

# BHPA ACCURACY PANEL

## Operating Procedures

(2026)

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Version V1	06/12/2020	Document format changed, Approval of expenditure of funds revised, Attendance at BHPA AGM Trophy presentation deleted, Role descriptions updated, Funding Agreements amended
Version V2	11/03/2024	Amendments to Officer Roles, App 1 Calendar, App 4&5 League Rules, App7 Misc, App 8 Funding Agreements, App 10 Classic Accuracy Squad Documents
Version V3	28/05/2024	FAI EMS procedure added
Version V4	08/01/2025	5. Team Manager role added. Appendix 7 Rules on possession of returnable trophies added. Appendix 8 Judges accommodation and officials expenses amended. Appendix 10 FAI EMS procedure added.
Version V5	08/01/2026	Team Manager duties Panel & Working Group members Appendix 7 UK records wording Appendix 8 Funding agreements Appendix 11-16 Document holders removed

# 1. Introduction

These 'Operating procedures' have been written to document the constitution, procedures, roles, development plan, UK team selection criteria, league rules, standard forms and reference other accuracy documentation in order to assist with the smooth running of accuracy flying, accuracy competitions and the national accuracy team within the BHPA.

All BHPA Accuracy Panel Members must comply with the roles and responsibilities outlined in these 'Operating procedures'. Each Accuracy Panel Member is also responsible for communicating with other Accuracy Panel Members and assisting with each other's roles.

# 2. Constitution

## NAME

The name of the Panel shall be the "BHPA Accuracy Panel" (hereinafter called the "Accuracy Panel").

## OBJECTIVES

The objectives for which the Accuracy Panel is established are:-

- To be guided by the BHPA membership, communicate information and report to the BHPA Competitions Director.
- To govern all activities recognised as accuracy flying for non powered Parascending and Paragliding within the BHPA.
- To promote accuracy flying within the BHPA.
- To promote and develop safe accuracy flying techniques.
- To promote competitions at all levels.
- To encourage the pursuit of records.
- To organise self funding national championships to rules and guide lines of the BHPA and to select national champions.
- To organise self funding international competitions to rules and guidelines of the BHPA and FAI.
- To represent BHPA Accuracy Pilots with national & international bodies.
- To select national teams for international competitions.
- To spend BHPA funding on training, selecting and supporting national teams.
- To generate additional funding for BHPA Accuracy Pilots and equipment.
- To purchase and maintain accuracy equipment, and make it available for competitions.

## **GOALS**

The goals for which the Accuracy Panel is established are:-

- Maintain a top ten ranking in the paragliding accuracy WPRS.
- Create a more professional coaching system.
- Share expertise between BHPA competition panels.
- Increase accuracy pilot numbers with a focus on youth and female pilots.
- Tap into the British Skydiving to get new members.
- Increase accuracy pilot numbers at the national championships.
- Get more countries involved in the parascending Grand Prix.
- Seek accuracy sites and support clubs.
- Have more UK competitions and events.
- Avoid competition date clashes.
- Promote success.

## **MEMBERSHIP**

All Accuracy Panel Members must be members of the BHPA (including concessionary or non-flying members but excluding training membership) as BHPA liability insurance cover is required. There are no age limitations on membership of the Accuracy Panel.

## **3. Organisation and Function**

### ***Accuracy Panel Function***

The Accuracy Panel is a competitions panel that reports to the BHPA Competitions Director and is the policy creating and decision making arm of the BHPA Accuracy discipline. The Accuracy Panel should work within the areas defined by the constitution and should try and meet at least four times a year for the purpose of reviewing current matters and agreeing the way ahead.

### ***Accuracy Panel Members/Officers***

The Accuracy Panel is made up of members who usually take up Officers roles which are listed in section 5. Accuracy Panel Members can undertake more than one Officer role, however, the Chairman, Secretary and Treasurer must be separate people. There can be Accuracy Panel Members with no Officers role. Any matters not covered by the Officers roles must be discussed by the Accuracy Panel with the potential creation of another Officer role. There is no limit to the number of Accuracy Panel Members unless the Accuracy Panel gets so large that that it can not operate efficiently and a limit on numbers may be imposed. Officers are expected to be fairly self-contained and make their own decisions whilst realising that some decisions may require other Officers to be consulted or kept informed.

BHPA members involved in accuracy can put themselves forward at any time to join the Accuracy Panel, and the Accuracy Panel shall vote on whether they wish to accept the said person on to the Accuracy Panel. The Accuracy Panel shall allocate members to roles and each Officer role shall be up for re-election at the beginning of the year. Where Officer roles listed in section 5 are vacant, the role will be devolved to all panel members.

Officers wishing to retire from their posts will be expected to give at least six months notice to allow a replacement to be found. If an Officer resigns then a replacement shall be sought immediately. In either case the replacement will be appointed by the Accuracy Panel and will be subject to re-election process at the beginning of the year. If a replacement cannot be found then a deputy shall take on the running of the post so that the handover to the future appointee is accomplished in a smooth manner.

### ***Associate Member***

An Associate Member is someone who is not a full member of the Accuracy Panel, but may carry out a specific task on behalf of the panel or perform an Officers role listed in section 4. The Associate member will not have full voting rights on general Accuracy Panel business, but will be allowed to vote on issues related to their task or role.

Associate Members are appointed by the Accuracy Panel and are accountable to the Accuracy Panel. There is no specific time period for an Associate Member Officer to undertake their role.

Associate Members are expected to be fairly self-contained and make their own decisions whilst realising that some decisions may require other Officers to be consulted or kept informed. Associate Members may be asked to attend Accuracy Panel Meetings to report on their work or provide a report for an Accuracy Panel Meeting.

### ***Accuracy Panel Voting***

All members of the Accuracy Panel shall have an equal vote regardless of how many Officer roles they undertake or their age. The Chairman is not entitled to a casting vote.

The majority of the Accuracy Panel (more than 50%) shall constitute a quorum for decision making purposes. Accuracy Panel meetings require a quorum to be in attendance, and a majority of the attendees are required to make a decision. Accuracy Panel meetings can take place with less than 50% of the membership, however no decisions can be made. Outside of Accuracy Panel meetings, a quorum is required to make a decision.

Panel members who have a conflict of interest in an issue shall declare a conflict of interest and will not be entitled to vote on the matter.

If any issue is rejected by vote then it should not be discussed and voted on for a year, unless the matter was not discussed sufficiently or new information has come to light.

Where there are abstentions in a panel vote which prevent there being an overall majority, due to panel members wanting more time or more information to consider issues, then a vote can not be carried and further consideration is required. This does not include abstentions where a panel member abstains because they are not qualified to vote or are not bothered which way a vote goes.

### ***Approval of Expenditure of Funds***

Any request for funding shall include a quotation and be given in good time to allow reasonable assessment by all Accuracy Panel Members. Any expenditure shall be subject to an Accuracy Panel vote as above. This may either be a vote on an exact amount of expenditure already incurred, or an agreement in advance to a budget for a specific item or items of expenditure. Panel members should not incur or commit the panel to any significant expenditure without obtaining prior approval. Claims for monies shall be substantiated as follows:

Small amounts - email break down or receipt or invoice

Large amounts - receipt or invoice

Payments above £200 shall require two signatures. Any panel officer signing cheques or making bank transfers on the Accuracy Panel bank account should ensure that approval has been gained from the panel for that expenditure. The Chairman, Treasurer and Secretary will be authorised signatories on the Accuracy Panel bank account.

## ***Annual Accounts***

The Treasurer shall be responsible for maintaining proper accounting records. The Accuracy Panel shall prepare and approve a profit and loss account, a balance sheet and explanatory notes annually. These shall be made available to any member of the accuracy community on request and annually to the BHPA Competitions Director. The Treasurer shall be available to answer any queries arising from the accuracy community or the BHPA Competitions Director.

## ***Accuracy Pilots***

Accuracy Pilots are deemed to be BHPA paraglider pilots who compete at accuracy competitions. There is no formal registration process to become an Accuracy Pilot, however, they are encouraged to register with the Accuracy Pilots email group.

## ***Accuracy Meetings***

Accuracy Meetings shall take place at both the Classic Accuracy National Championships and the Paragliding Accuracy National Championships. The meetings will be informal and allow Accuracy Pilots, Accuracy Panel Members and competition officials / helpers to voice opinions on accuracy related matters. The meeting will also allow attendees to put themselves forward to join the Accuracy Panel. A reminder of the meeting should be given by email and published in Skywings.

The timing of the meetings during the National Championships will be to suit the weather conditions. The Chairman of the Accuracy Panel shall preside as Chairman at the meeting. In the absence of the Chairman the Vice Chairman and if not available the Secretary shall preside. The Secretary shall take minutes of the proceedings.

## ***General Meeting***

If any BHPA member or group of BHPA members involved in accuracy, but outside the Accuracy Panel, have an issue with the Panel Members or the Panel work, then in the first instance they should get in touch with an Accuracy Panel Member or attend an Accuracy Panel meeting to discuss the issue. If the BHPA member or group of BHPA members in question are still not happy, then they can request a General Meeting in writing with the support of at least seven other BHPA members who are involved in accuracy. The date of the General Meeting will be agreed between the BHPA member or group of BHPA members and the Accuracy Panel allowing a minimum of three months notice. All BHPA members with an interest in accuracy will be entitled to attend the General Meeting and vote on the issue which has been raised.

## ***Conduct of Accuracy Pilots and Accuracy Panel Members***

Accuracy Pilots and Accuracy Panel Members shall conform during their flying activities and or organisational duties to BHPA rules, regulations and guidelines. Any Accuracy Pilot or Accuracy Panel Member whose conduct is or has been in the opinion of the Accuracy Panel contrary to the interest of the Accuracy discipline or in breach of any BHPA rules, regulations or guidelines shall be suspended from competing in accuracy competitions and or may not serve on the Accuracy Panel. The Accuracy Panel shall give written notice to the Accuracy Pilot or Accuracy Panel Member of their suspension.

The suspended Accuracy Pilot or Accuracy Panel Member may appeal in writing and or request a meeting with the Accuracy Panel. The decision of the Accuracy Panel whether to reinstate or continue the suspension shall be taken by vote.

If the suspended Accuracy Pilot or Accuracy Panel Member is not satisfied with the decision made by the Accuracy Panel, then they should approach the BHPA Competitions Director.

## ***Exclusion of Liability***

Neither the Accuracy Panel nor any Member / Officer of the Accuracy Panel shall be liable to any Accuracy Pilot or guest of an Accuracy Pilot for any loss or damage to any property occurring from whatever cause in or about the Accuracy Panel's meeting or flying venues. Accuracy Pilots shall make their guests aware of such exclusion of liability.

## ***Changes to the Constitution***

Changes to the constitution will require agreement from more than 2/3rds of the Accuracy Panel membership.

## ***Changes to the Operating Procedures***

Changes to the operating procedures (excluding the constitution) will be subject to an accuracy panel vote.

## ***Dissolution***

The Accuracy Panel may be dissolved by a resolution passed by a majority of not less than three quarters of the Accuracy Panel Members following consultation period with Accuracy Pilots.

If, upon the dissolution of the Accuracy Panel, there remains after satisfaction of all its debts and liabilities any money or other property whatsoever the same shall be applied by the Treasurer or other person appointed by the Accuracy Panel for that purpose to the furtherance of such objectives similar to those of the Accuracy Panel and if in so far as effect can not be given to the foregoing then for the BHPA.

## 4. Development Plan

### ***Plan***

To increase the numbers of pilots actively participating in accuracy and to increase the numbers of clubs participating in accuracy.

### ***Methods***

- Produce ongoing competition programmes.
- Encourage member clubs to host accuracy competitions.
- Encourage clubs to enter pilots into national championships
- Structure accuracy competitions with a day of accuracy flying training and development.
- Encourage more fun competitions with relaxed rules and soaring flights.
- Develop an accuracy “Road show” team or use the accuracy squad, complete with judges, officials and equipment to visit clubs and run enthusiastic seminars on the thrills of accuracy, soaring, top landings and training tips etc.
- Develop and run continual training for the UK Squad.
- Host an annual ‘Youth Training Weekend’.
- Work closely with Youth Groups to obtain governmental, local funding.
- Have a presence in Skywings every month, through editorial, competition results, new members participating, new clubs participating etc.
- Promote the accuracy facebook group to new clubs / members.
- Keep the website updated, promoting the new blood into the sport, developments and results.
- Utilise the BHPA Club Bulletins to reach the Clubs and Members.
- Source a sponsor who can produce a number of targets, which can be circulated to a “responsible and active” member of all the UK clubs, who can take it to the flying sites and encourage fellow members to have fun with accuracy.
- Approach Manufacturers/Dealers, travel agencies, local businesses with the view to receiving sponsorship.
- Run competitions along side other events.
- Organise charity events (tandem accuracy) to obtain media coverage.

## 5. Officer Role Descriptions

- Chair
- Vice Chair
- Treasurer
- Secretary
- Safety Officer
- Equipment Officer
- Rules Officer
- Media & PR Officer
- Parascending Representative
- Parascending Squad Manager
- Paragliding Representative
- Paragliding Squad Manager
- Team Manager (not an officer role on the panel)

## **Chair**

Manage the panel:

- a. To head all panel meetings.
- b. To be productive in driving change where appropriate.
- c. To publish a route plan for growth.
- d. Through regular contact/meetings steer the panel to deliver the mandate from the members.
- e. Contact each panel member at least once a month to discuss progress.
- f. To assist all panel members to achieve their goals and targets in a way that progress can be measured.
- g. Help any panel member when asked regarding working groups.
- h. Recruit BHPA Members and BHPA Clubs.
- i. Head hunt for potential Panel members from BHPA clubs.
- j. Look into other BHPA Competitions panels regards parallel workings.
- k. Study the rest of the accuracy world and bring ideas to the Panel.

## **Vice Chair**

Vice Chair duties:

- a. Assist the Chair on any of the Chair's duties.
- b. Assume the Chair's role in his absence.
- c. Help any panel member when asked regarding working groups.
- d. Recruit BHPA Members and BHPA Clubs.
- e. Study the rest of the accuracy world and bring ideas to the Panel.

## **Treasurer**

Treasurer duties:

- a. Maintain the BHPA Accuracy bank accounts (current and high interest) at a recognised retail bank.
- b. Make payments where agreed by the Accuracy Panel, with second authorisation where necessary.
- c. Maintain a paper trail for all payments and income.
- d. Maintain accounting records in the required BHPA format including workings, and prepare end of year accounts for submission to the BHPA Competitions Director.
- e. Report the cash position and previous months activity to Panel meetings.
- f. Recruit BHPA Members and BHPA Clubs.
- g. Study the rest of the accuracy world and bring ideas to the Panel.

## **Secretary**

Secretary duties:

- a. Collate agenda items and officers reports supplied by Panel members.
- b. Send out an agenda prior to all panel meetings to all panel members.
- c. Attend Panel meetings and take minutes.
- d. Stand in as Chair when the Chair and Vice Chair cannot attend.

- e. Circulate provisional minutes around the panel, and incorporate suggested changes ready for agreement at the next panel meeting.
- f. Maintain an archive of meeting agendas, minutes and officers reports.
- g. Maintain a list of contact details for all panel members.
- h. Update the Operations Manual.
- i. Provide assistance to Panel members as requested.
- j. Recruit BHPA Members and BHPA Clubs.
- k. Study the rest of the accuracy world and bring ideas to the Panel.

## **Safety Officer**

The Safety Officer shall ensure the various aspects of the role are completed, but not necessarily doing them all himself.

General:

- a. Recruit BHPA Members and BHPA Clubs
- b. Study the rest of the accuracy world and bring ideas to the Panel
- c. Keeping an eye on safety and development issues

BHPA competitions and training camps safety:

- d. Ensure that organisers are aware that tow operations are to be run in accordance with BHPA Operating Procedures, and that tow permits and Notams must be in place.
- e. Ensure procedures are in place to check that all pilots, operators, officials and judges are BHPA members and have the correct qualifications.
- f. Ensure procedures are in place to ensure all overseas pilots have the correct insurance.
- g. Ensure procedures are in place to check all flying equipment is compliant with the competition rules.
- h. Ensure procedures are in place to appoint a First Aider with a first aid kit.
- i. Ensure procedures are in place to appoint a Safety Officer and or Safety Committee.
- j. Ensure all meet directors are aware that they have to prepare risk assessments, emergency procedures and a meet directors log book, and assist with documentation where required.
- k. Be involved with any incident reporting process.
- l. Look out for any common incidents that the Panel or FSC should be made aware of.

Overseas accuracy flying:

- m. Develop a procedure on dealing with the immediate aftermath of a serious incident in conjunction with BHPA FSC and competitions panels.
- n. Ensure BHPA pilots know to get the correct insurance cover.
- o. Investigate if insurance cover can be arranged for multiple pilots.
- p. Enquire with insurance companies if lower cost insurance can be made available for the paragliding accuracy discipline.

FSC / tow panel liaison:

- q. Be the Panel contact person with the BHPA FSC / tow panel.
- r. Keep up to date with any Operating Procedures changes that are relevant to accuracy flying.

Child protection:

- s. Manage Child protection in line with BHPA advice.

## Equipment Officer

Equipment Officer duties:

- a. Maintain an upto date list of all Panel equipment.
- b. Maintain an equipment maintenance / calibration schedule.
- c. Arrange any repairs, maintenance and calibration of equipment.
- d. Ensure equipment is stored in a safe place, and consider insurance if necessary.
- e. Ensure equipment is available for competitions and training camps.
- f. Ensure nominated people are made responsible for transporting equipment to and from competitions.
- g. Provide a loan document to be signed by an organiser to acknowledge that they know how to operate the equipment and are aware of any safety risks.
- h. Ensure all equipment is accounted for following a competition and any damage reported.
- i. Arrange the procurement of new equipment where necessary.
- j. Recruit BHPA Members and BHPA Clubs.
- k. Study the rest of the accuracy world and bring ideas to the Panel.
- l. Look into and keep up to date with modern equipment and methods.

## Rules Officer

Rules Officer duties:

- a. Consult on, check, update and make available rules and judging code for classic accuracy.
- b. Liaise with meet director and host club to prepare or agree Local Regulations for the UK Paragliding Accuracy National Championships, and support writing of rules for other competitions as needed.
- c. Liaise between panel, UK pilots and judges and CIVL Paragliding Accuracy Subcommittee regarding changes to FAI rules and other important business, putting forward proposals, keeping the panel informed and communicating with BHPA Exec and CIVL delegate as necessary.
- d. Maintain a database of all UK judges, detailing experience, competitions judged at, and qualifications.
- e. Arrange for judges to attend National Championships and provide advice and support for judging at other panel agreed events.
- f. Ensure procedures are in place for recruiting, retaining and training judges.
- g. Recruit BHPA Members and BHPA Clubs.
- h. Study the rest of the accuracy world and bring ideas to the Panel.

## Media & PR Officer

General:

- a. Recruit BHPA Members and BHPA Clubs.
- b. Study the rest of the accuracy world and bring ideas to the Panel.

Skywings:

- c. Create a programme of articles / reports for the current year (Appendix 14) based on competition and other important dates.

- d. Maintain a working relationship with the Skywings editor and meet monthly deadlines.
- e. Collate articles / competition reports and encourage others to write articles.
- f. Provide high quality photos especially with sponsors logos. Encourage others to submit photos.
- g. Competition reports to include results tables with wing model / type to attract potential sponsorship.
- h. Only publish league positions if the information will still be in date at the time of publication.
- i. Collate technical articles for the winter months when there are less competitions.
- j. Ensure all major competition dates are submitted for publication in the Skywings calendar as soon as they become available.
- k. Publish any current sponsors logos in accordance with criteria advised by Skywings editor.

#### Website:

- l. Create a format that will retain existing members, attract new members (especially youth and female), promotes fun, provides publicity for accuracy and is sponsorship ready.
- m. Routinely check that the website is running and check for spammers.
- n. Keep the website up to date with news items, publicity for accuracy events, competition photos, classic & paragliding leagues, team selection leagues, accuracy awards, records, minutes of meetings and relevant Skywings technical articles.
- o. Create new pages when necessary.
- p. Provide links to other relevant accuracy websites and social media activities.
- q. Provide a contact email.
- r. Be responsible for renewing the domain registration and hosting contract.
- s. Investigate the best / latest internet technologies to support the website.
- t. Train other people to edit the website with up to date training notes.
- u. Publish any current sponsors logos in accordance with Panel agreed criteria.

#### Youtube Channel:

- v. Create a format that will retain existing members, attract new members (especially youth and female), promotes fun and provides publicity for accuracy.
- w. Encourage others to create accuracy related videos.
- x. Create play lists for different subject matters and add You tube accuracy videos.
- y. Train other people to use the channel with up to date training notes

#### Social Media:

- z. Create a format that will retain existing members, attract new members (especially youth and female), promotes fun, provides publicity for accuracy and is sponsorship ready.
- aa. Use Facebook, Instagram and other platforms.
- bb. Encourage others to use the social media.
- cc. Regularly check posts for abuse.

#### Accuracy Awards and Trophies:

- dd. Regularly review competition results for new awards.
- ee. Update the award tables.
- ff. Publicise the awards in Skywings, website and social media.

## Parascending Representative

### General:

- a. Recruit BHPA Members and BHPA Clubs.
- b. Study the rest of the accuracy world and bring ideas to the Panel.
- c. Build a good relationship with British Skydiving to recruit classic accuracy pilots.
- d. Work with BHPA Competition Panels re joint sharing of events.

### Classic Accuracy National Championships:

- e. Investigate venue options for the Nationals, preferably during the preceding year, and present them to the Accuracy Panel advising of the advantages and disadvantages.
- f. Agree the date and venue of the Nationals with the Accuracy Panel.
- g. Liaise with the host club, Accuracy Panel and others regarding organisation of the competition in accordance with the planning document in Appendix 11.
- h. Ensure all officials have been appointed.
- i. Ensure the Nationals is organised and managed to the standard required by the BHPA and the EPAC if applicable.
- j. Ensure competition details are available to UK and overseas pilots in good time via email, website, Facebook and Skywings.
- k. Ensure that entry form, glider affidavit, programme and rules for the event are prepared (see appendix 11).
- l. Ensure that the meet director maintains a log book containing risk assessments, host club operating procedures, safety documentation and other documentation relevant to the competition organisation.
- m. Prepare a budget for approval by the Accuracy Panel before committing to any expenditure.
- n. Develop a plan to help secure sponsorship.
- o. Ensure that entry fees are received and processed / forms listing entrant details as detailed in appendix 11.
- p. Process results throughout the competition.
- q. Obtain receipts wherever possible for expenditure and issue to the Treasurer along with an account of income and expenditure.

### European Parascending Accuracy Committee (EPAC):

- r. To represent the BHPA Accuracy Panel on the EPAC and ensure that all ideas presented in the UK are recorded and lobbied to such committee.
- s. Attend EPAC meetings and distribute minutes of meeting to the Accuracy Panel and other interested parties.
- t. Confirm the date and venue of the British leg of the Grand Prix to the EPAC.
- u. Advise the calendar of events officer and BHPA Accuracy Pilots of the European Grand Prix competition dates and venues as soon as they are announced.
- v. Obtain more details of competitions from other competition contacts and advise BHPA Accuracy Pilots.
- w. Advise BHPA Accuracy Pilots of European Grand Prix guidelines and rules.
- x. Advertise the British leg of the European Grand Prix to overseas pilots by email, website and Facebook. Liaise with foreign pilots regarding arrangements.
- y. Ensure that the results of the British leg of the European Grand Prix are issued to the EPAC results coordinator.

### League:

- z. Promote the league within Parascending, with all data and results to go to the Secretary for compilation.

## **Parascending Squad Manager**

General:

- a. Recruit BHPA Members and BHPA Clubs.
- b. Study the rest of the accuracy world and bring ideas to the Panel.

Squad Manager:

- c. Organise training.
- d. In conjunction with the Media & PR officer promote the squad's activities.
- e. In conjunction with the Panel members apply for funding.

Coaching:

- f. Develop a self-appraisal system and promote.
- g. Develop a more formal and proactive approach to coaching.
- h. Involve non-flying coaches with more time on the ground.
- i. Liaise with Rules Officer.
- j. Develop a culture of coaching and feedback.
- k. Develop a plan to increase accuracy skills through coaching.
- l. Look into and keep up to date with modern coaching methods.

## **Paragliding Representative**

General:

- a. Recruit BHPA Members and BHPA Clubs.
- b. Study the rest of the accuracy world and bring ideas to the Panel.
- c. Work with BHPA Competition Panels re joint sharing of events.

Paragliding Accuracy National Championships:

- d. Investigate venue options for the Nationals, preferably during the preceding year, and present them to the Accuracy Panel advising of the advantages and disadvantages.
- e. Agree the date and venue of the Nationals with the Accuracy Panel.
- f. Liaise with the host club, Accuracy Panel and others regarding organisation of the competition in accordance with the planning document in Appendix 12.
- g. Ensure all officials have been appointed.
- h. Ensure the Nationals is organised and managed to the standard required by the BHPA and the FAI where applicable.
- i. Ensure competition details are available to UK and overseas pilots in good time via email, website, Facebook and Skywings.
- j. Ensure that entry form, glider affidavit, programme and rules for the event are prepared (see appendix 12).
- k. Ensure that the meet director maintains a log book containing risk assessments, host club operating procedures, safety documentation and other documentation relevant to the competition organisation.
- l. Prepare a budget for approval by the Accuracy Panel before committing to any expenditure.

- m. Develop a plan to help secure sponsorship.
- n. Ensure that entry fees are received and processed / forms listing entrant details as detailed in appendix 12.
- o. Process results throughout the competition.
- p. Obtain receipts wherever possible for expenditure and issue to the Treasurer along with an account of income and expenditure.

#### Overseas Liaison

- q. Liaise with other countries.
- r. Keep in tune with events and report to the panel.

#### League:

- s. Promote the league within Paragliding, with all data and results to go to the Secretary for compilation.

## **Paragliding Squad Manager**

#### General:

- a. Recruit BHPA Members and BHPA Clubs.
- b. Study the rest of the accuracy world and bring ideas to the Panel.
- c. Build a good relationship with British Skydiving to recruit classic accuracy pilots.

#### Squad Manager:

- d. Develop a national team.
- e. Organise training.
- f. In conjunction with the Media & PR officer promote the squad's activities.
- g. Develop a plan to help secure sponsorship.
- h. In conjunction with the Panel members apply for funding.

#### Coaching:

- i. Develop a self-appraisal system and promote.
- j. Develop a more formal and proactive approach to coaching.
- k. Involve non-flying coaches with more time on the ground,
- l. Liaise with Rules Officer
- m. Develop a culture of coaching and feedback.
- n. Develop a plan to increase accuracy skills through coaching.
- p. Look into and keep up to date with modern coaching methods.

## **Team Manager**

- a. Agree budget for UK Team.
- b. Ensure all relevant pilots have registered online.
- c. Arrange for UK Team entry form to be signed by NAC and issued to the championships organisers.
- d. Arrange entry fee payments.
- e. Ensure pilots are aware of what up to date documentation (UK Global Health Insurance card, passport, FAI licence, BHPA membership, BHPA liability insurance, Airports insurance) and other items they are required to take to a championships.

- f. Organise team publicity in conjunction with the Media & PR Officer to attract potential sponsors.
- g. Organise team kit / uniform for the championships suitable for the expected temperatures.
- h. Agree flying order.
- i. Register the UK Team at the championships.
- j. Attend team briefings at a championships and brief the UK Team.
- k. Collate team members mobile phone numbers, Airsports insurance details.
- l. Wherever possible, ensure pilots are up in the morning and on time for competition flights, opening and closing ceremonies.
- m. Organise food, drink and transport during a championships.
- n. Make rules and protest sheets available for the UK team during a championships. Assist with the preparation of any UK protest and submit any UK protest.
- o. Raise any team flying / competition issues / complaints with the appropriate officials.
- p. Record scores and check published results of UK pilots and other teams where possible during a competition.
- q. Wherever possible, ensure team bills, including accommodation and transfers, are paid.
- r. Ensure pilots fill in BHPA Incident Reports if a pilot has an incident of any kind.
- s. Report back on team pilots' behaviour / compliance with the Code of Conduct.

## Working Group Structure

Panel Role	Name	Working Group Activity	Working Group Member
Chairman	Mark Bignell		
Vice Chairman	William Lawrence		
Treasurer	Sue Britnell	General	Andy Webster
Secretary	Andy Webster	General	
Safety Officer	Vacant	General	
		Competitions	
		First Aid	
		FSC liaison	
Equipment Officer	Chris Haynes (not a panel member)	General	Liz Lawrence, Dave Crowhurst
		Logistics	
Rules Officer	Liz Lawrence	General	
		Classic rules	Arthur Bentley, Dave Crowhurst, Andy Webster
		Paragliding rules	Andy Webster, Mark Bignell
		CIVL liaison	Mark Bignell
		Judges	
Media & PR Officer	Cherry McMahon	General	
		Skywings	Andy Webster
		Website	Andy Webster, Ben Woodcock
		Youtube	Andy Webster
		Social Media	
		Sponsorship	Colin Jones
		Accuracy Awards	Andy Webster
Parascending Rep	Arthur Bentley	General	Dave Crowhurst
		National Championships	Dave Crowhurst, Andy Webster
		EPAC	Dave Crowhurst
		UK League	Andy Webster
Parascending Squad Manager	Dave Crowhurst	General	Arthur Bentley
		Coaching	Dave Crowhurst
		Selection League	Andy Webster
Paragliding Rep		General	
		Sites	Colin Jones

		National Championships	William Lawrence, Mark Bignell, Andy Webster
		Overseas Liaison	
		UK League	Andy Webster
Paragliding Squad Manager	Mark Bignell (Interim)	General	
		Coaching	William Lawrence, Andy Shaw, Matt Bignell
		Selection League	William Lawrence

## **6 Appendices**

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## Appendix 1 - Accuracy Panel Calendar

This calendar details key panel activities which have to be carried out during a year. In some cases the month date given below is an approximate date and the item may not necessarily occur in that month.

Date	Item	Responsibility
January	Annual elections for Officers roles	Panel
	Agree accuracy competition dates including fall back	Panel
	Write summary for Competitions Director's AGM Report	Chairman
	Squad registration	Squad Manager
	Apply for grant Submit draft accounts	Treasurer
February	UK delegate at CIVL Plenary meeting	Panel
	Apply for FAI sanctioning of Paragliding Accuracy Nationals	Panel
	Agree funding for the year	Panel
April	Submit final accounts to BHPA Competitions Officer	Treasurer
	Receive BHPA funding	Treasurer
May	Exec report	Chairman
June	Paragliding Accuracy Nationals & Accuracy Meeting	Panel
	Issue Paragliding Accuracy National results to FAI	Panel
August	Classic Accuracy Nationals & Accuracy Meeting	Panel
September	Classic Accuracy league announce	Leagues Officer
October	Exec report	Chairman
November	BHPA & Royal Aero Club nomination	Chairman
December	Paragliding Accuracy league announce	Leagues Officer
	BHPA Awards of Merit nomination	Chairman
	Discuss next year's nationals dates / venues	Panel
None date specific	Issue Paragliding Accuracy Team selection criteria for next Cat 1 championships	Squad Manager
	UK Team selection	Squad Manager
	UK Team registration	Team Manager
	UK Team entry form signed by NAC	Team Manager
	UK Team payment	Team Manager
	UK Team official kit	Team Manager

## Appendix 2 – Classic Accuracy Competition Types

<b>Classic Accuracy Competition Types</b>			
	UK Club	UK Nationals (& UK Grand Prix)	European Grand Prix
Wing	Square & Paraglider		
Launch	Tow		
Location	UK	UK	Fr, NI, UK,
Frequency	Annually		
Eligibility	Any rating	CP(tow) (No rating / CP tow for novice competition)	CP(tow)
Team size	3 pilots		
Rules	Classic rules		
Rounds to validate	2		
UK League	Usually	Yes	Yes
FAI Category	Not recognised by FAI		
Prizes	Trophies	Trophies	Trophies & prize money for overall series winners
BHPA funding available	No	No	Yes

### Appendix 3 – Paragliding Accuracy Competition Types

Paragliding Accuracy Competition Types						
	UK Club	UK Nationals	Overseas Open	European Cup	World Cup	European & World Champs
Wing	Paraglider					
Launch	Hill or tow					
Location	UK		Europe / World			
Frequency	Annually					2 yearly
Eligibility	Any rating	CP (No rating / CP for novice comp)	CP	CP	CP	P(IPPI 4) selection criteria
Team size	3 pilots	3 pilots	3/4 pilots	3 pilots	4 pilots	Refer to Local Regulations
Rules	FAI Section 7C & Local rules					
Rounds to validate	1					3
UK League	Yes if run to FAI rules	Yes	Yes	Yes	Yes	No
Squad selection league	Yes					No
FAI Category	2 if registered		2	2	2	1
FAI licence	Yes if Cat 2 competition and pilot wants WPRS		Yes			
FAI WRPS	Yes if Cat 2		Yes			
Prizes	Trophies			Trophies & prize money		Trophies
BHPA funding available	No		Yes			

## **Appendix 4 - Classic Accuracy League Rules**

1. The league is run over one calendar year with the winner announced when there are no more eligible competitions. The European Grand Prix competitions, the British Classic Accuracy National Championships and any British club competition will have league status. Two months (e.g. 20<sup>th</sup> of a month to 20<sup>th</sup> of month two months later) notice is required for a re-arranged league competition to retain its league status.
2. The league is open to all BHPA members of any pilot rating. However, the league is not open to pilots who fly in the national novice competition.
3. At each competition the number of league points awarded to the top placed British pilot will be equivalent to the number of British pilots in attendance up to a maximum limit of 30 points. The second placed British pilot will get one less point and so on. Tied pilots will get the same score that is equivalent to the higher placing they occupy. Pilots who gain the maximum score in a competition (ZAP every round) will only get one point, however, pilots who do achieve scores will still be awarded points based on the number of pilots that they have beaten.
4. A pilot can turn up late to or leave early from a league competition if two weeks prior notice is given to the meet director for unavoidable foreseen circumstances. If a pilot has a valid reason to be late or leave early, then he / she will be allowed to catch up or bank flights at no detriment to their league points. The pilot's position in a competition resulting from the above shall be at the meet director's discretion. If a pilot needs to leave a league competition early then they should be asked to bank an estimated number of flights. If this estimated number of flights turns out to be insufficient then the pilot must take the maximum score. Also where a pilot has to bank flights or catch up flights, the flights should not be consecutive and there should be a reasonable amount of time between flights.
5. If unavoidable unforeseen circumstances should occur within two weeks then the matter will be treated as per competition rules where permission to fly out of order is at the launch marshal's discretion.
6. Pilots best three out of four or more valid classic accuracy competitions will count to the end of year league title. If there are only three valid league competitions then best point scores from two competitions will count. If there are two or less valid competitions then the league will default to a pilots best four competitions over the current and previous year.
7. In the event of a tie for any of the league places, the total distance scores obtained by the tied pilots in the competitions at which they all competed will be calculated, and the pilot with the lowest total distance score will be awarded the higher position in the league. If there is still a tie situation then the pilot with the lowest individual score or most number of lowest individual scores at all competitions at which they competed will be awarded the higher position.
8. The winner of the league will be awarded the returnable league trophy.
9. The above league rules can not be changed by a unanimous pilot vote.

## **Appendix 5 - Paragliding Accuracy League Rules**

1. The league is run over one calendar year with the winner announced when there are no more eligible competitions. The British Paragliding Accuracy National Championships and any British competition run to FAI Section 7C rules have league status. Other Cat 2 competitions are eligible for league status as long as the leagues officer is advised of UK pilot's attendance within one month of the event taking place. All the above competitions require their date to be announced more than two months (e.g. 20<sup>th</sup> of a month to 20<sup>th</sup> of month two months later) prior to the event taking place.
2. The league is open to all BHPA members of any pilot rating. However, the league is not open to pilots who fly in the national novice competition.
3. At each competition the number of league points awarded to the top placed British pilot will be equivalent to the number of British pilots in attendance up to a maximum limit of 30 points. The second placed British pilot will get one less point and so on. Tied pilots will get the same score that is equivalent to the higher placing they occupy. Pilots who gain the maximum score in a competition (ZAP every round) will only get one point, however, pilots who do achieve scores will still be awarded points based on the number of pilots that they have beaten.
4. A pilot can turn up late to or leave early from a league competition if two weeks prior notice is given to the meet director for unavoidable foreseen circumstances. If a pilot has a valid reason to be late or leave early, then he / she will be allowed to catch up or bank flights at no detriment to their league points. The pilot's position in a competition resulting from the above shall be at the meet director's discretion. If a pilot needs to leave a league competition early then they should be asked to bank an estimated number of flights. If this estimated number of flights turns out to be insufficient then the pilot must take the maximum score. Also where a pilot has to bank flights or catch up flights, the flights should not be consecutive and there should be a reasonable amount of time between flights.
5. If unavoidable unforeseen circumstances should occur within two weeks then the matter will be treated as per competition rules where permission to fly out of order is at the launch marshal's discretion.
6. Pilots best three valid paragliding accuracy competitions will count to the end of year league title.
7. In the event of a tie for any of the league places, the total distance scores obtained by the tied pilots in the competitions at which they all competed will be calculated and the pilot with the lowest total distance score will be awarded the higher position in the league. If there is still a tie situation then the pilot with the lowest individual score or most number of lowest individual scores at all competitions at which they competed will be awarded the higher position.
8. The winner of the league will be awarded the returnable Airways Accuracy League trophy.
9. The above league rules can not be changed by a unanimous pilot vote.

## ***Appendix 6 – Accuracy Awards Scheme***

There are six award levels based on scores achieved over four consecutive flights which must be recorded in front of qualified (BHPA or international) judges. The six award levels are as follows:

**Copper** – Landing within 10.0m of the centre of a target on 4 consecutive flights

**Bronze** – Landing within 2.5m of the centre of a target on 4 consecutive flights

**Silver** - Landing within 1.0m of the centre of a target on 4 consecutive flights

**Gold** - 4 consecutive flights with a combined total score of 100cm or less

**Diamond** - 4 consecutive pad scores

**Platinum** – 4 consecutive flights with a combined total score of 10cm or less

There are separate schemes for Classic Accuracy and Paragliding accuracy due to the different landing rules.

It is a pilots responsibility to claim for an accuracy award, and the awards scheme custodian will locate the results where an award is claimed up to three months after the competition taking place. After the three months period it is down to the pilot to provide proof of the results.

## **Appendix 7 – Miscellaneous Competition & Records Rules**

### **Fall Back Date**

1. The fall back date is a common date that covers both classic accuracy and paragliding accuracy league competitions.
2. Priority for the fall back date is given to a national championships followed by which ever competition was postponed first.
3. A fall back date that suits the European Grand Prix should be considered but is not essential.
4. A league competition that is re-scheduled to the fall back date shall retain its league status even if there is less than two months notice.

### **National Novice Competitions**

The Novice Competition is open to UK pilots either without a rating, or with no higher than a CP rating who are entering the Novice Competition for the first time since achieving CP status and have held their CP rating for no more than 24 months. Pilots with a CP rating who have previously won the Novice Competition are not eligible to enter again.

### **National Trophies**

1. Trophies will only be awarded if there are three or more pilots competing for the category.

### **Returnable Trophies**

Pilots that take possession of UK or EPAC returnable trophies, must meet the following expectations.

- The trophy must be returned in time for its official award the following year.
- The trophy must be returned in the same condition as when it was presented, and any damage must be repaired and paid for by the pilot.
- The trophy must be returned having been recently polished.
- The trophy must be engraved for the year that the pilot won the trophy. Costs will be refunded by the Accuracy Panel on submission of a completed expenses form and an itemised receipt to the panel treasurer.

If a pilot can't honour the above requirements then the Accuracy Panel will look after the trophy on their behalf.

If a pilot fails to honour the above requirements then the pilot will not be allowed to keep any returnable trophies in the future.

### **UK Records for the lowest score over a number of rounds**

In paragliding accuracy, records consider consecutive rounds within a single Cat 1 or 2 competition. In classic accuracy, records consider consecutive rounds in a single competitions that is eligible for UK league

status. The consecutive sequence can start at any point in a competition, and no dropped scores are allowed. A scoring sequence spanning two or more competitions is not allowed.

## **Appendix 8 – Funding Agreements**

### **1. Squad pilot funding at Cat 2 overseas competitions**

Squad pilots can claim funding for attending overseas open Cat2 competitions and the amount will be determined by the Panel at the start of the year.

### **2. Squad pilot funding at overseas Grand Prix competitions**

Squad pilots can claim funding for attending up to two overseas Grand Prix events and the amount will be determined by the Panel at the start of the year

### **3. UK Team pilots funding**

Funding for team pilots (including reserve) and manager at World or European championships should aim to cover entry fees and up to a maximum of 50% of travel, accommodation and food for pilots and 100% of travel, accommodation and food for the Team Manager. Funding for individuals will be limited to part of the entry fee only. This funding is offered to pilots subject to the following conditions:

- The pilot has completed the competition (with the exception of injury or emergency).
- The pilot wears BHPA Accuracy Panel provided team kit at the opening and closing ceremonies.
- The pilot behaves in an appropriate manner in accordance with the selection criteria.
- The pilot abides by the rules of the competition while representing the United Kingdom.

### **4. Squad training camp fees**

The panel will pay the host club towing and site fees, and any judging fees.

Squad pilots will pay fees as follows:

Paragliding Accuracy - £15 per non competition day & £20 per competition day.

Classic Accuracy - £15 per non competition day & £20 per competition day & £3 per tow (two free tows) & £2 / day tuffet fee.

### **4. Judging allowances**

The panel have agreed that allowances will be paid at the following rates for each qualified judge, unless sharing vehicle/accommodation with a competing pilot.

For competitions:

- £0.45 / mile travel allowance up to a maximum of £100 for any event.
- Accommodation for a maximum of two panel-run events per year - maximum £30, for camping fees or a contribution to other accommodation.

To be approved in advance by the meet director.

For squad training:

- £0.45 / mile travel allowance up to a maximum of £100 for any event.

Ideally to be approved in advance by the squad manager.

As judges are only required for one day of a Squad Training weekend, accommodation costs are not generally applicable. If it is a joint squad weekend where competitions are over both days, or the distance travelled to attend is such that an overnight stay is needed and temperatures are too low for tent camping

(defined as forecast to fall below 2°C between the hours of 8pm and 8am) an accommodation allowance, maximum £20 per event can be claimed by judges whose usual accommodation is a tent, with the approval of the squad manager.

If squad training is overseas **and UK judges are specifically required (i.e. it is not a competition with judges provided)** the maximum single event travel allowance plus a £20 contribution to accommodation will be paid. **This must be agreed in advance.**

Annual mileage limits:

Judges may claim up to £200 for travel in any one year, across multiple events but subject to the cap of £100 for any single event as above.

BHPA membership:

All target judges are required to have BHPA membership. The recorder does not require BHPA membership. In the case of judges who have non-flying membership (current cost £62 pa with a discount on renewal by direct debit and a £30 initial joining fee for new members) the panel will reimburse, at the end of the year the full cost for judges who judge for a minimum of 5 days at:

- both the classic and paragliding nationals, or
- a combination of one national championships and club or squad competitions

A 50% reimbursement will be given to judges who judge for a minimum of 3 days at:

- one national championships (3 day event), or
- one national championships (2 day event) and a club competition or squad competition or
- a club competition and squad competition or
- multiple squad competitions

Requests for judges for National Championships will be sent by the Rules Officer (or Meet Director) and, before the event, the MD will confirm the judging team for which expenses will be paid and send an authorised expenses form. Priority may be given to judges who can judge the full duration of a championships. Expenses will be paid by the accuracy panel on receipt of the completed form by the treasurer.

Requests for judges at squad training will be posted in the squad WhatsApp group. Ideally the squad manager will confirm in advance who will be receiving expenses, based on how many judges are available and are needed and the budget for the weekend and will send an authorised expenses form. Expenses will be paid by the accuracy panel (from the squad training budget) on receipt of the completed form by the treasurer.

Requests for judges for club competitions will be made by the Meet Director who will be responsible for confirmation of expenses and payment from the competition budget as these events are not panel funded.

## **5. Officials expenses at National Championships**

The panel have agreed that allowances will be paid at the following rates for officials e.g. meet director, launch marshal, unless sharing vehicle/accommodation with a competing pilot.

For competitions:

- £0.45 / mile travel allowance up to a maximum of £100 for any event.
- Accommodation for a maximum of two panel-run events per year - maximum £30, for camping fees or a contribution to other accommodation.

To be approved in advance by the meet director.

Annual mileage limits:

Officials may claim up to £200 for travel in any one year, across multiple events but subject to the cap of £100 for any single event as above.

#### **6. Classic Nationals**

The Panel should seek to pay a Landrover fee of £75 per flyable day plus return fuel to get to site and fuel used on site.

The Panel should seek to pay a winch fee of £75 per flyable day plus return fuel to get the winch to site and fuel used on site.

#### **7. Tuffet**

Hire of tuffet is £2 per person per day.

#### **8. Electronic pad and box**

Hire of pad and box is £2 per person per day

#### **9. Panel Members on official business**

Panel members on official business e.g. travelling to organise a national championships, will be paid at the following rates.

- £0.45 / mile travel allowance up to a maximum of £100 for any trip.
- Accommodation for a maximum of two trips - maximum £30, for camping fees or a contribution to other accommodation.

#### **Annual mileage limits:**

Panel members may claim up to £200 for travel in any one year, across multiple trips, but subject to the cap of £100 for any single event as above.

## ***Appendix 9 – Procedure for submitting a proposal to CIVL***

1. The BHPA Accuracy Panel shall agree any proposal(s) to be put to CIVL by early November, and decide if the proposal(s) is significant or minor.
2. If the proposal(s) is significant then it has to be forwarded by the BHPA Accuracy Panel Chairman to the BHPA Exec for review. If the BHPA Exec is in agreement with the proposal(s) then a BHPA CIVL Delegate shall forward the proposal(s) to CIVL.
3. If the proposal(s) is minor then the BHPA CIVL Paragliding Accuracy Contact can forward the proposal to the CIVL Paragliding Accuracy Subcommittee.
4. The CIVL Paragliding Accuracy Subcommittee shall prepare an annual agenda of proposals, which will be forwarded with other CIVL agendas to all NACs by early December. The BHPA Exec shall forward any relevant Accuracy proposals to the BHPA Accuracy Panel for consideration. The BHPA Accuracy Panel and the BHPA Exec shall agree which way the BHPA should vote on any accuracy matters, and the BHPA Exec will instruct the two BHPA CIVL Delegates which way to vote at the annual CIVL Plenary meeting in February.
5. If no instruction is given on how to vote on any CIVL agenda items the BHPA Delegates will vote for no change.

## **Appendix 10 – FAI EMS Procedure**

### **Sanction Application**

1. Person who will be making the sanction fee Paypal payment needs to make the application.
2. Login to ams.fai.org
3. My Applications.
4. Add Application.
5. Fill in application details.
6. Click on Pay with PayPal option.
7. Go through PayPal procedure.

You will get a series of emails via the FAI Application Management System as the application goes through the various approval stages, including BHPA, before publication on FAI calendar. The approval stages are carried out automatically without input required from the person making the application.

### **EMS Page**

1. At the same time as competition is published on the FAI calendar an EMS page will be automatically set up that is initially un-activated. An email will be sent to the person who made the application with a links to the EMS page for competitors and the EMS management page for organisers.
2. The FAI CIVL Administrator & Competition Coordinator will activate the page and open registration soon after the EMS page is created.
3. The person who made the application has editor access to update details on the EMS page and can add Staff to give editor rights to others.
4. EMS link to be circulated to pilots advising them that a payment needs to be made before a place can be confirmed.
5. Participants status to be changed to Confirmed when the entry fee has been paid.

### ***Appendix 11 – Classic Accuracy Squad Documents***

- Selection Criteria
- Team Selection League
- Squad Registration form
- 

### ***Appendix 12 – Paragliding Accuracy Squad Documents***

- Team Selection Criteria
- Team Selection League
- Squad Registration form
- Squad CIVL / FAI Numbers
- Team Invitation Letter
- Team Acceptance Letter

### ***Appendix 13 - Classic Accuracy Nationals Documentation***

- Planning document
- Flyer
- Programme including rules
- Judges Code
- Entry form Main Competition
- Entry form Novice
- Glider Affidavit
- Registration sheet
- Risk assessments
- Emergency procedure
- Most improved

### ***Appendix 14 - Paragliding Accuracy Nationals Documentation***

- Planning document Hill
- Planning document Tow
- Local Regulations
- Entry form Main Competition
- Entry form Novice
- Glider Affidavit
- Waiver
- Registration sheet
- Risk assessments

- Most improved

### ***Appendix 15 – Equipment Documentation***

- Equipment List
- Maintenance Schedule
- Hire agreement
- 

### ***Appendix 16 - Miscellaneous Documentation***

- Operating Procedures
- National Trophies List
- Skywings Programme