



North East Victoria Hang Gliding Club
 P.O. Box 317, Bright, Vic 3741
www.nevhgc.net

NEVHGC Policy Number:	Version Number: 1.0
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NEVHGC Tandem Approval Guideline

1. Purpose

This policy is to provide guidelines for the North East Victoria Hang Gliding Club (NEVHGC) committee on matters and issues covering the approval of pilots to conduct tandem operations at NEVHGC sites. Nevertheless, the NEVHGC committee may (at its discretion) either alter these guidelines or vary their application.

2. Background

The North East Victoria Hang Gliding Club (NEVHGC) is committed to upholding Civil Aviation Safety Authority (CASA) requirements that all Hang Glider and Paraglider pilots be current members of the Hang Gliding Federation of Australia (HGFA).

NEVHGC administers flying sites including those sited at Mystic Hill, Tawonga Gap, Mount Emu, Gundowring Ridge and Buckland Ridge.

Current HGFA membership (which confers Victoria Hang and Paragliding Association (VHPA) membership) is required for all sites administered by NEVHGC. This can be either full (annual) membership or visiting pilot membership.

Additionally NEVHGC is committed to the “user pays” principle under which it administers Mystic Hill and the associated landing zones. This principle underpins current NEVHGC membership as a requirement for launching from Mystic Hill.

NEVHGC approved Chief Flying Instructors (CFIs) operate approved Flight Training Facilities (FTFs) from NEVHGC sites.

The current HGFA Operations Manual (in sections 6.3.2.2. (o) and 6.3.4.1. (o)) states for “Sports” Tandem Endorsement: "The pilot conducting the operations must have the approval to conduct such operations from the local club which controls the sites from where the operations will be conducted."

CFIs and Flight Experience Instructors (FEIs) will undertake tandem Trial Instructional Flights (TIFs) on a commercial basis. Their operations are well covered by the HGFA Operations Manual.

“Sports” Tandem Pilots may take non-HGFA member individual as passengers.

3. Scope



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This guideline covers all paraglider and hang glider pilots intending to conduct tandem operations from any flying sites administered by NEVHGC.

4. Definitions

- 4.1. Unless otherwise stated, all terminology used in this guideline shall be consistent with that used in the current Hang Gliding Federation of Australia (HGFA) Operations Manual.

5. Responsibilities

- 5.1. **NEVHGC** (embodied by the NEVHGC Committee of Management) shall:

- 5.1.1. Ensure that this policy is kept up to date and remains properly accessible
- 5.1.2. Apply this guideline in a fair and consistent.
- 5.1.3. Ensure reasonable diligence is exercised by any delegates determining the qualifications, experience and competence of the aspirant tandem pilot
- 5.1.4. Collectively decide to apply any sanctions under this policy (including removal of approval).

- 5.2. **The tandem pilot** shall ensure that they:

- 5.2.1. Hold a current HGFA membership when flying from any site administered by NEVHGC
- 5.2.2. Hold a current NEVHGC membership when flying from Mystic Hill in Bright
- 5.2.3. Hold an HGFA or HGFA recognised tandem endorsement for the aircraft in question
- 5.2.4. Not conduct tandem operations at NEVHGC administered sites without prior approval from the NEVHGC committee or its delegate.
- 5.2.5. Maintain and apply their skills at tandem operations in a safe, competent manner.
- 5.2.6. Whenever conducting sports tandem operations with a non-HGFA member individual as a passenger, ensure that passenger completes the required waiver (available on the HGFA website) beforehand.

- 5.3. **The CFI** shall ensure that:

- 5.3.1. They are a current full member of HGFA and NEVHGC.
- 5.3.2. They maintain and apply their skills at tandem operations in a safe, competent manner
- 5.3.3. They exercise due diligence if called upon to determine the competence of a tandem pilot.

- 5.4. **The FEI** shall ensure that:

- 5.4.1. They are a current full member of HGFA and NEVHGC.



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- 5.4.2. They maintain and apply their skills at tandem operations in a safe, competent manner
- 5.4.3. They exercise due diligence if called upon to determine the competence of a sports tandem pilot.

5.5. **The Senior Safety Officer (SSO)** shall ensure that:

- 5.5.1. They exercise any delegation conferred (on behalf of the NEVHGC committee) with due diligence.

6. References

Hang Gliding Federation of Australia Operations Manual Version 20170518

North East Victoria Hang Gliding Club Constitution



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7. Policy and Procedure

- 7.1. A Hang Glider or Paraglider pilot may conduct tandem operations at NEVHGC sites provided:
 - 7.1.1. They are a current member of the HGFA and
 - 7.1.2. If flying from Mystic, they are a current member of NEVHGC and
 - 7.1.3. Either they are training for tandem operations under the direct supervision of an NEVHGC approved FTF, or
 - 7.1.4. The following conditions are met:
 - 7.1.4.1. The pilot has made an application to NEVHGC for approval to conduct tandem operations at NEVHGC sites.
 - 7.1.4.2. The pilot holds either an HGFA tandem endorsement or an HGFA recognised tandem endorsement.
 - 7.1.4.3. The pilot has either logged at least 200 hours of inland flying experience or is endorsed by an NEVHGC approved CFI who didn't train that pilot.
 - 7.1.5. When conducting sports tandem operations with a non-HGFA member individual as a passenger, ensure that passenger completes the required waiver (available of the HGFA website) beforehand.
- 7.2. The SSO will be notified of any applications as per 7.1.4. and shall make the decision whether or not to approve that application.
- 7.3. If the application is approved, the pilot's name shall be gazetted on the NEVHGC website as a pilot approved to conduct tandem operations at NEVHGC sites.
- 7.4. Once approved, the pilot shall hold that approval without a need for renewal unless it is removed in accordance with 7.6..
- 7.5. If the application is not approved, the SSO shall inform the pilot of this outcome and the reasons behind it.
- 7.6. Any decision to remove a pilot's approval to conduct tandem operations at NEVHGC sites shall be resolved collectively at committee level.



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8. Monitoring

8.1. Compliance

- 8.1.1. Any member of the HGFA can request of another person proof of NEVHGC tandem approval if that other person is intending to or has been found to have conducted tandem operations from any NEVHGC site. Such proof includes inclusion of that pilots name on the NEVHGC approved tandem pilots' list (NEVHGC website) or an attestation by the SSO.
- 8.1.2. Any member of the HGFA can request of another person proof that they are ensuring their passenger completes the required waiver (available on the HGFA website) prior to having conducted a "sports" tandem operation.
- 8.1.3. Any member in good standing of NEVHGC or anyone duly delegated by the NEVHGC committee can request of another person proof of membership of NEVHGC (as well as NEVHGC approval as per 8.1.1) if that other person is intending to or has been found to have conducted tandem operations from Mystic Hill specifically. Such proof includes inclusion on the NEVHGC website membership list.

Note that non-compliant pilots detected at checks before they walk onto launch don't fit into either category above and have the opportunity to become members and NEVHGC tandem approved without any further action required.

9. Corrective Action (Offenses and Corresponding Sanctions)

9.1. Conducting tandem operations at NEVHGC sites without NEVHGC approval

- 9.1.1. The offending pilot should be approached and advised that they are non-compliant with HGFA and NEVHGC rules
- 9.1.2. The offending pilot should be invited to either cease tandem operations at NEVHGC sites or obtain the NEVHGC tandem approval
- 9.1.3. Pilot who continue to conduct tandem operations after such approaches should be reported to the NEVHGC committee who may refer the matter to HGFA for further action

9.2. Conducting tandem operations at NEVHGC sites in an unsafe or incompetent manner

- 9.2.1. A suitably experienced pilot (CFI or FEI) should approach the pilot in the first instance and outline the concerns.
- 9.2.2. If the matter is not resolved immediately, it should be referred to the NEVHGC committee.



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- 9.2.3. In consultation with the SSO (and a CFI if necessary) the committee should resolve collectively whether the NEVHGC tandem approval should be withdrawn for the pilot in question or whether any other recommendations are warranted.
 - 9.2.4. The pilot should be approached and advised of the NEVHGC committee decision and associated recommendations
- 9.3. Conducting a “sports” tandem operation without ensuring that the passenger has completed the required waiver (available on the HGFA website)
- 9.3.1. The pilot should be approached in the first instance to determine whether the required waiver hasn’t been completed prior to the flight.
 - 9.3.2. If the waiver hasn’t been completed prior to the flight, the matter should be referred to the NEVHGC committee.
 - 9.3.3. The committee should resolve collectively whether the NEVHGC tandem approval should be withdrawn for the pilot in question or whether any other recommendations are warranted.
 - 9.3.4. The pilot should be approached and advised of the NEVHGC committee decision and associated recommendations.

10. Records

- 10.1. All pilot applications and any other communications associated with NEVHGC approval to conduct tandem operations at NEVHGC sites shall be retained for at least two calendar years.
- 10.2. The NEVHGC website list of NEVHGC tandem approved pilots shall be maintained in an up-to-date fashion by someone duly delegated by the NEVHGC committee. This includes new approvals and removal of exiting approvals as necessary.
- 10.3. The “sports” tandem pilot should hold any completed waivers for at least two years, or remit them to the HGFA office for retention there.

11. Verification

- 11.1. Compliance/non-compliance with NEVHGC tandem approval requirements is verifiable via:
 - a. The HGFA Membership Database
 - b. The NEVHGC website list of NEVHGC tandem approved pilots
 - c. Third party attestation of launch/landing
- 11.2. Compliance/non-compliance with NEVHGC membership requirements is verifiable via:
 - a. The NEVHGC Membership Database
 - b. Third party attestation of launch/landing

Amendment Register	
Date of Amendment	Amendment Details



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