

APPENDIX IV – PROVINCIAL JUDGE PORTFOLIO

CSPA
Provincial Judge Portfolio
for

_____, # _____
(print candidate name, cspa #)



After completion, send this form to:
CANADIAN SPORT PARACHUTING ASSOCIATION
204-1468 Laurier Street, Rockland, Ontario, K4K 1C7
Phone (613) 419-0908 Fax (613) 916-6008
Or e-mail a scanned copy to: office@cspa.ca

FOR OFFICE USE ONLY

Provincial w. P AL ST FS CF AE CP WS SP __

Date Docs. Received: _____, 20____ Log scans App I edit Judge file update

Ratings Valid To: _____, 20____ Scan to office Advise Appl

Approved by: _____ Signature: _____ Position: _____

Overview

This Portfolio is an important part of a Provincial Judge rating. Your Portfolio is used to record work on the required tasks at your own pace. When you have completed all the required tasks, please submit your portfolio to CSPA. You will then become a Provincial Judge with Portfolio, which enables you to exercise certain judging functions, as listed in PIM 4E 7.4.

A Portfolio is completed for each discipline for which a rating is desired and then is submitted at the discretion of the Judge. There is no time deadline attached to the completion of the requirements for any particular rating. However, each open book written exam must be completed in the presence of a Canadian National/FAI Judge within a time period that is no longer than 3 hours.

Prerequisites

Have a Provincial Judge Rating.

PIM (Parachutist Information Manual) 4 (A, B, D, & E)

The PIMs contain the following information PIM 4A – Canadian National Parachuting Championships Hosting Manual, PIM 4B Canadian National Parachuting Championships Competition Rules, PIM 4D CSPA Canadian Parachuting Records, PIM 4E Judges Rating Program. These manuals can be downloaded from the [CSPA website](#).

Training Process & Portfolio Task List

Candidates may obtain the Portfolio from the [CSPA website](#) and may then work on completing the portfolio tasks. When you have completed all the required tasks, please submit your portfolio to the CSPA Judge Rating Administrator.

Portfolio Task List

1. Write the PIM 4A, 4B and, 4E open book exams. The exams will be obtained from and will be supervised, marked, corrected and attested to by a Canadian National or FAI judge. The time taken to complete each exam may be no longer than three hours. There will be no exam for PIM 4D but candidates are encouraged to review the manual so as to understand the responsibilities vis a vis record certification
2. Judge at a competition (not a seminar) the number of jumps listed below and record the details in the training record

Accuracy Landing	30
Style	20
Formation Skydiving	30
Canopy Formation	15
Artistic	15
Canopy Piloting	30
Wingsuit	15
Speed	15

The Portfolio is complete for a particular discipline when the open book exam for the discipline and the three compulsory open book exams are written and attested to as per 1 above and the required number of jumps have been judged.

Certification:

In order to have your rating issued, you must send the Portfolio, completely filled in and signed by the correct individuals, to the CSPA office. Keep a photo copy of the Portfolio for your own personal records.

Once this is done and approved, you will then become a Provincial Judge with Portfolio in the disciplines for which the Portfolio has been completed.

Please note that fees are payable to CSPA as follows:

- A one-time non-refundable fee of \$25 is payable for any and all Portfolio applications.

Provincial Judge's Training Record

Date (dd/mm/yy)	PIM 4 Exams	Comments / Results	National Judge/FAI judge (Signature / Name / CSPA Member #)
	PIM 4A Open Book Exam (Compulsory)		
	PIM 4B General Section Open Book Exam (Compulsory)		
	PIM 4B Accuracy Landing and Sport Accuracy Open Book Exam		
	PIM 4B Style Open Book Exam		
	PIM 4B FS/VFS Open Book Exam		
	PIM 4B CF Open Book Exam		
	PIM 4B AE Open Book Exam		
	PIM 4B WS Open Book Exam		
	PIM 4B SP Open Book Exam		
	PIM 4B CP Open Book Exam		
	PIM 4B Open Book Exam (for future use)		
	PIM 4E Judges Rating Program Open Book Exam (Compulsory)		

	Class III Competition	Jumps Judged	Position	

I acknowledge the above training and evaluation of my abilities by signing below and certify that the information in this Portfolio is a true and accurate representation of my experience as a Provincial Judge.

Candidate's Signature

Date (day/mon/year)

Candidate's Name (Print)

CSPA #

Email _____

Verification by Canadian National or Canadian FAI judge: I certify that the above named candidate has trained as a Provincial Judge and has completed the practical requirements as recorded in this Portfolio.

Verification Signature

Date (day/mon/year)

Verification Name (Print)

CSPA #

Email

Ensure that the required fee (PIM 4E, Section 16) is submitted with the form for the issuance of a Provincial with Portfolio Rating;

Amount \$ _____ VISA/MC # _____ Expiry Date _____

Name on card _____

Signature _____