places on the course will be limited, so if you are interested please register your interest with the BHPA as soon as possible. - There is a minimum requirement of 7 candidates for the course to go ahead and a maximum number of 12 places.

To have a reasonable chance of good weather, reducing costs, but remaining in Europe the course is provisionally scheduled for September 2016.

The Portugese association has already kindly consented to this course being based on suitable sites there.

The intention is to run this course in addition to the existing courses and route to becoming an instructor. So if your TI is unable to attend for any reason that should not be a problem. However if the course proves as effective as we anticipate, it will become the template for future instructor training.

#### 4/ BHPA Trainers conference.

Some of you will recall the trainer's conferences that took place at Holme Pierrepont, and at Airways. There has not been one of these for several years, but there are number of changes and challenges as the sport matures which are interest to us all, and so the BHPA are proposing to host a trainers conference in February 2016 which we hope that instructors from the majority of UK registered schools will attend.

The proposed date is February 23<sup>rd</sup> & 24<sup>th</sup> (Tuesday & Wednesday). The venue will be the National sports centre at Lilleshall in Shropshire TF10 9LQ

The two-day conference will be a chance to hear from, and talk to, the FSC members, to put forward your points of view and air any issues concerned with the sport that you feel are worth discussing, and help shape the BHPA's future.

There will be reports from some FSC panel heads & the technical staff on a range of subjects including:

Accidents and incidents.

Examinations and school inspections.

Dual flying licence changes

The new instructor training courses

The Pilot rating system *(including the Top landing exercises & Exams)*

Dealing with accidents and incidents and liability.

Paramotor training.

Speed flying: A report on the UK trial.

Instructor currency & revalidation requirements. School activity minima

The new "Performance", or "Post CP" instructor licence.

The new BHPA Instructor resources. *(Handbook & Powerpoint presentations)*

Geordie's Cat

Any Other Business. *(Please let us know if there is subject you would like including)*

All these will be followed by an opportunity for discussions and debate by the candidates.

All instructors are welcome, and we are particularly keen that CFI's and SI's attend if at all possible.

The conference actually costs well over £100 per candidate including lunch, and refreshments for 2 days, and Dinner and accommodation with breakfast on the Tuesday night. (The rooms are to a decent hotel standard).

We appreciate that you will have travelling expenses and so the BHPA are heavily subsidising this, and the charge to candidates is only £50pp (*We may be able to arrange collection etc if anyone is coming by train*). If you wish to stay at Lilleshall on the Monday night we can arrange this at additional cost. (*Note that we cannot subsidise any more than 3 instructors from each school!*)

This is an important event to discuss the changes and the challenges that the sport is facing and how we should deal with them, and it is your opportunity to put questions and discuss with staff and committee members what you would like to see us doing.

It is also a great opportunity to chat with other instructors and schools and meet up with old friends and competitors!

Lilleshall is a very popular venue for many sport's governing bodies meetings and training courses, and it does get booked up months in advance. We have made a provisional booking for 30 rooms, but we have to confirm this by **November 27<sup>th</sup>**, so please let the office know **as soon as possible** if you can attend and we will take your fee and book your place. -If you leave it too late they will run out of rooms.

*Please find a booking form attached.*

## **5/ School and instructor renewal form changes.**

When you get your next renewal forms you will see that we are now requiring a breakdown of the training days completed in each discipline and environment. This is to enable us to keep a better track of what is going on and to ensure that all instructors are remaining current in all the areas for which they hold a licence.

For example in my own case I found that (*until I voluntarily requested its removal*), my renewal included showing that I was still a licensed hang-gliding dual pilot, something I had not done for several years, and was certainly not in current practice with.

What does this mean to you if you have only done (say) 5 days in one environment? Suppose you are PG Hill school but do the odd paramotor conversion for example. Your renewal will be considered against specific criteria, and if you have a lot of experience and are current in a lot of related activity then your renewal may be supported, at least for long enough for you to regain currency, but if your level of currency and experience is insufficient to support your renewal then the FSC may decline to renew your licence at the existing level for the activity in question.

This means that keeping a log of your personal flying as well as your instructional activity is critical.

## **6/ School inspections.**

Many of the BHPA paragliding and hang gliding schools will have had school inspections this year. (We have inspected 34 of the 53 registered schools so far in 2015). Some will have had full inspections with the technical officer observing the teaching of students and looking through the school's paperwork. Other schools will have had a paperwork inspection.

Several issues have come to light. These will have been brought to the attention of the schools at the time of inspection, but it will be beneficial to all schools to read and take onboard these recommendations and requirements.

Some schools are 'light' on practical demonstrations by the instructional team, and some schools do no demos at all. A good demonstration is an essential tool for illustrating a skill that is being taught.



Equally essential is a good technique for ensuring understanding by a student. A one way briefing monologue from an instructor can over-burden a student with information. Giving a student the opportunity to repeat their flight plan back to the instructor will indicate their understanding of what they are about to do. At a certain level of proficiency, students should be able to tell the instructor what their flight plan is – hopefully demonstrating a level of understanding that would not be revealed when the instructor ‘flies’ the student by radio control. If you would like any guidance or a refresher on question and answer techniques or briefing and debriefing skills, please sign up to one of the upcoming Club Coach courses – details on the BHPA website.

Some instructors have expressed their dislike for the pre-flight check mnemonic “Will Geordie Have His Cat Aboard (Today)”. Schools are required to teach students to perform a pre-flight check that covers all the vital actions identified in Section 2, Chapter 1, Appendix B of the Technical Manual, and “Will Geordie...” is the easiest way of systematically working through this list.

During paperwork inspections it has been evident that whilst schools all have Operations Manuals, some of them have not been opened in quite a while! Operational practices change over time to take into account changes in staff, sites, equipment and many other things - Operations Manuals need to be updated to reflect these changes. Manuals should be checked at least yearly by CFIs and even if there have been no operational changes in the preceding year, the Manual should be dated and signed by the CFI to confirm it has been checked. This requirement to check for relevance, then update and record the check/update applies equally to site risk assessments. A three-year-old site risk assessment that doesn’t show the large agricultural barn built last year in the middle of the landing field is most definitely not a current site risk assessment!

Other items:

- Please ensure that all log records use the students’ first and surnames, not just a first name. You may know who they are, but these documents may be evidence and may be scrutinised by third parties in the event of claim.
- All instructors and others carrying out activities for which they are licensed (Operators, Dual Pilots) must keep a record of these activities in a suitable logbook. These should be looked at during a school inspection and the CFI should make sure they are available to the inspector.
- Many schools that have been inspected are using sites that are not registered on the BHPA’s Sites Database. Validation reports will be sent out to all Resident Schools and Clubs in the early autumn giving you plenty of time over the long winter months to ensure that you are up to date. Minor amendments can be done on the report itself and a form will be included to register new sites or make major changes. Reports and forms should be returned to Stef at the BHPA office.

### **Student Training Record Books (STRBs).**

Some schools are waiting until the end of the training day to get students to sign completed exercises off - which is unacceptable. It is essential that exercises are signed off by the student and instructor **as soon as that exercise has been satisfactorily completed**. A potential scenario could exist where a day-one student has an injury on a 'first hop' flight, having done the first two phases earlier in the day but not signed them off. With no signature acknowledging they have satisfactorily completed the previous two ground training phases, there is no evidence that they had undertaken any training before the flight when they sustained an injury.

Instructors' signatures should ideally be legible enough to be able to identify that instructor, and in circumstances where schools have many instructors signing books, it may help if the instructor accompanies his or her signature with their membership number.

Lastly in this section, please remember to complete the BHPA membership details in the students' STRBs - if their membership has lapsed then you may not be insured if you teach them!

### **Instructor and Senior Instructor Examinations.**

CFIs - please remember to conduct a mock examination before putting a candidate forward for examination. Candidates should only be put forward when deemed ready by the CFI.

### **Speed flying / mini wings as teaching equipment.**

All instructors are reminded of the BHPA's requirements on speed flying wings and their use on paragliding courses. Please refer to the Technical Manual Section 2, Chapter, Item 4. Speed flying / mini wings are usually uncertified; they have a high wing loading and exhibit dynamic responses to control inputs. They are not to be used for training on paragliding courses except for ground handling exercises.

Eight BHPA schools are involved in a speed flying course trial, and have a temporary allowance to deliver the Speed Flying CP course using mini / speed wings, for this specific course only (it is not a dispensation to use uncertified wings for a standard paragliding training course). The outcome of the speed flying course trial will be promulgated via a future edition of this newsletter.

### **Membership payments - BHPA now accepting Paypal payments.**

In the situation when a student signing up for BHPA membership has forgotten their wallet, the BHPA has the facility to accept Paypal payments for the membership fee. The payment should be made using the identifier [payments@bhpa.co.uk](mailto:payments@bhpa.co.uk), and the payer should quote the certificate number they are signing up against.

## **7/ Post CP training .**

The average length of time a new pilot remains within the BHPA is less than two years. Much of this is due to people joining once to train and then not renewing if it is not for them, and of course there is the weather to contend with, but in other countries the renewal rate is much better than ours. Why is this?

One reason is certainly that students come out of the controlled environment of a school, and find themselves struggling to cope with life in the club as a newcomer. The club coaching system is designed to help deal with this, and in many cases is very successful, but it is not working everywhere quite as well as we might have hoped. Interestingly schools that train to a higher level than Cp (running trips abroad for example) find that once the students are up to 10hrs or so and have bonded with a few mates, the process becomes much more successful and pilots continue to progress. This seems to tie in with the experience abroad as well where IPPI 3 (10hrs) is the “leave school” level.

So is the answer to carry on training to a higher level? This makes the sport more expensive but arguably safer. In fact it is already happening to some extent where students are signing up for foreign “training holidays” or professional coaching by themselves.

The BHPA are working on two fronts. Firstly to have a “post CP” instructor qualification, so that an instructor who does not deal with beginners, or have a traditional school with training wings etc. is still covered and licensed as an instructor and can charge for their services, and the second is a more structured route towards Pilot; with exercises to complete in a very similar way to the Student training record books used in all schools. The last newsletter had some information on this, and it is a big task but we are now devoting some staff time to this and hope to have some concrete progress and proposals to report by the trainer’s conference.

The proposed “Post Cp ” instructor licence may be of interest to some of our maturing instructor pool (!), and also to some coaches who would like to be more involved but need to justify the time and expense and cannot realistically go through the traditional ab-initio school route. Once again the insurance situation is a game changer for those considering professional instructing, either in abi-initio or in post CP schools. There will be further information on this topic in the next Instructor & Coach newsletter and it will be a discussion area for the Trainers conference in February.

## **8/ The BHPA Instructor handbook.**

There is some information in the Student training record books themselves and a lot more in the document "Notes for instructors" that was revised several years ago, which gave exercise by exercise comments on the Student training record book contents for paragliding hill students. There is also a coaching notes folder that the BHPA supply to all coach course attendees.

The technical manual contains all the rules and requirements but is more of a reference than a source of advice...

However there has not been a specific instructor manual or handbook ...  
Until now.

The new BHPA instructor handbook is a two-part document with the first generic portion containing information on teaching all aspects of flying. Much of this will be familiar from your instructor or coaching courses.

The second part is discipline specific with an updated exercise by exercise commentary on delivering each phase of the relevant Student training record books. At the time of writing the PG Hill version and the PPG version are due for final editing, HG and Tow versions will follow in due course.

The intention is that by the start of next season, every BHPA instructor and TI will have a personal copy of this document, which will be helpful in ensuring that information on best practice is available to everyone.

## 9/ BHPA School theory resources.

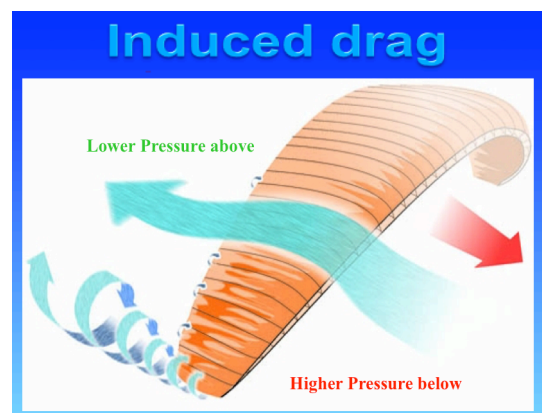
Part of the “rite of passage” to becoming an instructor has often been that the new Trainee instructor assembles his or her own theory resource pack. Some of these are excellent, some are less so, (*some illustrations are surprisingly familiar to the examiners*)!

The BHPA now provide the excellent Ep training guide, which is a very professional document, ensuring each student has access to the same accurate information. But it cannot replace the instructor delivering theory lectures, and engaging the students in two-way conversations about the subjects required and to prepare them for their Elementary and Club pilot exams.

Although examiners are quite happy with any TI or instructor generating their own resources, whether they are drawings, models or power-point sessions; it is useful to have a standard and comprehensive resource to help instructors deliver professional theory sessions and prepare students for their exams.

The BHPA tech staff are currently working on these resources which will be available as power-point or keynote slide shows, for use in a classroom, projected from a PC, or carried with you and used from a tablet, or they can be printed out as a laminated flip file to be used on the hill. We are trialing “pre-production” versions now and hope to have a full set available to all BHPA instructors in time for the 2016 season.

NB There are Paragliding and Hang-gliding versions, and we hope to add a powered version in 2016. *See sample screen shots below.*



The Instructor & coach newsletter is designed to inform and aid you, but it is also an opportunity for you to contribute anything you feel might be of interest. If you have a bee in your bonnet about anything from pre-flight checks to cameras on helmets, please feel free to send in your thoughts. Articles are not required to be professional, *(we are happy to help knock them into shape if required)*. The same applies if you have any topics you would like including on the agenda for the trainers conference.

Sadly the last few weeks has seen a spike in the number of accidents to BHPA pilots. One of our greatest tools in keeping our sport safe is a robust and effective training and coaching system, it's a battle and you guys are the front line! Thankyou to all of you for your efforts.

The Technical team.