



# Parachutist Information Manual

## Part Five: Policies and Procedures

February, 2012

Canadian Sport  
Parachuting Association  
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# Acknowledgments

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This Policy and Procedure Manual (PIM 5) is maintained by the Board of Directors. Initiated by the Board of 1997, two subsequent Boards and Committee Chairs reviewed and implemented the first working copy of this manual.

## Publishing History

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February 1999	Added C&NT draft BoD Review entire draft during 1999 AGM
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October 2000	Revised <i>Drug Use, Language, Harassment Policies</i>
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Jan 2004	Revised Canpara, Defense Fund, Harassment and Abuse, Added Code of Ethics, Sport Canada, revised CNTC, Communications, Drug Use
October 2004	Revised Section 5: <i>Drug Use</i>
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May 2008	Revised Section 11: Defense Fund to include Defence Fund and Insurance Coverage; Revised Section 13 Canpara and Section 26 School “Drop zone” Affiliation Policy. Revised Appendix to include Definitions. Section 1 renamed from Definitions to Terms of Use.
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March 2010	Minor Changes to various sections.
August 2010	Renamed Section 26 to Drop zone Affiliation Policy. Revised Section 27: Budget, Section 13: Canpara, Section 24: Sport Canada and Section 7: Communications.. Added Section 28: Awards, Section 29: Membership, Section 30: IT Infrastructure.
November 2010	Revised Section 30: IT Infrastructure
November 2011	Revised Sections 5.2 Drug Use, 7.2 Communications, 11 Defence Fund and Insurance coverage, 13 CanPara, 22 Disciplinary Action, 23 Code of Ethics, 26 Drop zone Affiliation Policy, 27 Budget, 28 Awards, 29 Membership, Appendix A
February, 2012	Revised Section: 4 Harassment & Disciplinary Action, Removed Section 22

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# Introduction

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The purpose of the Policy and Procedure section of the Canadian Sport Parachuting Association Operating Manual is to provide consistency in the delivery of services and resources to CSPA members, as well as to guide the General Membership, Voting Membership, and Executive of the CSPA in its actions and decisions.

Where sections in this manual have parent documents which may be referred to, those documents are the ruling documents and this document serves only to inform CSPA members in general terms.

For more information on the Canadian Sport Parachuting Association or Sport Parachuting in Canada, please contact the CSPA office at

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or visit us on the World Wide Web at: <http://www.cspa.ca>

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# 1. Terms of Use

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## 1.1 Terms

Terms used in this Manual:

- A “Policy” is defined as a principle used to guide the CSPA membership and Executive in present and future courses of action.
- A “Procedure” is defined as the steps followed in order to implement a policy.

## 1.2 Abbreviations & Acronyms

Abbreviations used in this Manual:

AGM .....	Annual General Meeting of the CSPA
BOD .....	Board of Directors of the CSPA
CNTC .....	Competition and National Teams Committee
CAC .....	Coaching Association of Canada
CSPA.....	Canadian Sport Parachuting Association
CWC.....	Coaching Working Committee
Executive .....	Elected Executive Board of the CSPA and appointed officers of the CSPA.
FAI .....	Fédération Aéronautique Internationale
General Member(s) (ship) .....	All Classes of Membership as defined in the Constitution & Bylaws (PIM 3)
IPC .....	International Parachuting Commission
Manual.....	Policy and Procedure Manual of the CSPA
Nationals.....	Canadian National Parachuting Championships
NCCP .....	National Coaching Certification Program
T&SC .....	Technical & Safety Committee
Voting Member(s) (Ship) .....	All Classes of Voting Membership as defined in the Constitution & Bylaws (PIM 3)
WPC .....	World Parachuting Championship

## 2. Manual Review and Policy Modification

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### 2.1 manual review

The CSPA Policy and Procedure Manual is a working document and as such is subject to continuous revision. The Manual is reviewed from time to time and is influenced directly by the wishes of the CSPA General Membership, changes in CSPA policy, and changes in the sport and industry of parachuting, among others. The duly elected CSPA Executive may amend policies and procedures in order to improve the implementation of new or existing policies.

### 2.2 adoption of new policies

The CSPA endeavors to meet the future needs of CSPA members by keeping abreast of advances in the sport and identifying rising trends in order that appropriate policies may be implemented proactively.

- Adoption of new CSPA policies will be undertaken as follows:
- through motion of the Voting Membership at the AGM, or
- through general consensus of the Executive as set out in the Constitution & Bylaws.
- the Executive will develop a plan of action to implement these directions.
- the General Membership will have input into the plan at any time by contacting the Executive through their Regional Representative or the appropriate Committee Chair.
- the Executive will report to the General Membership with respect to the progress of the plan of action.

### 2.3 modification of existing policies

Modification of existing CSPA policies will be undertaken as follows:

- drafted by majority consensus of the Executive, or
- proposed by a motion from the Voting Membership at the AGM as set out in the Constitution & Bylaws.
- all CSPA policies and procedures will be evaluated on an ongoing basis.

### 2.4 distribution of manual

The CSPA Policy and Procedure Manual shall be provided to every elected Member of the Executive and every Officer. It will be made available to the General Membership. In addition, any revisions made to this Manual will be communicated to the General Membership in a timely manner.

# 3. Equity and Access

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## 3.1 policies

In order to encourage the participation of all Members, the CSPA will provide nationwide resource access.

The CSPA is committed to membership representation from all regions of the nation and endeavors to maintain a high level of membership interaction and communication.

The CSPA encourages its affiliated Voting Membership to allow access to the sport of parachuting to all, regardless of race, national or ethnic origin, colour, religion, gender, or sexual orientation.

The CSPA encourages its Voting Membership to provide access to parachuting to people with mental and physical disabilities wherever possible, with due regard for safety and health considerations.

The CSPA promotes activities for General Membership of all skill levels from junior through to master classification.

## 3.2 procedures

Requests for resources will be administered without regard to geographic location of the applicant.

Persons with handicaps, which preclude them from unassisted participation in skydiving, are encouraged to make a Tandem Jump with a qualified Tandem Instructor wherever possible.

Competitions funded entirely or in part by the CSPA, will include events for various skill and experience levels.

# 4. Harassment and Disciplinary Action

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## 4.1 Policies

The following policy has been created as the Association has a legal and moral responsibility to its members, officers, and employees to prevent and deal with various types of harassment. In addition, adequately addressing this need will help to safeguard the long-term viability of the Association, reduce costs, and meet our fiduciary obligations.

The CSPA does not and will not condone any harassment or abuse of any kind towards any persons, particularly within the membership of the CSPA. In addition, unprofessional conduct of a harassing nature against or by officers of the Association will not be tolerated. The CSPA strives to adhere to the following principles in addressing all instances of abuse, harassment, sexual harassment, abuse of authority, or otherwise unwelcome behavior:

- All allegations will be treated seriously and investigated promptly.
- The CSPA will follow section 4 of PIM 5 to resolve instances of harassment, sexual harassment, abuse of authority, or unwelcome behavior as soon as the Association becomes aware of them, even if there has been no complaint (as determined by the BoD).
- The CSPA will work to mitigate the effects of harassment.

The CSPA will take action to prevent any reoccurrence of such behavior by making sure all members, employees, staff, and officers of the Association have access to, and understand, the policy.

*Note: Section 4 of PIM 5 has been refined using resources made available by the Canadian Human Rights Commission, retrieved from their website November 19, 2011 at: [http://www.chrc-ccdp.ca/publications/anti\\_harassment\\_toc-eng.aspx#12](http://www.chrc-ccdp.ca/publications/anti_harassment_toc-eng.aspx#12)*

### 4.1.1 Harassment

Harassment and abuse may be defined as persistent embarrassing, derogatory, or insulting remarks or actions regarding a person's race, national or ethnic origin, religion, age, gender, mental or physical disability, or sexual orientation.

### 4.1.2 Sexual Harassment

Harassment of a sexual nature is specifically condemned. Sexual harassment may be defined as persistent and unwelcome remarks pertaining to a person's body, appearance or attire, invitations or requests of a sexual nature, and/or unwelcome and inappropriate physical contact.

### **4.1.3 Abuse of Authority**

Abuse can be defined as either physical or non-physical, such as verbal or emotional abuse. Abuse of authority occurs when a person uses authority unreasonably to interfere with an employee or the employee's job, with a volunteer of the Association or the volunteer's role. It includes humiliation, intimidation, threats, and coercion. It does not include normal managerial activities, such as counseling, performance appraisals, and discipline, as long as these are not done in a discriminatory manner.

### **4.1.4 Unwelcomed Behaviour**

Unwelcomed behaviour is any behaviour that demeans, humiliates or embarrasses a person, and that a reasonable person should have known would be unwelcome.

The CSPA reserves the right to investigate any instances of reported, perceived or alleged, unwelcomed behaviour.

## **4.2 Complaints Procedure**

The following complaints procedure has been established to ensure that members, staff and officers have access to a fair and impartial process. This procedure has been created in the hopes that all members of the Association feel comfortable bringing forward their complaints, without fear of embarrassment, retaliation, job loss, or loss of acceptance by colleagues if they complain.

### **4.2.1 Principles**

Complaints of harassment shall be held in the strictest confidence possible. In any complaint of harassment brought before the CSPA Executive, every effort will be made to address the complaint in an expedient manner. The CSPA will strive to adhere to the following Rules of Procedural Fairness:

- The BoD has the authority to make the final decision relating to all complaints.
- The procedure is fair and all the necessary procedural safeguards are in place.
- The defendant is given a right to a hearing.
- Sufficient notice is given.
- The violation is clearly identified.
- The defendant is given full opportunity to present their side of the issue.
- The people making the decisions are impartial. They will not:
  - Sit in appeal of their decisions.
  - Have interest, personal or otherwise, in the outcome of the decision.
  - Show attitudinal bias
  - If the complaint is against a BoD member, that member will be recused from the complaint proceedings.

### **4.3 Definitions**

**Jurisdiction:** Every rating holder and member granted membership in the CSPA is subject to the exclusive disciplinary jurisdiction of the CSPA.

**Disciplinary Action:** The discipline of members is for the protection of parachutists and to uphold other policies and procedures of the CSPA and its members.

**Grounds for Disciplinary Action:** It is a duty of all members of the CSPA to conduct themselves in conformity with the guidelines and recommendations imposed upon members as conditions of that privilege.

### **4.4 Complaint Process**

Complaints concerning the actions of CSPA members can be submitted in writing to the CSPA Head Office, the President of the CSPA, or a Regional Director. All complaints will be forwarded to, and dealt with, by the BoD. All correspondence and communication dealing with the complaint process shall be kept strictly confidential at all times.

If the complaint is directed towards an individual member, that member must be clearly identified by name.

Complaints are handled via a two-step process, with less serious complaints being handled by the first step, and more serious complaints addressed by the second. The BoD reserves the right to determine which step will be followed. Those steps are:

1. Investigation
2. Enquiry Committee

Complaints against BoD members are a special case, and are addressed in section 4.4.3

#### **4.4.1 Investigation**

On the receipt of three independent letters of complaint by the office, the BoD will launch an investigation.

The Investigation Committee (IC) will consist of 1-3 members:

- a. Where one is from the BoD and deemed the official of the IC.
- b. If deemed necessary by the BoD, 1-2 individuals who are each a member of a standing committee, as determined by each committees chair.

The BoD may elect to initiate this process with fewer than 3 complaints. This will involve discussion with the complainants and an opportunity for the member (defendant) to make comment. At this time the names of the complainants will be kept confidential.

Based on the findings of this investigation, which shall involve the accused member, actions can be recommended to the BoD by the Investigative Committee and the process deemed complete. If there is acknowledgement by the defendant that the said events did occur, recommendations regarding actions to be taken can be provided to the BoD who may either accept or reject them.

If the BoD dismisses the complaint, the President will attempt to notify the complainant(s), in writing and within 30 days of receiving the complaint, of the rationale and decision to dismiss.

#### **4.4.2 Enquiry**

If there are significant differences in the statements of the accused and complainants, or if the BoD decides that a formal enquiry is necessary, then an Enquiry Committee will be struck.

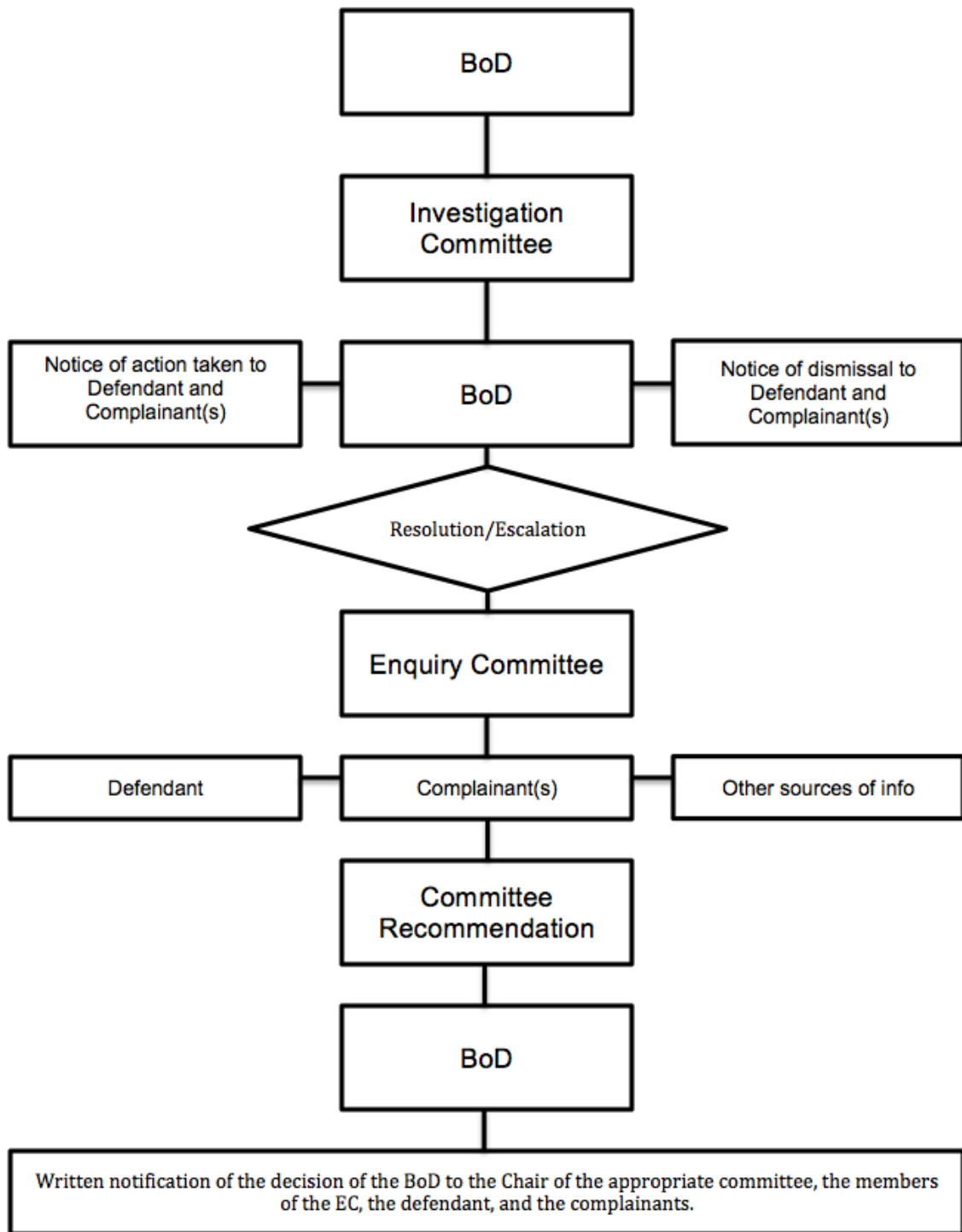
If necessary, external council, such as (but not limited to) experts in the field, legal council, or police assistance may be sought..

The Enquiry Committee (EC) will consist of at least three members:

- a) Where one is from the BoD and deemed the official of the EC
- b) 1-2 CSPA Officers (selected from amongst standing committee chairs
- c) A third member acceptable to both the BoD and the defendant (eg.1-2 Active CSPA members who are not Officers of the Association)

The Enquiry Committee will:

- I. Notify the complainant in writing that they have 15 days to substantiate the claim with the EC if this has not already been done.
- II. Notify the defendant in writing, by registered mail or electronic mail, that a complaint has been received and outlining the nature of the complaint. The letter will identify the members of the EC and state that the defendant has 15 days to refute the claim to the EC or accept the decision of the EC.
- III. Hear the allegations and evidence from the complainant(s) and also give equal opportunity for the defendant to present their defense.
- IV. Access and solicit other sources of information, including individuals/witnesses as suggested by both the defendant and the claimant.
- V. On assessing all relevant information, notify the President of CSPA of their decision and recommended course of action.
- VI. The EC will recommend that the Board effect one of the disciplines listed in Section 4.8, or recommend that the BoD dismiss the complaint.



### **4.4.3 Complaints Against a Member of the BoD**

Where a complaint is against a BoD member, the complaint process duties of the BoD will be passed on to an Investigation or Enquiry Committee, as allowed by PIM 3 Constitution and Bylaws of the CSPA to process the request.

Special attention should be placed on ensuring that constitutional rights are protected. The BoD (with the exception of the member the complaint is against) will be informed of the complaint, and the office will omit that member from the notification. Upon the receipt of three letters of complaint against a Board member, the BoD is required to form an Enquiry Committee. If a complaint is directed at more than one member of the Board, the Enquiry Committee will consider the role of each Board member.

Note: While the investigation process is less formal than the enquiry process, the BoD is ultimately responsible for the final decision in either process. The BoD reserves the right to decide whether or not an EC is warranted when any complaint is received against a Board member.

### **4.5 Decision**

Once the BoD has received a report (from either the IC or EC) and made a decision, then the BoD will send written notification of the decision to the defendant (by registered mail and/or email), the complainant and all members of the EC.

### **4.6 Appeal**

A defendant who wishes to contest the decision produced from an investigation or Enquiry Committee, has 30 days from receipt of the original disciplinary decision, to lodge a notice of appeal with the BoD. An Appeal Committee will then be struck, consisting of a minimum of 3 CSPA Officers (as described above) who were not members of the original IC/EC.

The decision of this committee to suggest the dismissal of the complaint or to support or modify the original disciplinary action will be ratified by the BoD of CSPA. Written notification of the decision will be sent to the BoD, the appropriate committee, the Appeal Committee, the defendant (by registered mail and/or email), and the complainant(s).

### **4.7 Final Appeal**

In the event that all internal processes have been exhausted and a satisfactory conclusion to the complaint has not been reached, the alternate dispute resolution services of the Sport Dispute Resolution Centre of Canada will be consulted for their assistance in settling the dispute or complaint.

The CSPA BoD must again ratify any modifications to the original decision. The President of CSPA will send written notification of the revised decision of the BoD to the defendant (by registered mail and/or email), the complainant and all members of the EC and Appeal Committee.

In the event that the individual has their membership and/or ratings suspended or terminated, the CSPA reserves the right to publish this decision (without reference to the specific events and evidence presented and without prejudice) in its national publication(s) or notification forums, to advise and protect its members.

### **4.8 Disciplinary Action**

Any decision surrounding disciplinary action will be made available to those individuals or groups that the Board determines need to be notified (via email, letter, or verbally). If warranted, the decision may be published in Canpara, giving brief details and the reasoning behind the decision. The name of the person(s), organizations and location will not be published. The privacy policy of the CSPA will be followed.

Types of Discipline that may be enacted by the Board of Directors:

- Suspension of membership in the Association pending termination of membership at an AGM or SGM
- Suspension of membership in the Association for a fixed period of time
- Removal of privileges associated with a CSPA rating for a fixed period of time
- Reprimand
- Such other actions as may be deemed appropriate
- Dismiss the complaint

# 5. Drug Use

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## 5.1 General Drug and Alcohol Use

### 5.1.1 Policies

Due to the nature of the sport of parachuting, any use of alcohol or drugs (in particular those which affect judgment) will not be tolerated under any circumstances during parachuting activities.

### 5.1.2 Procedures

During any CSPA sanctioned event, any individual under the influence of alcohol or drugs(s) will have his/her jumping privileges immediately suspended.

CSPA member groups will suspend any individuals jumping privileges if they are suspected of being under the influence of alcohol or drug(s).

## 5.2 Performance Enhancing Drug Use (Doping)

### 5.2.1 Policies

The CSPA follows the Canadian Anti-Doping Program. A complete copy of this policy is available at <http://www.cces.ca/en/antidoping/cadp>. In addition, please refer to WADA – world anti-doping association <http://www.wada-ama.org/>. The IPC recognizes WADA and the requirements that are met at the world meets and <http://www.cces.ca/fr/antidoping/cadp> for the French MIP 5.

### 5.2.2 Procedures

CSPA Coaches trained through the CSPA are required to complete the NCCP Theory course(s) applicable to their level of expertise, in which are discussed the use of performance-enhancing drugs and procedures for dealing with such.

# 6. Fair Play

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## 6.1 policies

The CSPA is committed to encouraging a spirit of sportsmanship in its athletes in all recreational and competitive settings. It is required at all CSPA-sanctioned events that participants adhere to the principles of fair play in all circumstances.

## 6.2 procedures

All athletes, coaches, officials, volunteers, sponsors and other participants will:

- abide by the letter and spirit of the competition rules, and act in good faith.
- respect judges and officials and their decisions.
- treat other participants with respect and courtesy at all times.
- encourage participation and skill development as goals unto themselves.
- In the event that an official is made aware of a breach of these principles, every effort will be made to resolve the matter in an expedient and discreet manner.
- In the case of the Nationals, refer to the CSPA Competition Manual for further details.

# 7. Communications

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## 7.1 policies

The CSPA is committed to continuous and comprehensive communication between the Executive, Committee Chair persons, the CSPA office, and general membership.

The CSPA shall maintain at least one official communication medium, which reaches all members on a regular basis.

The CSPA shall also endeavor to instigate and maintain any other such communication methods as become available and are appropriate.

Please note a separate policy has been created with regards to Information Technology, please see section 30.

## 7.2 procedures

The position of Director is available for each of the following regions of Canada:

- Western (British Columbia, Yukon)
- Mid-Western (Alberta, Northwest Territories Mid-Canada (Saskatchewan, Manitoba, Nunavut)
- Quebec
- Ontario
- Eastern (New Brunswick, Nova Scotia, Prince Edward Island, Newfoundland and Labrador)

These positions exist to facilitate two-way communication between the Executive and all Members. The CSPA encourages General Membership from each region to fill these positions. In the event that any region is without a Regional Representative:

- All Members from that region may communicate with the Executive through any of the regional Directors
- The Executive may appoint an interim director to represent that region until an election can be held.

The position of Chair is available for each of the following areas of expertise:

- Coaching and Working Committee
- Competition and National Teams Committee
- Technical & Safety Committee
- Translation Committee
- Government Regulatory Committee
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- and other committees that the BOD sees fit or as directed by the Voting Members at an AGM or SGM.

The position of Delegate is available for each of the following areas of expertise:

- Aero Clubs of Canada
- International Parachute Commission

Executives may be placed in the following areas when needed:

- Sport Canada
- Media Relations
- Military Liaison
- Canpara
- Website
- and other areas when needed.

These positions exist to disseminate pertinent information from each area of knowledge to all Members through the Executive. Each Chair and Delegate also acts as a resource person to the Executive, the volunteers acting within their sphere of knowledge, and all Members.

The official communication medium of the CSPA is Canpara Magazine and the CSPA website site. Canpara is published on a regular basis and distributed by mail to the General Membership. Canpara is compiled and edited by the Canpara Editor and must be approved by the Executive before distribution. It contains material relating to past and upcoming events held throughout the nation, any items of interest from CSPA, Transport Canada, CAC, and the NCCP, advertisements for parachuting equipment and services, and general interest stories. The CSPA website is the responsibility of the Information Technology chair with information provided by the Board of Directors and the chairpersons from each committee

The CSPA maintains a web site on the World Wide Web that is of interest not only to its members, but also to any member of the public interested in parachuting in Canada. The CSPA web site is linked to various provincial groups' web sites and other sites of common interest. All CSPA members also have access to the CSPA forums, which disseminates announcements from the Executive, the Committee Chairpersons and enables registered members to stay in touch with other Canadian parachutists and parachutists around the world.

As other technologies become available, the CSPA will endeavor to integrate their use into its communication structure.

# 8. Codes of Conduct

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## 8.1 athlete's code of conduct

Athletes participating in CSPA-sanctioned events shall abide by the Policies and Procedures of the CSPA in general and in particular those regarding harassment, drug use, and fair play (These sections are contained in this Manual).

## 8.2 coach's code of conduct

Coaches working under the auspices of CSPA shall abide by the Policies and Procedures of CSPA in general and in particular those regarding harassment, drug use, and fair play. In addition, they shall:

- follow ethical coaching practices and be fair, honest and principled
- support their athletes' physical, technical and psychological development through the utilization of all tools at their disposal
- be rated by CSPA
- encourage the athletes under their guidance to abide by the Policies and Procedures of CSPA

## 8.3 official's code of conduct

Parachuting Officials participating in CSPA-sanctioned events shall abide by the Policies and Procedures of the CSPA in general and in particular those regarding harassment, drug use, and fair play. In addition, they shall:

- demonstrate high standards of competency and commitment to fair play
- promote the ideals of fair play to those under their influence
- be impartial and ensure that each athlete has an opportunity to perform in a fair and equitable manner

## 8.4 volunteer's code of conduct

Volunteers participating in CSPA-sanctioned events will abide by the Policies and Procedures of the CSPA in general and in particular those regarding drug use, harassment, and fair play. Volunteers will be accorded the same respect as athletes, coaches and officials.

## **8.5 complaint procedures**

In the event of a complaint being brought before CSPA regarding the conduct of an athlete, coach, official or volunteer during a CSPA-sanctioned event, CSPA will endeavor to settle the matter to the satisfaction of all concerned in an expedient and discreet manner. In the case of the Nationals, refer to the CSPA Competition Manual (PIM 4B). In the case of Athletes on national teams, refer to the Athlete's Agreement and the CSPA Competition Manual – PIM 4F and Appendix I.

For further information regarding disciplinary action refer to PIM5 Section 22

# 9. National Championships

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## 9.1 policies

The CSPA may, in conjunction with a member group, host a National Championship every year in order to provide an opportunity for parachutists from around the nation to meet, compare and exchange skills, and compete in an atmosphere of good sportsmanship and fair play.

In non-selection years CSPA may host, in conjunction with member groups National Conference Cups (NCC) Eastern and Western instead of a single National Championship.

## 9.2 procedures

Member groups interested in cooperating with CSPA in hosting the National Championship should submit a bid in writing in accordance with the National's Hosting Manual PIM 4A or PIM 4A Part II.

The Competition and National Teams Committee will review all bids received by the deadline as specified in the Hosting Manual and a recommendation will be presented to the BoD for ratification.

Once the site of the event has been chosen, the member group will work in conjunction with CSPA to organize and promote the event. CSPA will provide assistance towards the costs of judging personnel when available from the budget.

The competition events will be open to all competitors, with categories offered for experience levels of Junior, Intermediate, Senior and Open as required by the CSPA competition manual.

The member group will host an awards ceremony/banquet at the close of the competition at which medals and trophies will be presented and achievements recognized.

Results and events of interest from the competition will be published in the next issue of the Canpara Magazine.

# 10. Annual General Meeting

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## 10.1 policies

CSPA's Head Office will host an Annual General Meeting every year in order to provide an opportunity for all Members from around the nation to meet, exchange views and to have input into the development of the sport in Canada. The location will be determined by the BOD as per PIM 3.

Member Groups wishing to have the AGM in their area should contact the Head Office and be prepared to assist the Head Office if needed.

The AGM location will be determined as soon as possible from the previous AGM.

## 10.2 procedures

All procedures (ex. location, date, notification of, etc.) will follow PIM 3.

Where possible the AGM will be held in varied regions and locations as the BOD see fits. The location of the AGM will be rotated around the different areas of Canada.

When possible a banquet/dinner will be planned for after the AGM's main meeting.

Awards will be presented before the adjournment of the AGM. When an official banquet has been planned the awards may be held at that time.

# 11. Defence Fund and Insurance Coverage

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## 11.1 General Information

CSPA maintains Insurance Coverage and the Defence Fund for all Individual Members and those Drop zones that have elected to purchase one or both of these options.

The Defence Fund is used to offset the costs of defending eligible members that are eligible against lawsuits related to incidents arising from parachuting or parachute training.

CSPA's Insurance Coverage is limited to third party bodily injury, property damage and legal liability arising out of the act of parachuting only for those members that are eligible.

CSPA also provides Insurance Coverage to "off" Drop zone parachuting activities; please refer to PIM 1 for information regarding that coverage.

## 11.2 Policies

The following conditions **MUST** be met in order to qualify for either of these programs:

- An A.I.M. must be filed within 10 days to the CSPA Head Office. In exceptional circumstances (e.g. unknown injury) the CSPA BOD may override this on a case by case basis.
- Jumps must occur at an active, affiliated CSPA Drop zone with memberships and ratings that are current and valid. Or, when jumping on a drop zone that is affiliated with recognized FAI national association outside of Canada.
- While jumping on a CSPA affiliated drop zone participants must follow CSPA BSR's and follow all other such rules as noted within PIM 1 and other PIMs. When jumping on another FAI recognized national association drop zone; rules and regulations of that association must be followed.
- Insurance Coverage and Defence Fund is invalid if alcohol or drugs have been consumed eight hours prior to parachuting activity.
- You **MUST** be a member of the CSPA or a student of an affiliated member group which has elected to purchase the CSPA Insurance Coverage and/or Defence Fund for its' students. Student coverage will cease to be in effect after a maximum of ten jumps and/or the passage of twelve months from the first jump. If the student has not jumped within 12 months and is required to retake first jump training, the student will be covered for the next ten jumps and/or the passage of 12 months from the jump after retraining.
- In line with CSPA's Technical Recommendations, Insurance Coverage nor access to the Defence Fund will not be provided for persons under the age of 16. The CSPA insurance policy carries a substantial deductible that will be absorbed by the legal defence fund.

Insurance Coverage and the Defence Fund with regards to Satellite Operations:

- Satellite Operations may take place with a Drop zone's current fee if the Satellite Operation is not longer than 2 non-consecutive 3 day periods or 1 consecutive 7 day period. (I.e. 2 weekends or 1 week.) If the Satellite Operation is greater than either of those previously mentioned CSPA will charge an additional premium according to the Satellite Operations Fee Structure; please contact the CSPA Head Office for the current fee structure.
- Satellite Operations may only operate 1 Satellite Operation at a time (the main base of operation may remain open).
- It is highly recommended that those Drop zones that do not have Insurance and/or Defence Fund coverage also contact the CSPA Head Office for the Satellite Operations Fee Structure in order to allow their licensed CSPA members access to Insurance and/or Defence funding. Individually licensed CSPA members please note that if your Drop zone does not comply with the Satellite Operations Fee Structure you may not be eligible for individual Insurance and/or the Defence Fund if needed.
- Please note that CSPA may change rates without notice or not grant a Satellite Operation if the CSPA feels that there is an abuse to the system.

Insurance Coverage and the Defence Fund is valid worldwide for members who are residents of Canada and is in effect while traveling outside of Canada, temporarily. i.e. vacation

Insurance Coverage and the Defence Fund are not in effect for members residing outside Canada but are valid while such persons are in Canada temporarily.

Legal proceedings resulting in a claim against the Insurance Coverage and/or Defence Fund must be initiated in Canada. A copy of CSPA's insurance policy is available to members upon written request to the CSPA Office.

There is NO Insurance Coverage and/or access to the Defence Fund for injury to skydiving participants.

There is NO Insurance Coverage for damage and/or access to the Defence Fund relating to the operation of a jump aircraft in flight.

## **Procedures**

### **11.2.1 Insurance Coverage**

The CSPA Insurance Coverage is renewed yearly by the BOD as directed by the Voting Members at the AGM.

Existing Insurance Coverage is for three million dollars third party liability.

All individual members have access to this coverage if they meet the conditions above.

Drop zones must purchase the Insurance Option at the time of affiliation in order to have access for their students and must meet the conditions above.

In the event that the Insurance Coverage is needed individuals and Drop zones must have followed the conditions above and inform the CSPA Head Office in writing within 90 days of being informed that coverage is needed.

Access will then either be granted or denied by the BOD. Appeals to decisions must follow those policies and procedures found within PIM 5.

## 11.2.2 Defence Fund

The CSPA Defence Fund is maintained by the contribution of \$5 from each General Member's dues plus interest. It is also maintained by the Defence Fund option in Drop zone affiliations.

When the Defence Fund is in excess of \$125,000 the \$5.00 contribution from each General Member's dues will be placed into the Team Fund.

The above conditions must be met to be eligible.

In order that a claim may be considered, the applicant must notify CSPA immediately upon becoming party to legal proceedings. Such notification will be accompanied by supporting documentation. i.e. writ, summons, etc.

The CSPA must be updated on the state of the proceedings at least once every six months to receive payment from the Defence Fund.

All requests for reimbursement must be accompanied by a detailed description of services rendered and by paid receipts.

No claim will be considered if the applicant is in arrears to CSPA for any dues or merchandise purchased until such payment is made.

Payments to a maximum of \$10,000 per incident will be made in the following manner:

100% of the first \$5000.00

- a further \$5000.00 may be authorized by the BOD as long as the total amount in the CSPA Defence Fund is in excess of \$75,000 using the following formula: 50% of any remaining legal fees up to a total payout from the Defence Fund of \$10,000.00.

For those cases where more than one member requires coverage for the same incident, the CSPA encourages all parties to share counsel. Where this may not be feasible or desirable, the same maximum payment applies, but will be split equitably amongst the members requiring access to the Defence Fund.

(This payment policy is designed to provide consistency in the awards given, to acknowledge the reality of the higher legal costs to defend one's self today, and to protect the long term viability of the Defence Fund. This format will insure that those with higher legal costs will receive the higher amounts from the Defence Fund while those who have lower legal costs will receive less.)

# 12. Team Funds

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## 12.1 policy

The purpose of the National Team Trust Funds is to provide a source of funding for teams which represent Canada at World Parachuting Championships. The funds will be administered with the goal of preserving an ever-growing principle amount so that in future years, significant interest will be generated to support our national teams.

## 12.2 procedures

The National Team Trust Funds are made up of six funds: Team Trust Fund, Formation Skydiving, Style and Accuracy, Canopy Formation, Artistic, Canopy Piloting.

Funds are developed and maintained through the following methods:

- When the Defense Fund is in excess of \$125,000, a \$5 contribution from each member's dues will be placed into the Team Trust Fund.
- Contributions from Members or others, shall be credited to either:
  - a) the specific fund of choice by donor (FS, S&A, CF, Artistic, Canopy Piloting); or
  - b) to the Team Trust Fund, if no preference is given.

*Further information on the Policies and Procedures, including the methods of distribution of the interest and donations of the Team Funds is available by contacting the C&NT committee or referring to PIM 4F chapter 8.*

# 13. Canpara

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## 13.1 general policy

CSPA will maintain as its official medium of communication to the General Membership the magazine *Canpara*.

The magazine will be published on a set schedule, and will include items such as official notification of the AGM, information about the National Championships, and other items communicated by the Executive.

The magazine will also carry items of general interest, particularly to the new parachutist, and advertising. The magazine should strive to be self-sufficient in terms of soliciting advertising revenue to cover publishing costs.

## 13.2 editor policy

The Editor of Canpara is a volunteer of CSPA and responsible to the BOD. When the editor is unavailable or does not respond to the BOD's question, the BOD may go directly to the Publisher.

The Editor is responsible for writing an editorial (when space permits) up to 1/2 Page Maximum, soliciting articles from throughout the country, reviewing the contents of the magazine, and deciding on appropriate content.

The Editor will ensure that the editorial content policy is followed.

The Editor will provide a content outline to the BOD for review.

The Editor will ensure that articles are printed representing all regions of Canada.

The editor will ensure that proofs of each issue will be presented to the Canpara liaison(s) and CSPA office, prior to publication for their approval. No issue will be published without the approval of the BoD liaison(s).

## 13.3 editorial content policy

- Each issue will carry an update from the BOD or Head Office
- Items of importance to CSPA, including notification of the date of record for the AGM, notification of the location and date of the AGM, notices to solicit bids to host the National Championships, notification of the location and dates of the National Championships, results of the AGM, results of the National Championships, must be published in a timely manner.
- Articles of a controversial nature must be reviewed and approved by the entire Board. No such articles can be printed without the full Board's consent.
- All articles will follow the guidelines set out in CSPA's Basic Safety Recommendations.

- All article content will be consistent with the spirit of CSPA’s Policy and Procedures Manual.
- Training or Rigging Standards – Articles discussing policies, rigging, training standards, recommendations, or committee policies will be confirmed to be accurate by the Chair of the responsible Committee. A copy of the A.I.M. report will be printed or included in Canpara once per year.
- Endorsements – Canpara/CSPA will not endorse or recommend any specific products or services unless approved by the BoD.
- Info Ads – Info ads shall be acknowledged as such.
- Gender Neutral – Where appropriate all articles shall be gender neutral.
- Statements that circumvent intent – The editor, in their official capacity, shall not by way of printed statement, qualifying phrase or derisive comment: contradict or undermine any statement that the BOD requires them to print.
- Negative News Reports – All articles that describe member groups, drop zones, teams, individuals or circumstances in a negative way shall be deemed acceptable for printing if and only if all of the following criteria have been met:
  - ⇒ the “reporter” is not personally involved with the story and is perceived/proven to have nothing to gain
  - ⇒ Both sides involved in the story have been contacted and provided with reasonable opportunity (3 reasonable and verifiable contacts/failed attempts) to comment on the specific issue.
  - ⇒ all sides must know that their comments may be used in Canpara
  - ⇒ if an individual cannot be contacted or refuses to comment the article may run provided that it states the individual could not be contacted/refused comment. Editor’s comments must be unbiased.
  - ⇒ the editor has submitted to and received permission from the entire BOD to print the article.
- Profanity – Profane words or statements are not acceptable.
- Nudity —Degrading or vulgar images are unacceptable. “Full frontal” nudity is unacceptable, unless done in an artistic manner; images that could be controversial of this manner must meet FULL BOD approval
- Tandem – No pictures or articles that contradict the manufacturer’s recommendations or CSPA BSR’s.
- Helmetless Pictures – No helmet less pictures unless the individual has a CSPA D CoP or E CoP and this is stated, or the individual is a foreign national and permitted by his/her association to not wear a helmet.
- BASE Jumping – Legal BASE jumping stories are allowed; illegal activities are not.

- Non-Current rigging or Training Doctrine Articles – Any article that’s purpose is to educate/present for discussion any non-current equipment or training doctrine is not permitted unless approved by the BoD.
- Benefits of Membership – Where possible, small blocks stating CSPA “Benefits of Membership” and the many benefits to being a CSPA member will be printed stating where to find the full information on the topic.

### **13.4 advertising policy**

- The advertising: editorial ratio for each issue of the magazine shall not exceed 40% advertising. More pages will be added as more advertising is sold.
- Rigging Advertisements – All riggers advertising their services must include their rigger’s certificate level and be current CSPA members unless they are foreign riggers advertising their services outside Canada.
- One half page, 4 colour or one full page, black and white, will be provided free of charge to the Summer Canadian Nationals Host member group for the purpose of advertising the Canadian Nationals. The member group will be responsible for any advertisement development costs. For years where there is a Conference Cup one ¼ page, 4 colour or ½ page black and white will be provided for each member group hosting a Conference Cup

The editor/publisher may accept any advertising that does not contradict any other CSPA BSR, Recommendation or policy. Any questionable advertisement will be sent to the BoD for approval.

### **13.5 publishing policy**

- The CSPA shall maintain full control of the editorial and advertising content in all issues of the magazine.
- Canpara shall be a minimum of 32 pages with 4 colour printing available on at least 16 pages if the budget allows.
- Proofs of each issue will be presented to the Canpara liaison(s) and CSPA office prior to publication for their approval. No issue will be published without the approval of the BoD liaison(s).

The publisher will maintain contact with the Editor on all matters and cultivate a good working relationship.

## **13.6 translation policy**

The following items will be translated in this order:

- Editorial
- Presidents Message
- Committee communications/articles
- Articles of national importance

Other articles will be printed in the official language that they are received, and may be translated as space and resources permit.

# 14. Aero Club of Canada / Fédération Aéronautique Internationale

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## 14.1 policy

The CSPA will maintain membership in the Aero Club of Canada.

Through the ACC, the CSPA will maintain affiliation with the Fédération Aéronautique Internationale in order to allow teams chosen to represent Canada.

## 14.2 procedures

CSPA will maintain representation with the Aero Club of Canada.

CSPA will pay ACC dues from general revenue.

CSPA will provide, at cost to its General Membership, the FAI sporting license for individuals competing at First Category Events, World Record Attempts, or any other situation in which the Sporting License is required.

All FAI Sporting Licenses issued by the ACC are valid from the date of issue to 31 December of the year of issuance.

# 15. IPC & FAI

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## 15.1 Introduction

The International Parachuting Commission (IPC) is a permanent commission of the Fédération Aéronautique Internationale (FAI), established in accordance with the Statutes and Bylaws of the FAI to be responsible for all matters relating to Sport Parachuting.

IPC Procedures are governed by the IPC Internal Regulations. The Regulations for Sport Parachuting are contained in the General Section and Section 5 of the Sporting Code. The rules for each specific discipline are to be found in the Competition Rules for that discipline.

## 15.2 Policy

CSPA, by virtue of its affiliation to an agreement with the Aero Club of Canada (ACC), is entitled to appoint a Delegate and, if it chooses, an Alternate Delegate to the IPC. These two officers are appointed annually by the BOD at its post AGM meeting. The names are then sent to the ACC, which forwards them to the FAI for acceptance at the FAI General Conference (usually held in October each year). In this manner, the nominated officers are properly accredited and it is quite clear to the FAI and IPC who are the authorized representatives of a particular nation.

The criteria that should apply to the selection of the Delegate and Alternate Delegate are as follows:

- either separately or as a pair
- be thoroughly familiar with CSPA Policy and Procedure
- be knowledgeable about competition practice and procedures
- have an understanding of technical and safety matters
- have the ability to make their presence felt at the IPC meeting
- be prepared to spend own money and vacation time to attend the annual IPC meeting

The Delegate will liaise with the Chairman of the CNTC to ensure that:

- the list of International Judges is submitted on time
- the nomination of Judges for Championships is submitted on time
- information concerning the date and location of International competitions is given to the CNTC Chairman on a timely basis
- information concerning competition rule changes and relevant documents are given to the CNTC Chairman on a timely basis

The delegate will write an annual report for presentation to the CSPA BoD and AGM and will provide the CSPA Head Office with copies of the IPC meeting minutes and other relevant documents.

CSPA will pay the registration fees and travel costs to attend the annual IPC meeting for the Delegate and Alternate Delegate. Failing full funding being available, CSPA will give them a reasonable allowance towards these costs.

It is also recommended that before a person is appointed to either position, they should attend two IPC annual meetings with Observer status at their own expense.

# 16. CNTC

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## 16.1 Introduction

The CNTC is a Committee made up of at least five members. Committee members are selected for their knowledge as competitors, judges, competition organizers, or some combination of these experiences. Whenever possible a broad regional representation is desirable.

## 16.2 Policies

The CNTC's responsibilities include in part:

- Inform membership about competition
- To establish, maintain and revise the Competition Manual
- To encourage the development of, and participation in, National/National Conference Cups (NCC) parachuting competitions.
- To solicit bids to host the Nationals/ NCC's
- Assist with Nationals/NCC's
- Oversee the revision of Judging Score sheets and competition related documents
- Oversee the selection of National Teams; maintain communication with all national team members regarding matters pertaining to national and international competition.
- To administer the participation of National Teams in International Competition.
- Select Delegation Personnel
- Oversee the disbursement of Team Fund Monies
- Assist with National Development Program
- Administer the CSPA Judges' Rating Program.
- Provide assistance, in the form of information and expertise, to Member Groups hosting competitions, establishing records, and other competition related matters.
- Advise the IPC Delegate on matters the CNTC may wish to have addressed at the IPC  
– Ref PIM4F Chapter 9
- Disseminate IPC Info
- To establish, maintain and revise Canadian Records
- Administer the Certificate Award Program as related to CNTC programs

### **16.3 Procedures**

Meetings - The committee conducts its business relying heavily on email, regular mail and telephone communication. The committee should meet annually, preferably at a competition venue i.e. Nationals or NCC, depending on funds available.

**Refer to PIM4F and PIM4G** for detailed information on policies and procedures

# 17. CWC

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## 17.1 Introduction

The Coaching Working Committee consists of approximately six experienced Course Conductors, Instructors, or Coaches who volunteer their time and expertise to promote the development of parachuting and parachutists in Canada.

## 17.2 Policy

The goals of the committee are to:

- Develop resource material for skydivers, Coaches, Instructors, and Course Conductors in the form of Coaching, Instructing, and Parachuting Information Manuals (PIM).
- Co-ordinate the training of Coaches and Instructors.
- Oversee the issue and maintenance of Coach and Instructor ratings.
- Develop material to enable Course Conductors to more effectively deliver the courses.
- Co-ordinate the training of Course Conductors.
- Oversee the issue and maintenance of Course Conductor ratings.
- Recognise outstanding service and performance by Coaches and Instructors.
- Inform and communicate with the CSPA membership through bulletins and articles published in Canpara and on CSPA's e-mail information list.
- Investigate complaints against Course Conductors, Coaches, and Instructors, as directed by the BoD.
- Promote the public image of parachuting as a safe and enjoyable sport.
- In conjunction with the Technical and Safety Committee, produce the Certificate of Proficiency (CoP) exams

## 17.3 Procedures

- Meetings
  - The CWC meets twice each year, normally once in western Canada and once in eastern Canada.
  - The meetings are generally held over three days and are open to members of CSPA. The minutes of the meetings can be obtained from the National Office and a summary of the proceedings is published in Canpara.
  - One evening is reserved for an information workshop in which current advances and updates are shared with the local instructors and coaches who will receive a formal invitation from the Chair.

## Committee Composition

- The committee is guided by a Chair who is appointed by CSPA's Board of Directors (BoD) for a one year term normally after a recommendation from the members of the CWC. The overall tasks of the chair (or delegate) include
  - Selecting the members of the committee bearing in mind regional representation, specialised knowledge, and the ability to complete assigned tasks.
  - Preparation and presentation of the annual report to the BoD and CSPA membership and attendance at the Board Meetings at the Annual General Meeting (AGM).
  - Preparation of the CWC annual budget.
  - Acting as the spokesperson for the committee.
  - Assigning and monitoring the tasks and reports of the committee members.
  - Receiving and replying to all correspondence addressed to the CWC.
  - Maintaining the Course Conductor, Coach and, Instructor system
  - Issuing temporary and certified rating cards.
- Other members of the committee have special responsibilities. These include the Rating Processor, the Director of Course Conductors, and the Coaching Association of Canada (CAC) Liaison Officer.
- One member of the BoD serves on the CWC acting as a liaison between the two groups.
- **Manuals and Certificates of Proficiency**
  - The CWC prepares and updates the following CSPA manuals and documents both in English and in French:
    - PIM 1 (in conjunction with the T&SC), PIM 2A, PIM 2B, PIM 2C
    - Instructor A and Instructor B
    - Coach 1 and Coach 2
    - Progressive Free Fall
    - CWC Policy and Procedures
    - Course Conductor Training Seminar Manual
    - A, B, C, and D Certificates of Proficiency (in conjunction with the T. & S. C.)
- **The CSPA Course Conductor, Coach and Instructor Systems**
  - The CWC oversees several programs on behalf of CSPA. This includes provision for the training and monitoring of Course Conductors; Coaches 1 and 2; A and B Instructors; and PFF Instructors. Information and details of the pre-requisites, evaluation procedures, privileges, and practical requirements for each rating are outlined in PIM 1.
- **Public Statements**

- No member of the CWC, Course Conductor, Coach, or Instructor will make a public statement that connects that person's individual opinions with the position of CSPA or the CWC. Only the Chair of the CWC may make statements with reference to the stance of the committee with respect to any matter. If the Chair is making an individual opinion then he or she must explicitly state that fact.

## **17.4 Additional Information**

More detailed information on the following aspects of the CWC may be found in the CWC Policy and Procedure Manual:

- The Master Course Conductor
  - Qualifications
  - Activities
- The Course Conductor
  - Qualifications
  - Application and Selection Procedure
  - Training
  - Rating Maintenance
  - Grounds for Privilege Suspension
  - Substandard Courses and Paperwork
  - Course Delivery Guidelines
  - General
  - Course Paper Flow
  - Course Package Pricing System
  - Special notes to Course Conductors regarding Supervision and Evaluation
  - Instructor Courses
  - Coach Courses
  - PFF Courses
  - Candidate Access to Courses
- The Coach and Instructor
  - The Role of the CWC in the Instructor and Coach system
  - Candidate procedures to obtain a Certified Rating
  - Coaching Association of Canada Certification
- Disciplinary Action

# 18. Government Regulatory Committee

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## 18.1 Introduction

The Government Regulatory Committee (GRC) represents CSPA in matters relating to government (to include Crown Corporations) regulation and/or restrictions to the sport of skydiving.

This committee will act primarily as a standing ad-hoc committee. When an issue arises that the BOD or Voting Members decide needs attention experts from those areas will be called upon to represent CSPA and CSPA's interests as a whole.

When more than one different issue is present at the same time there may be separate functioning sub-committees.

If there are no pressing issues the GRC will have no standing Chair or members but the BOD will handle requests and monitor potential issues.

# 19. T&SC

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## 19.1 Introduction

The Technical & Safety Committee maintains the safety standards of CSPA by promoting the highest principles of honesty, integrity, and professional behavior in dealings with the industry, CSPA membership, and the public.

## 19.2 Policies

The T&SC:

- Oversees the issuance of Certificates of Proficiency (CoP's)
- Promotes safe skydiving through rigger education and maintaining the rigging system.
- Investigates and acts upon complaints against riggers.
- Maintains a schedule of technical bulletins.
- Issues Exhibition Jump Ratings (EJR's).
- Investigates and acts upon EJR incidents and accidents.
- Compiles summaries of accidents, incidents, and fatalities (AIM reports).
- Maintains PIM 1 (*Basic Safety Rules and Recommendations*) on a bi-annual basis.

## 19.3 Procedures

The T&SC conducts meetings in various regions of Canada. Meetings are open to any CSPA member wishing to observe; except during in-camera sessions.

*For more information see the T&SC Terms of Reference Manual.*

# 20. Official Languages

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## 20.1 Policies

- CSPA endeavors to provide communication and information to its members in the official language of the member's choice.
- The CSPA will collect language preference statistics from its members.
- Key membership services will be provided in both official languages
- Static sections of the Web site will be in both official languages
- Key high performance and technical documents will be in both languages.
- CSPA will ensure coaches are available which meet the needs of both English and French speaking athletes.
- At least one office staff will be fluent in both official languages.
- Canpara will be published in both official languages as per Canpara policy 13.6.

## 20.2 Procedures

- Each committee chair or appropriate officer is responsible for finding translators for the translation of their documents. The BOD is responsible for all other documents that may not fall into the responsibility of a committee chair or officer.
- CSPA will translate items in the order of highest necessity to the association and its members.
- CSPA will publish new materials in whichever official language it is developed in ASAP and translate the material as quickly as the volunteer translation committee can manage.

# 21. Conflict of Interest

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## 21.1 Policy

In order to prevent any conflict of interest, real or perceived, on the part of any officer, employee, official, or volunteer, those who will receive a direct benefit from any of the programs or funds available from the CSPA will be required to abstain from any voting or decision making on the issue.

## 21.2 Procedure

Any member of the CSPA who believes that they may be in a position of conflict of interest shall disclose that conflict to the appropriate committee chair. In the case that a committee chair feels they are in a conflict of interest, they shall disclose that conflict to the BOD.

If any member feels that another member is in an undisclosed conflict of interest, that member shall notify the BOD of the CSPA in writing.

## **22. Disciplinary Action**

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**This section has been amalgamated with Section 4 – Harassment & Disciplinary Action**

# 23. Code of Ethics

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## 23.1 Policy

- CSPA recognizes the need for ethical conduct in sport and upholds the principles and standards adopted on August 10, 2001 in the “Declaration on Expectations for Fairness in Sport “(the London Declaration) (<http://www.pch.gc.ca/pgm/sc/po/eth2002/b-eng.cfm> and <http://www.pch.gc.ca/pgm/sc/po/eth2002/b-fra.cfm> for the French MIP 5.
- The Canadian Strategy on Ethical Conduct in Sport, May 24, 2002 (<http://www.pch.gc.ca/pgm/sc/po/eth2002/index-eng.cfm>) will be a guiding document for CSPA in the provision of services to their membership And <http://www.pch.gc.ca/pgm/sc/po/eth2002/index-fra.cfm> for the French MIP 5.
- CSPA believes in the right of all people to participate in sport and pursue their personal levels of excellence.
- CSPA believes sport is characterized by safety, equality, integrity and fairness.
- CSPA Board of Directors, committee members, officials, staff and volunteers will adhere to these ethical principles and standards in carrying out their duties and promoting the sport of skydiving.

# 24. Sport Canada and CSPA

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## 24.1 Sport Canada and CSPA

### 24.1.1 Policy

To achieve the goals of the Canadian Sport Policy, Sport Canada provides financial support to eligible, national level sport organizations. CSPA is the National Sport Organization for parachuting.

### 24.2 Procedure

- CSPA will complete all necessary documentation required for the Sport Funding and Accountability Framework to be eligible for funding support
- When approved for Sport Canada financial support, CSPA will complete all documentation required on an annual basis in compliance with Sport Canada guidelines.
- CSPA will appoint a Sport Canada Technical Coordinator, on a contractual basis, to prepare all required documentation and applications for Sport Canada.
- The Sport Canada Technical Coordinator will assist the CSPA Board of Directors and committees in meeting the requirements of Sport Canada.
- The Sport Canada Technical Coordinator will be responsible for submitting all required documentation to Sport Canada by the specified deadlines.

## 24.2 Senior National Team – Training Assistance Program

### 24.2.1 Policy

In co-operation with Sport Canada, it is the goal of the Canadian Sport Parachuting Association to promote the Enhanced Excellence of Canadian Athletes in the sport of parachuting.

- When Sport Canada provides funding support, CSPA will distribute the available funding to those members of the National Team who meet the eligibility requirements.
- Those eligible team members who placed in the medals or in the top 25% of the discipline at the previous World Meet, and who compete at the current World Meet in the same discipline and with the same team (as applicable) will receive recognition for their previous standing.

- Eligibility requirements include: completion of the National Team Agreement; completion of a Training Plan outline; training completed in the specific discipline per the athlete's National Team designation; for team events, only training completed by the entire team will be eligible for funding support (unless approval is obtained from the CNTC and Sport Canada Technical Coordinator for training not involving the complete team); submission of a completed Training Expense Claim including all required receipts by the designated deadline

### **24.2.2 Procedure**

- The Senior National Team Training Assistance Program application will be distributed by CSPA to each National Team member, upon confirmation of the National Team members by the CNTC.
- Each national team member is to complete the required application and return it to CSPA by the designated deadline.
- Those National Team members, who meet the eligibility requirements and provide the necessary documentation to CSPA, will qualify to receive training support funding from the funding provided by Sport Canada.
- The Board of Directors of CSPA will determine the equitable distribution of the available funds to the eligible National Team members. Distribution of the available funds will reflect the efforts of those team members who finish in the medals; finish in the top 25%; have the potential to finish in the medals; improve their performance over the previous world meet results.

# 25. Privacy Policy Statement

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## 25.1 Policy

CSPA will collect, use and disclose the personal information of members, staff members, volunteers and other individuals in a manner that protects such information and will abide by the principles and requirements as specified in the Personal Information Protection Act (PIPA).

“Personal information” is considered to be any information that may identify an individual.

PIPA identifies certain exceptions to the general principles in the application of the Act.

### Application

The principles and requirements set out in this policy apply to the collection, use and disclosure of personal information by CSPA. Members of CSPA, as separate, legal entities, are required to enact their own privacy policies applicable to their specific organizations.

## 25.2 Summary of Principles

- **Principle 1 – Accountability**  
CSPA is responsible for personal information under its control. To ensure CSPA’s accountability and adherence to this policy, as well as timely response to questions of interpretation and possible complaints, the president of CSPA will designate a senior staff member or volunteer to assume the responsibilities of Privacy Officer. Public information regarding CSPA’s privacy policy and practices shall include current contact information for the Privacy Officer.
- **Principle 2 – Identifying Purposes for Collection of Personal Information**  
CSPA shall identify the purpose for which personal information is collected at or before the time the information is collected. Collection of personal information will be limited to what is necessary to fulfill the purpose for which the data is being collected.
- **Principle 3 – Obtaining Consent for Collection, Use or Disclosure of Personal Information**  
The knowledge and consent of a member, staff member, volunteer or other individual are required for the collection, use or disclosure of personal information, except where inappropriate, including how and with whom any information may be shared. Members, staff members, volunteers and other individuals have the right to abstain from providing personal information on the understanding that if they choose, the purpose for which the information was being collected may not be fulfilled and/or that CSPA may not be able to provide some services to the member, staff member, or volunteer.

- **Principle 4 – Limiting Collection of Personal Information**  
CSPA shall limit the collection of personal information to that which is necessary for the purposes identified by the Association. CSPA shall collect personal information by fair and lawful means.
- **Principle 5 – Limiting Use, Disclosure, and Retention of Personal Information**  
CSPA shall not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the member, staff member, volunteer or other individual, or as required by law. CSPA shall retain personal information only for as long as necessary for the fulfillment of those purposes.
- **Principle 6 – Accuracy of Personal Information**  
Personal information shall be as accurate, complete and up to date as is necessary for the purpose for which it is to be used.
- **Principle 7 – Security Safeguards**  
CSPA shall protect personal information by security safeguards appropriate to the sensitivity of the information. Personal information will be maintained in strict confidence and will be safeguarded through the use of administrative, physical and technological means such as database passwords and restricted access to secured storage cabinets and rooms, as appropriate.
- **Principle 8 – Openness to Concerning Policies and Practices**  
CSPA shall make readily available to members, staff members, volunteers and other individuals, specific information about its policies and practices relating to the management of personal information. Individuals from whom personal information has been collected have the right to access their own information to confirm accuracy and/or make appropriate changes, as needed
- **Principle 9 – Customer and Employee Access to Personal Information**  
CSPA shall inform a member, staff member, volunteer and other individual of the existence, use and disclosure of his or her personal information upon request and shall give the individual access to that information. A member, staff member, volunteer and other individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.
- **Principle 10 – Challenging Compliance**  
A member, staff member, volunteer and other individual shall be able to address a challenge concerning compliance with the above principles to the designated person or persons accountable for compliance by CSPA with the CSPA Privacy Policy

The ten (10) principles, which form the basis of the CSPA Privacy Policy, are interrelated and CSPA shall adhere to the ten (10) principles as a whole.

## **25.3 Privacy Officer**

- The Privacy Officer of CSPA shall be accountable for ensuring that the collection and use of personal information complies with the Privacy Policy of CSPA as well as any appropriate legislated requirements. The Privacy Officer shall address any actual or potential breaches of this Privacy Policy, or any complaints received from individuals from whom personal information has been collected.

## **25.4 Complaints**

- If any member, staff member, volunteer or other individual believes he or she has a possible complaint regarding the collection, use or disclosure of his or her personal information by CSPA, such complaint shall be in writing and submitted to the Privacy Officer.
- All complaints received shall be investigated and the outcome documented. The Privacy Officer shall manage the investigation process, delegating where appropriate. To ensure all relevant information is obtained in order to make a determination concerning a complaint, the Privacy Officer shall have access to all relevant CSPA records pertaining to the circumstances of the complaint.
- If an investigation reveals any inaccurate personal information, or any practices not in keeping with legislated requirements or this CSPA Privacy Policy, such instances shall be remedied by CSPA as promptly as reasonably possible.
- All complaints will be dealt with thoroughly, and the Privacy Officer or delegate will provide an appropriate decision and written response within reasonable time frames. Such response shall outline the review process undertaken, changes (if any) to data handling practices or corrections to personal information made as a result of the complaint, as well as information for possible appeal of the CSPA decision to the Information and Privacy Commissioner of Canada.

# 26. Drop zone Affiliation Policy

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## 26.1 Introduction

The privilege of being a CSPA Drop zone allows the member group to drop students and licensed skydivers from aircraft into a designated landing zone. CSPA offers an Insurance Coverage and Defense Fund Option for the Drop zone affiliation.

## 26.2 Policy

Drop zone must adhere to the Basic Safety Rules and Technical Recommendations of PIM 1 plus they must follow other sections of PIM 1, PIM 3 and PIM 5. Failure to follow these rules may result in suspension or denial of membership affiliation as directed by the BOD.

If the BOD believes a Drop zone to be a liability to the Association; the BOD may not grant membership until concerns are addressed. If the BOD believes that affiliating a specific Drop zone may not be in the best interest of CSPA, for various reasons (typically for safety reasons) the BOD will form an impartial Ad Hoc Committee consisting of three members, one from each of the following: the BOD, TSC and the CWC. The findings of this Committee will be considered final. If the finding is unfavorable to the affiliating drop zone in question, an appeal may be filed in writing within 30 days. Upon receipt of this appeal, a second Ad Hoc Committee consisting of three individuals will be formed (of different members than the first committee) from the TSC and the CWC.

In order to be eligible for insurance and defense fund (if applicable) the rules in the PIM's must be followed. In addition (unless waived by CSPA) permission must be granted from the owner(s) of the property, to the Drop zone for the entire landing zone(s). This landing zone must be clear of obstacles as defined in PIM 1 Sec. 3.1 "Drop zone Clearances" that are planned to be used for landing skydivers. Example, in order to drop student to B CoP Skydivers the Drop zone needs an area 100 meters clear of obstacles in all directions and permission from the owner(s) of the property.

Fees must be paid in full in order for the benefits of being a Drop zone to come into effect, unless using a payment plan (detailed below) for the insurance AND defense fund option. If using the payment plan, failure to make payments within the time line may result in the suspension of privileges as directed by the BOD. Any unpaid fees from a previous year must be paid before the current application will be considered.

When asked, drop zones must provide information regarding statistics and compliance with the BSR's, Technical Recommendations and other CSPA rules when requested by the CSPA.

## 26.3 General Procedure

Fill out and send in the *Drop zone Affiliation Form* with the appropriate fee. If using the Payment Plan for the Insurance and Defense Fund option - 33% of the total fee must be paid at time of application; 33% three (3) months after that; and the remainder three (3) months after that. Please note that the payment plan is only valid till July 31<sup>st</sup> (of the given year); after that payment in full must be received.

### 26.3.1 Guidelines for Opening a New Drop zone

1. Obtain land owner permission.
2. Obtain Transport Clearance (for drop zone recommendations, see PIM 1- Section 3 - available on CSPA's website at [www.cspa.ca](http://www.cspa.ca) and/or CARS on Transport Canada's website.
3. When choosing a name, please check with the Head Office first to avoid using a previously used or current group/club name.
4. Have 5 current CSPA members.
5. If opening a drop zone, all Instructors/Coaches must have current CSPA memberships and required CSPA ratings to hold position indicated. (see PIM 1 manual for requirements).
6. Complete and return CSPA affiliation form, in full, including payment by cheque, credit card or money order. Forms available from the Head Office. Electronic copy available by emailing [office@cspa.ca](mailto:office@cspa.ca)
7. If any "satellite drop zones" are to be in operation during the season, please indicate this on affiliation form when submitting ( see the definition and terms of a satellite drop zone – see PIM 1 manual or see the Appendix of this manual.)
8. Upon receipt of application at the Head Office, all ratings and qualifications are checked in the database. If all information is in order, it is then forwarded to the BoD for review and approval.
9. If approved by the BoD, the applicant is then notified by the Head Office and the forms and documents corresponding to the type of affiliation are sent out and operations may begin.
10. If not approved by the BoD, the applicant is then notified by the Head Office of the decision at which time changes can be made as long as they fall under the requirements and/or qualifications of CSPA and Transport Canada.

### 26.3.2 Insurance Coverage and Defense Fund Options

There are three additional options for drop zones.

- **(DZ1)** drop zone without coverage: Includes CSPA affiliation, 1 vote at AGM, listing on CSPA website and CanPara, access to jump certificates & CSPA programs & courses. (no access to insurance coverage and/or defense fund). (see affiliation form for requirements)
- **(DZ2I)** drop zone with insurance coverage: Same as above PLUS insurance (3<sup>rd</sup> party bodily and property damage – no access to defense fund) (see affiliation form for requirements)
- **(DZ2D)** drop zone with defense fund: Same as DZ1 above PLUS access to defense fund. (no access to insurance coverage) (see affiliation form for requirements)

- **(DZ3)** drop zone with insurance coverage and defense fund: Same as DZ1 PLUS access to insurance coverage and defense fund. (see affiliation form for requirements).

If the drop zone does not indicate one of the options above, they will automatically be given the designation of DZ1.

For specific rights and privileges for drop zones and for more information on CSAP insurance coverage and defense fund, please see the appropriate sections of this manual and other PIMS.

# 26.4 Club Affiliation Policy

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## 26.4 Introduction

The privilege of being a Club within CSPA, allows experienced jumpers to jump without instructor supervision, access to CSPA programs and courses. NO student training is permitted as the insurance coverage and defense fund coverage do not apply. ( see affiliation form for requirements).

### 26.4.1 Policy

Clubs must adhere to sections of the CSPA PIM 1, PIM 3 and PIM 5. Failure to do so may result in a suspension or denial of affiliation membership. Fees must be paid in full and submitted with affiliation form when submitted to the Head Office.

### 26.4.2 General Procedure

Complete and send in the Club Affiliation form (available on our website at [www.cspa.ca](http://www.cspa.ca)). For new clubs, please contact the Head Office **before** registering Club name to avoid using a previously used or current club name.

### 26.4.3 Guidelines for opening a new Club

- Have 5 current CSPA members
- Indicate what drop zone club jumps at
- Submit club name to CSPA Head Office before proceeding further
- Complete club affiliation form and submit with full payment by mail , fax or email to CSPA Head Office
- Upon BoD approval, affiliation will be processed and documents will follow via mail.

# 27. Budget

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## 27.1 Committee Budget Management Policy

Approved Budgets for Committees are to be spent in accordance with the amounts allocated per their expense accounts as approved in their Budget, however for any surplus, (with the exception of Sport Canada or CAC funding allocated for specific activities) these amounts may be spent by the committee for other mandated activities for that committee, up to 10% of the committees budget. Variations above that amount need BOD approval. Any decision by the committee chair that requires clarification the chair should contact their respective BOD liaison for assistance.

## 27.2 Honoraria

### 27.2.1 Policy

Honoraria might be granted for various reasons. These honorarias are only offered when funds are available and at the discretion of the BOD. All honorariums must be approved by the BOD.

Whereas, from time to time, CSPA retains “Volunteers” to provide certain personal services, this policy shall govern payment for such services.

### 27.2.2 Procedures and Definitions

- Volunteer means any person other than an elected Officer, an appointed non-salaried Officer and an appointed salaried Officer (see Constitution, 34, 35, 36 and 37 ). Volunteer also means an Elected Officer, an appointed non-salaried Officer or appointed salaried Officer providing services in some capacity other than that required by their Office.
- An honorarium means an amount paid for personal services rendered by a Volunteer to CSPA, its Committees or in respect of its activities and publications (e.g.; manuals and the magazine) without the payment being covered by a written contract/agreement.
- Any person remunerated in accordance with a separate written contract/agreement is not covered by this policy.
- The amount of any honorarium shall be established by the person recommending its payment or by the BOD.
- Any honorarium to be paid must be approved by the BOD.

- An appointed non-salaried Officer may recommend the payment of an honorarium for services rendered by a Volunteer from that amount of funds allotted to them in the approved CSPA budget. No honorarium may be so recommended that would cause the aggregate expenditure to exceed the approved budget amount, unless prior BOD approval is obtained.
- The payment of an honorarium to a resident of Canada shall be summarized and reported to the Canada Revenue Agency by way of the annual T4A Summary and Supplementary reporting system. No tax or other amount is to be withheld when an Honorarium is paid.
- The payment of an honorarium to a non-resident of Canada shall be summarized and reported to the Canada Revenue Agency by way of the annual NR4 Summary and Supplementary reporting system. If the services are rendered outside Canada, no tax is to be withheld from the payment. If the services are rendered in Canada, the amount of tax stipulated by the Income Tax Act will be withheld and remitted to the Canada Revenue Agency, unless the recipient can provide the appropriate waiver.

### **27.3 Deficit Budgets**

CSPA will only project deficit budgets if CSPA's operating account is greater than \$100,000. When the operating account is less than \$100,000 CSPA will by whatever means possible project balance budgets (deficit of less than \$1000).

# 28. Awards

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## 28.1 Introduction

CSPA grants two achievement and service awards to CSPA Members.

- 1) The Cathy Johnson Service Award - this plaque is awarded to an individual in recognition of the outstanding contribution and dedication which they voluntarily provided over a long period of time, in support of our sport of parachuting and to the Association.
- 2) The Glen R. Masterson Award; initiated in March 1979, this trophy is to honour the memory of Glenn R. Masterson who was a pioneer in the sport of parachuting.

This prestigious trophy is awarded to the individual(s) who have performed heroic action(s) or for contributing to the advancement of our sport.

## 28.2 Procedures

In order to nominate an individual or group, the appropriate form must be obtained from the Head Office. When submitting by mail, the Head Office must receive nominations 1 week prior to the AGM OR delivered in person to the BOD's Pre-AGM meeting no later than 9 a.m.

Late nominations may be accepted but at the discretion of the BOD and/or the Awards Committee.

### 28.2.1 Nominations

Any CSPA member may nominate any CSPA member or member group (the nominee does not have to be an active member) for either two awards.

Nominees of the Cathy Johnson Service Award should have contributed to the sport of parachuting in Canada in a long term capacity either/or at the local level or national level.

Nominees of the Glen R. Masterson Award should have first been awarded the Cathy Johnson Service Award (can be waived for heroic action). Their achievement should focus on advancement of the sport at a national level.

Nominees for both awards may not be suspended, expelled or under investigation by the CSPA.

## **28.2.2 Awards Committee**

At each Pre-AGM meeting an Awards Committee will be formed from at least three executives present at the meeting from the members of the main committee chairs, officers and others as the BOD sees fit.

The Awards Committee will review applications and make unbiased decisions on who may receive the award in question.

Once the Awards Committee makes their recommendations, at least one BOD member must approve the recommendations.

If a nominee is a possible Awards Committee member or member of the BOD that individual will be removed from the decision making process with all regards to granting the award.

In any one year, awards may not be granted. A maximum of 3 Cathy Johnson Service Awards and 1 Glen R. Masterson Award may be granted.

These awards are granted to any one individual or group once per lifetime. In order to be eligible for the Glenn R. Masterson award, the Cathy Johnson Service Award must have been previously awarded to the individual.

# 29. Membership

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## 29.1 Introduction

CSPA's membership is governed by PIM 3 Constitution and Bylaws.

CSPA offers two classes of membership:

1) Voting Member and 2) Non-voting Member which are broken down into sub-classes.

- 1) Voting Member
  - a. Club
  - b. Drop zone
  - c. Provincial Organization
  - d.
- 2) Non-voting Member
  - a. Ordinary Member (commonly known as Regular Member)
  - b. Member at Large
  - c. Lifetime Member (no longer offered)
  - d. Honourary Member
  - e. Honorary Lifetime Member
  - f. Manufacturer
  - g. Industrial
  - h. Limited Member

## 29.2 Policy

All membership applications must meet the basic requirements in PIM 3 for their specific subclass.

All fees are determined by the BOD and approved by the Voting Members at an AGM.

For drop zones, see section 26 of this manual.

All subclass of membership is valid for one year with the exception of Lifetime Member and Honorary Lifetime member; these two subclasses must renew contact information each year to maintain services.

Please Section 11 of this manual for information regarding Insurance Coverage and Defence Fund.

## **29.3 Procedure**

### **29.3.1 Application**

Membership applications are available on the website and/or at the head office. Applications for membership will either be handled by the head office and BOD or by an ad hoc Membership Committee. Appeals to decisions based on Membership must be sent to the CSPA Head Office in writing within 30 days.

### **29.3.2 Benefits of Specific Subclasses**

- 1) Club
  - a. Access to CSPA materials and documents.
  - b. Access to CSPA courses and meets.
  - c. All other rights and privileges as stated in PIM 3
- 2) Drop zone
  - a. All Benefits of a Club plus,
  - b. Ability to drop experience and student parachutists.
  - c. Ability to purchase optional insurance and legal defence
  - d. All other Rights and privileges as stated in PIM 3
- 3) Provincial Organizations
  - a. Access to CSPA Materials and documents.
  - b. Access to CSPA courses and meets.
  - c. All other rights and privileges as stated in PIM 3
- 4) Ordinary Member (Regular Member)
  - a. Access to insurance and legal defence
  - b. Access to CSPA materials and documents.
  - c. Access to CSPA courses and meets.
  - d. CanPara Subscription
  - e. All other rights, privileges and benefits as stated in PIM 3 and PIM 1
- 5) Member at large
  - a. Same as Ordinary Member
- 6) Lifetime Member
  - a. Same as Ordinary Member
  - b. No longer offered, except those that currently have this membership.
- 7) Honorary Member
  - a. Same as Ordinary Member
  - b. Typically only granted to non-jumping officials.
- 8) Lifetime Honorary Member
  - a. Same as Ordinary Member
- 9) Manufacture
  - a. No fee structure or benefits offered at this time – not being offered at this time except by request.
- 10) Industrial
  - a. No fee structure or benefits offered at this time – not being offered at this time except by request.

11) Limited Member

An individual who shares insurance offerings enjoyed by CSPA members for a shortened period of time compared to all other classes of membership not to exceed ninety (90) days in a calendar year. The cost, length and additional benefit inclusions are to be determined by the BoD with changes to be made at any time with a 15 day notice of changes on the CSPA website.

# 30. IT Infrastructure

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## 30.1 IT Policies

Every employee/volunteer is responsible for using the CSPA's information and computer systems, which include but are not limited to email and CSPA servers, properly and in accordance with CSPA policies outlined in this section. Because technology is constantly progressing; these policies will from time to time be updated at the discretion of the CSPA's BoD.

Any questions about these policies should be addressed to CSPA's IT Coordinator.

### 30.2.1 Email

CSPA email accounts are provided for CSPA business and only to active employees and volunteers. Termination timelines for email accounts are outlined in section 30.2.2.

The CSPA account provided will follow the `firstname.lastname@cspa.ca` formula for all accounts. Access to position based accounts (ex: `office@cspa.ca` or `webmaster@cspa.ca`) shall be setup as forwarders to the persons CSPA email account bearing their name. Such position based accounts are to be used by active employees/volunteers only within the respective committee or position.

### 30.2.2 Email Access Termination

Once employment/volunteer status is ceased; access to the email account will be terminated and an email forwarder to said persons personal account will be setup for a period of 6 weeks should this service be asked for. An automatic reply shall be setup on the account notifying senders that the account is no longer active and being forwarded.

At the discretion of the BoD; the terminated email account may also be forwarded to the appropriate employee/volunteer within the CSPA to ensure continuity of information that may still flow into the affected account.

Should employment/volunteer status within a particular committee cease but continued involvement in other areas of CSPA warranting the continued use of a CSPA email account, that person's name shall be removed from the position based email account (ex: `webmaster@cspa.ca`) affected while retaining their personalized named email account.

A majority vote by the BoD may either extend the email forwarding up to a maximum of an additional 12 weeks or rescind the forwarding option at any time for a particular user.

### **30.2.3 Email Account creation responsibilities**

Email account creation shall be the responsibility of CSPA's executive secretary and CSPA's IT Coordinator.

### **30.3.1 CSPA Servers and Electronic Services**

CSPA could have in its physical or virtual possession one or many servers to meet its storage needs; which could include, but not limited to, web servers, database servers, etc. Other Electronic services that may require specific user logins credentials include, but not limited to, our virtual credit card terminals.

Such servers and electronic services should be limited to those who require access to do their roles within CSPA.

### **30.4.1 Logins and Passwords**

Users with access to CSPA online servers and services should at all time, at least when technically possible, have their own login IDs and passwords assigned. Passwords must be changed from the default upon first login and should be changed periodically throughout the year when this login allows access to personal information from CSPA members.

At no time is it permitted to share login and password information with another person. If the situation is such where it's technically impossible to assign a username and password to another person for either long term or short term access to the resource, it must be noted in a log the name, date and reason for allowing access to said resource. Once the login is no longer required by the individual, the password must be changed.

### **30.4.2 Login and Password assignment**

When access to certain electronic resources is required, such as email; it will be the duty of those responsible for the IT infrastructure within the CSPA to assign such access as per previous guidelines on access. In the case where access being granted is to more sensitive member details and financials, the BoD should be notified with the reasons for such access (systems accessed could include members filemaker database, Credit Card systems etc).

### **30.4.3 Login and Password revocation**

Once a person's access to a specific resource is no longer needed or upon termination of their role with the CSPA, all logins should be disabled within as reasonable a time frame as possible. In the case where such access is to more sensitive member details and financials, the revocation of any and all logins should be dealt with swiftly and the BoD should be notified of such a scenario.

### **30.5.1 Technology Equipment Disposal Policy**

Technology equipment often contains parts which cannot simply be thrown away. Proper disposal of equipment is both environmentally responsible and often required by law. In addition, hard drives, USB drives, CD - ROMs and other storage media may contain various kinds of CSPA data, some of which is considered sensitive. In order to protect our member's data, all storage mediums must be properly erased before being disposed of. However, simply deleting or even formatting data is not considered sufficient. When deleting files or formatting a device, data is marked for deletion, but is still accessible until being overwritten by a new file. Therefore, special tools must be used to securely erase data prior to equipment disposal.

### **30.5.2 Purpose / Scope**

This policy has been developed to define the requirements for proper disposal of technology equipment and applies to all technology equipment owned by the CSPA.

### **30.5.3 Technology Equipment Disposal**

- a) When technology assets have reached the end of their useful life they should be dealt with appropriately based on the item at hand.
- b) The IT person responsible will securely erase all storage mediums in accordance with current industry best practices.
- c) Equipment which is working, but reached the end of its useful life to the CSPA, will be made available for purchase at fair market value via the CSPA forums for a period of 2 weeks prior to being made available to the general public for purchase in an appropriate medium such as Kijiji, EBay or other such seller forum.
- d) If more than one (1) CSPA member or employee wishes to purchase said item during the 2 week listing process in the forums, a lottery system will be used to determine who has the opportunity to purchase the available equipment. All non public equipment purchases must go through the lottery process when more than 1 interested party is involved.
- e) Employees/Members cannot purchase their office computer directly or "reserve" a system. This ensures that all employees/members have an equal chance of obtaining equipment.
- f) A fair market value will be set by the BoD using the average of the voted prices to determine an appropriate cost for each item.
- g) All purchases are final. No warranty or support will be provided with any equipment sold.
- h) Any equipment not in working order or remaining from the lottery process will be donated or disposed of according to current environmental guidelines.

Failure to properly dispose of technology equipment can have several negative ramifications to the CSPA including fines, negative customer perception and costs to notify members of data loss or inadvertent disclosure.

### **30.6.1 Electronic File handling and modifications**

With all documents produced by the CSPA being in an electronic form, it is more important than ever to ensure all such documents are tracked for changes and that multiple changes to a single document or part thereof are not contradicting when many people are involved.

The purpose of these outlines is to allow the office to hold authentic originals to each document and track requests for the documents when amendments need to be made by the various committees and the BoD involved with the CSPA since members come and go throughout the years.

### **30.6.2 Definitions**

Original documents will consist of a fully editable document (Non PDF) such as but not limited to a Word file or other such editable document file type. Such files must be free of file protection and include all graphics or other pertinent attachments making the document complete except where copyrights will be violated.

### **30.6.3 File Storage**

Original documents will be stored and made available by CSPA's head office exclusively. Such files will be backed up on a regular basis to ensure they are duplicated at least 3 times on separate drives with at least one of those drives being off site (such as web server).

Originals should be dated in the filename for when the last modification took place and a copy of at least the past 3 years should be archived when such an option is available.

### **30.6.4 File Handling**

Should a document be requested by a committee or a BoD member to be modified as a result of a directive set by the committee chair or BoD vote (subject to PIM 3), that document original will be sent by the office and be noted in a log for which section is to be modified and ETA for that sections return to the office for inclusion into the full document.

An estimated time for completion must be noted and can be amended as needed as that section of the document is not to be checked out by another individual until the time frame has lapsed, the modifier has notified the office they will not be proceeding or by BoD directive.

File check out tracking will prevent the same section of a document being changed at the same time thus eliminating the possibility of multiple versions of the same document.

Only versions from the most recent original are to be distributed beyond the committee, BoD and office level to prevent unauthorized versions from reaching the general membership, web site and the general public.

### **30.7.1 Policy Enforcement**

Any employee found to have violated these policies above may be subject to disciplinary action up to and including termination of employment, termination of membership and/or legal action in severe cases. The CSPA through our privacy policies has opted to conform to PIPEDA regulations in Canada to safeguard member's information on hand.

### **30.8.1 IT Coordinator Role and Responsibilities**

- Will stand in as a backup to the CSPA's office when needed with regards to distribution of logins and passwords; access to said resources should be made available in such a role and any additions or deletions should be communicated with the office and/or BoD depending on the scenario at hand.
- Provide 1st level support for all hardware and software problems reported, documenting problems and solutions as required.
- Escalate and route complex or unsolved problems to second level support specialists which may be hired outside sources with permission from the BoD
- Perform new installations and updates for all IT equipment, including desktops, laptops, printers, etc. With CSPA being a national organization, not limited in geography across Canada, a physical presence may not be a financially viable option but the person acting as IT Coordinator should be kept up to speed with any new hardware purchased or upgraded to ensure a proper fit within the organization.
- Provide basic training to end users on both hardware and applicable software; as per above, geography may limit certain involvement but use of emerging online training should be considered in such instances when possible.
- Identify opportunities and recommend solutions that will enhance or improve current CSPA technology processes.
- Follow up on faulty hardware and software purchases by pursuing warranty advantage through distributors and manufacturers or assisting CSPA's office in such pursuits when required.
- Ensures software, hardware and network installs, re-installs, upgrades, moves, changes and relocations are made when necessary and as required.
- Assist on projects or special initiatives as assigned.

### **30.8.2 IT Coordinator Position**

The roll of IT Coordinator is to be filled on a yearly basis by the BoD during the Post -AGM meetings or at any time through the year should the position become vacant.

The position can be filled by any member or non- member that the BoD believes to be of sufficient competency to assist in the duties outlined in section 30.7.1. Primary focus to fill this position should be existing members of the BoD, Committee Chairs or members within a committee.

This position can remain vacant in the absence of an individual that is sufficiently qualified to deal with the responsibilities but all efforts should be made to ensure it is filled at the earliest possible time.

# Appendix A – Definitions

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The following definitions are used by CSPA in the operation of the association.

- Drop zone Owner/Operator: means any area or separate areas of land, water (including the frozen surface thereof) or separate areas of land and water - or any other supporting surface used or designed, prepared or equipped or set apart – including any buildings, installations and equipment in connection therewith, for use, either in whole or in part, full time or part time:
  - 1) for the arrival and departure, movement or servicing of jump aircraft;
  - 2) for the arrival of individuals or equipment by one or more parachutes;
  - 3) for any other purpose secondary or non essential to the operation to the dz.
- Satellite Drop zone: A Satellite Operation is a drop zone that operates a second operation away from their primary base of operation. The Drop zone may keep their main operation open, but may only have one satellite operation at any one given time. Drop zones may operate on a short term basis without additional fees (not longer than 2 non-consecutive 3 day periods or 1 consecutive 7 day period . (i.e. 2 weekends or 1 week.)) If longer operations, an additional fee will be required for access to Insurance Coverage and or the Defence Fund. Please contact the office for the fee structure.
- School: See Drop zone Owner/Operator
- Tandem Student/ jumpers: Will be referred to as a Tandem Jumper.

# Appendix B – Planning

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The following are areas which are planned for this manual:

- National Office, Directors & Officers