



PARACHUTIST INFORMATION MANUAL

PART 4E *COMPETITION MANUAL*

CSPA Judge Rating Program

MAY 2018

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Canadian Sport Parachuting Association
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Table of Contents

Page

ACKNOWLEDGEMENTS	4
LIST OF REVISIONS / CHANGES	5
OBJECTIVE OF THE PROGRAM.....	6
CSPA JUDGE RATING PROGRAM	6
1. Rating Levels	6
2. Disciplines.....	6
3. Definitions.....	6
4. Class of Competition.....	7
5. Rating Sequence.....	7
6. Judge Logbooks	7
6.1 Judging Equivalents	7
7. Ratings: Qualification, Responsibilities and Privileges	8
7.1 Provincial Judge: Qualification.....	8
7.2 Provincial Judge: Responsibilities and Privileges	8
7.3 Provincial Judge with Portfolio: Qualification	8
7.4 Provincial Judge with Portfolio: Responsibilities and Privileges	8
7.5 National Judge: Qualification	9
7.6 National Judge: Responsibilities and Privileges	9
7.7 FAI Judge: Qualification.....	9
7.8 FAI Judge: Responsibilities and Privileges	9
7.9 Jumps at a National or Provincial/PwP Judge Seminar	10
7.10 Other Responsibilities and Privileges	10
8. Procedure: Issuance of a Rating.....	10
9. Course or Test Completion Reporting	10
10. Judge’s Annual Validation Requirements	11
11. Procedure: Annual Validation – Appendix III.....	12
12. Downgrading.....	12
13. Reinstatement.....	12
14. CSPA Reporting of FAI Judges to the IPC.....	13
15. Best Interest of the Sport.....	13
16. Fees Payable to CSPA	13
17. Chair: Delegation of Responsibilities	13
18. Clarification	13
19. Complimentary Registered Participant	13

APPENDIX I – LIST OF RATED JUDGES..... 14
APPENDIX II – JUDGE’S RATING APPLICATION FORM 15
APPENDIX III – JUDGE’S RATINGS - ANNUAL VALIDATION FORM..... 16
APPENDIX IV – PROVINCIAL JUDGE PORTFOLIO..... 17
APPENDIX V – STANDARD REPORT FORM 21

ACKNOWLEDGEMENTS

The CSPA Judging Committee has prepared the Judge's Rating Program under the authority granted to it by the CSPA Board of Directors.

Prior to 2016, this manual was developed and prepared by the CSPA Competition and National Teams Committee.

LIST OF REVISIONS / CHANGES

<u>Date</u>	<u>Section</u>
May 2018	Revision of sections 3, 9, 10, 11, 13 and 19
December 2017	Revision of section 14
September 2017	Addition of 'CSPA office only' section to Appendix IV Update of Appendix I
May 2017	Complete revision Update of Appendix I Revision of Appendix II, III Addition of Appendix IV: Provincial Judge Portfolio Addition of Appendix V: Standard Report Form
January 2017	Update of Appendix I
April 2016	Update of Appendix I
March 2016	Complete revision
2012	
2008	

OBJECTIVE OF THE PROGRAM

The administrative policy requires that certain minimum initial qualification standards be achieved to receive a Judge's Rating and, in order to ensure that a rated Judge remains active and current, certain minimum annual activity requirements are imposed in order for the rating to remain valid.

Each Judge is required to keep a logbook in which details of all judging activities are entered.

The administrative procedures required for qualification and annual validation are clearly laid out in this Rating Program Manual.

CSPA JUDGE RATING PROGRAM

1. Rating Levels

CSPA will issue Judges' Ratings at four levels:

1. Provincial Judge
2. Provincial Judge with Portfolio (PwP)
3. National Judge
4. FAI Judge

2. Disciplines

A Judge rating may be issued in each of eight disciplines designated in this text with the following symbols:

Accuracy Landing	AL
Style	ST
Formation Skydiving (includes Vertical FS)	FS VFS
Canopy Formation	CF
Artistic	AE
Canopy Piloting	CP
Wingsuit	WS
Speed	SP

3. Definitions

Provincial Rating: The rating acquired after successful completion of a Level 1 Judge's Course in one or more of the disciplines. The successful participant earns a Provincial Judge rating for that discipline.

Level I Judge's Course: a theory and video course including at least four disciplines conducted by a CSPA National or FAI Judge in a classroom setting. The course includes instruction in the mechanics of judging a jump, the underlying principles of judging, and a thorough understanding of the rules and video judging practice and written practical exams.

Provincial Judge's Portfolio: a self-directed course in one or more disciplines facilitated by a CSPA National or FAI Judge which includes written exams, practice competition paperwork and responsibilities of judging personnel. The Portfolio (Appendix IV) is a standalone document and is complete when countersigned by a National or FAI Judge.

National Judge Seminar: a forum which includes the presentation and discussion of changes to the current year's International competition rules and CSPA's competition rules in PIM 4B and video judging (FS, CF, AE, and WS) using those rules, sufficient to satisfy the annual validation requirements. Judges with at least three National or FAI ratings (two of which must be FS, CF, AE, or WS) are invited to attend. Expenses may be reimbursed in accordance with the Judging Committee budget. Judges without the required National or FAI ratings may also attend upon application and approval by the Chair of the Judging Committee and should contact him/her for details as they are responsible for their own out-of-pocket costs.

Provincial/PwP Judge Seminar: a forum which includes the presentation and discussion of the changes to the current year's CSPA's competition rules in PIM4B and video judging (FS, CF, AE, and WS) using those rules. Judges with a Provincial/ PwP rating are invited to attend. Judges with a National or FAI rating may attend if space permits. The Seminar will be conducted by a National or FAI Judge.

Re-Evaluation Test: a test administered by a National or FAI Judge to test the judging skills of a Judge seeking to reinstate a previously downgraded or cancelled rating. Successful participants will be required to:

- a) For an AL and CP rating: receive at least 80% on a written test;
- b) For all other disciplines receive at least 80% on a written test and have a performance of at least 80% on a practical test consisting of at least 30 jumps for the discipline being evaluated.

4. Class of Competition

For purposes of the Rating Program, competitions will be classed as follows:

- Class I - FAI First Category Events that include World Air Games, World and Continental Regional Championships and International Sporting Events.
- Class II - A National Championships.
- Class III - Any other competition.

5. Rating Sequence

All Ratings must be obtained in sequence (i.e. P, PwP, National, FAI).

6. Judge Logbooks

Each Judge is required to maintain a logbook, in which is recorded the judging activity of the Judge concerned, together with details of the class of competition judged as well as details of any judging positions held (Principle, Event, Chief or Chief of Judge Training). Each entry recording competition judging activity must contain at least the following information: date of competition, name of competition, name of CJ, location, function, discipline(s) judged, and the number of jumps/performances actually judged in each discipline.

The results (including written and practical test scores achieved) together with the location, discipline(s) and the number of all jumps/performances judged for all re-evaluations and/or training courses taken must be recorded in the same logbook and must be signed by the Chief of Judge Training.

The required personal data includes, at a minimum: full name, a passport sized photograph, country of residence and NAC.

The Chief Judge at each competition should sign for the authenticity and correctness of the activity recorded in the logbook. The Chief Judge may have his logbook signed by any Principal Judge, the Meet Director or the Organizer.

Note: At the International FAI level, the Sporting Code, Section 5 requires that all entries in a judge's logbook be in English.

6.1 Judging Equivalents

- a) For purposes of judging AL, a jump judged in a "sport" accuracy event is considered to be the equivalent of a jump judged in an AL event with respect to PwP and National ratings only.
- b) For purposes of judging FS, an eight, ten, sixteen-way FS team jump and any VFS team jump is considered to be the equivalent of a four-way FS team jump.
- c) For purposes of judging CF, a 2-way CF jump shall be considered the equivalent of a 4-way CF team jump.
- d) For purposes of judging AE;

- i. any jump in Freestyle or Freefly is considered to be a jump judged in an AE competition
 - ii. acting as an Event Judge in either a Freestyle or a Freefly competition meets the Event Judge requirement of 7.5d and 7.7d.
 - iii. acting as a Principal Judge in either Freestyle or Freefly meets the Principal Judge requirement of 7.5c.
- e) For purposes of Judging CP;
- i. any jump in Speed, Zone Accuracy or Distance is considered to be a jump judge in a CP competition.
 - ii. acting as an Event Judge in either Speed, Zone Accuracy or Distance meets the Event Judge requirement of 7.5d and 7.7d.
 - iii. acting as a Principal Judge in either Speed, Zone Accuracy or Distance meets the Principal Judge requirement of 7.5c.
- f) For purposes of Judging WS;
- i. any jump in Performance or Acrobatics is considered to be a jump in a WS competition.
 - ii. acting as an Event Judge in either Performance or Acrobatics meets the Event Judge requirement of 7.5d and 7.7d.
 - iii. acting as a Principal Judge in either Performance or Acrobatics meets the Principal Judge requirement of 7.5c.
- g) For all purposes in this manual, judging an indoor skydiving performance/event is the equivalent of judging an outdoor skydiving jump/event.
- h) For the purposes of annual validation only, a jump judged at a National or Provincial Seminar in ST, FS, CF, AE, and WS is considered to be the equivalent of a jump judged in a competition.

6.2 For all purposes in this Manual, when acting as a Chief Judge, Event Judge or Chief of Judge Training, a Judge is also considered to be acting as a Principal Judge.

7. Ratings: Qualification, Responsibilities and Privileges

In order for a rating to be issued, the applicant for a rating must meet the requirements as set out in the following sub-sections.

7.1 Provincial Judge: Qualification

- a) Have a current CSPA affiliation.
- b) Have satisfactorily completed a Level I Judge's Course in the discipline for which the Provincial rating is being issued.

7.2 Provincial Judge: Responsibilities and Privileges

May act as a Principal Judge at any Class III competition.

7.3 Provincial Judge with Portfolio: Qualification

- a) Have a current CSPA affiliation.
- b) Have a valid Provincial rating.
- c) Have satisfactorily completed the Provincial Judges Portfolio in the discipline for which the PwP rating is being issued.

7.4 Provincial Judge with Portfolio: Responsibilities and Privileges

- a) May act as a Chief, Event or Principal Judge at a Class III competition.
- b) May act as a Principal Judge in a particular discipline at a Class II competition only after having judged as a Principal Judge in a Class III competition or at a National or Provincial/PwP Judge Seminar, subject to the provisions of 7.9 below, the following number of jumps for that particular discipline in accordance with the PIM 4B Competition Rules

Accuracy Landing	50
Style	25
Formation Skydiving	50
Canopy Formation	25
Artistic	25
Canopy Piloting	50
Wingsuit	25
Speed	25

7.5 National Judge: Qualification

- a) Have a current CSPA affiliation.
- b) Hold a valid PwP Rating for the desired discipline.
- c) Have acted as a Principal Judge in at least one Canadian National Championship in the event for which the rating discipline is desired and receive a written recommendation from the CJ.
- d) Have acted as an Event Judge for the rating discipline event in one Class III competition and have acted as Chief Judge at one Class III competition which contains the rating discipline event.
- e) Have judged as a Principal Judge at a competition or at a National or Provincial/PwP Judge Seminar subject to the provisions of 7.9 below, at least:

Accuracy	150
Style	50
Formation Skydiving	150
Canopy Formation	50
Artistic	50
Canopy Piloting	150
Wingsuit	50
Speed	50

jumps in the 36 months prior to the application.

7.6 National Judge: Responsibilities and Privileges

- a) May act as a Principal, Event or Chief Judge at any Class II and III competition.
- b) May certify Provincial and PwP rating applications.
- c) May conduct Level I Judge's Courses.
- d) May conduct Training and Evaluation seminars.
- e) May conduct Re-Evaluation Tests.

7.7 FAI Judge: Qualification

Fulfill all the requirements of the FAI Sporting Code, General Section and Section 5, and annexes and addenda thereto.

In addition, meet the following requirements:

- a) Have a current CSPA affiliation.
- b) Have a valid National Judges Rating for the particular discipline.
- c) Have a written recommendation from a Canadian FAI Parachuting Judge.
- d) Have acted as:
 - i. an Event Judge at one class II competition; or
 - ii. a Chief Judge or an Event Judge in at least two class III competitions.

7.8 FAI Judge: Responsibilities and Privileges

- a) May represent Canada at any FAI First Category Competitions, having met the current FAI/IPC qualification requirements.
- b) May act as a Principal, Event or Chief Judge at any competition.
- c) May certify Provincial, Portfolio, National and FAI Judge rating applications.

- d) May conduct Level I Judge's Courses.
- e) May conduct Training and Evaluation seminars.
- f) May conduct Re-Evaluation Tests.

7.9 Jumps at a National or Provincial/PwP Judge Seminar

For the purposes of 7.4b and 7.5e above, jumps judged at a National or Provincial/PwP Judge Seminar may comprise no more than 50% of the required total and must be supported by a signed certification from the seminar conductor/leader that the jumps were evaluated/judged in a proper competition setting (i.e. independently with paper or electronic scoring).

7.10 Other Responsibilities and Privileges

- a) Rated Judges may certify records as provided for in PIM 4D
- b) Rated Judges may certify CoP requirements where specified

8. Procedure: Issuance of a Rating

8.1 The Rating Administrator will commence the issuance of a rating after receipt of the following documents in electronic form:

- a) for Provincial ratings; the Course Completion Report;
- b) for PwP ratings: proof of Portfolio completion; and
- c) for National and FAI ratings: Appendix II.

Blank PwP Portfolios and Rating Application forms (Appendix II) may be obtained from the [CSPA Web site](#).

8.2 Provincial judge ratings will be issued after the Course Conductor has submitted a course completion report, which contains an evaluation and a list of successful candidates. Submission of the course completion report along with receipt of the appropriate fee for each successful candidate shall be sufficient for the issuance of a Provincial Judge rating (Appendix II is not necessary for Provincial judge rating issuance).

8.3 PwP ratings will be issued after submission of the required completed Portfolio. The Rating Administrator will review the Portfolio and any other documents and, if satisfactory:

- a) certify the approval of the Portfolio and inform the candidate of same;
- b) enter all documents received from the candidate into the candidates judge file; and
- c) update the Rating Administrator master Appendix I.

8.4 National and/or FAI ratings will be issued after submission of the required Appendix II. The Rating Administrator will review the Appendix II and other documents and, if satisfactory:

- a) certify the approval of the Appendix II and inform the candidate of same;
- b) enter all documents received from the candidate into the candidates judge file; and
- c) update the Rating Administrator master Appendix I

8.5 The Rating Administrator will in all cases:

- a) ensure that the appropriate fees has been paid to CSPA;
- b) ensure that CSPA has copies of all rating documents;
- c) provide a detailed summary of the candidate's ratings to CSPA
- d) monitor the issuance of the candidates affiliation card with appropriate judging details or provide the candidate with a revised Appendix I showing his revised ratings; and
- e) at least once a year provide to CSPA the latest version of Appendix I for publication on the CSPA website.

8.6 CSPA National Office will file the rating documents and will enter the pertinent details in the Judges' Roster.

9. Course or Test Completion Reporting

Upon completion of a Level I Course or Re-Evaluation Test, the Course or Test conductor shall send to the Chair of the Judging Committee/Rating Administrator an electronic copy of the course or test completion, using the required Standard Report Form

(Appendix V), giving the names of all successful candidates complete with full addresses; phone numbers and a summary of course type and content. Where appropriate the report shall include evaluations and test results. The report is only required for a Level I course and a Re-Evaluation Test.

10. Judge's Annual Validation Requirements

Annual validation for a specific discipline (s) is not required at the end of the calendar year in which the rating is issued.

10.1 All Judges must maintain a current CSPA affiliation and meet the following requirements:

10.2 Provincial Judge and Provincial Judge with Portfolio

During the previous 36 months:

- a) Have judged as a Principal Judge at least one Class III competition or have attended a National or Provincial/PwP Judge Seminar, which includes the rating discipline event. For AE, CP and WS, having judged one competition in one of the two or three events in any of those disciplines will satisfy the requirement for that respective discipline.
- b) Have judged as a Principal Judge at least

Accuracy	50
Style	15
Formation Skydiving	30
Canopy Formation	15
Artistic	15
Canopy Piloting	30
Wingsuit	15
Speed	15

jumps.

10.3 National Judge

During the previous 36 months:

- a) Have judged as a Principal Judge for at least one Class III rating discipline competition or have attended a National or Provincial Judge/PwP Seminar, which includes the rating discipline event.
- b) Have judged as a Principal Judge at least

Accuracy	100
Style	15
Formation Skydiving	30
Canopy Formation	15
Artistic	15
Canopy Piloting	30
Wingsuit	15
Speed	15

jumps.

10.4 FAI Judge

Meet the requirements of the FAI Sporting Code:

- a) A FAI Judge must annually provide a summary of his/her judging activity and details of any evaluation report made during the previous 24 months. Appropriate information will be given to the Chair of the Judging Committee /Rating Administrator so that CSPA may certify to the IPC that each FAI Judge has maintained current validity as required by the Sporting Code.
- b) If the Judge does not provide the information requested in (a) above, the FAI rating will no longer be valid and the judge's name will be excluded from the annual nomination form sent to the IPC.

11. Procedure: Annual Validation – Appendix III

- a) The Chair of the Judging Committee /Rating Administrator will ensure that each judge is advised of the required annual validation procedure before September 30 each year. Appendix III forms are available on the CSPA web site.
- b) Before November 15 each year, the judge should email a completed Appendix III to the Chair of the Judging Committee/Rating Administrator, together with scanned copies of the Judge's Logbook showing judging activity for the past 12 months.
- c) On Nov 15, the Chair of the Judging Committee/Rating Administrator will send a reminder to any judge that has not yet submitted the required documentation.
- d) If the required annual validation documents are not received by Nov 30, all ratings held will be suspended (indicated by an S in Appendix I) until the documents are received. Suspension of a rating means that the Judge may exercise none of the responsibilities and privileges stipulated in Section 7.
- e) If the required annual validation documents are not received by Nov 30 of the following year, all ratings held will be downgraded to the next lower level or, if a Provincial rating, will expire and be cancelled as of December 31st of that year.
- f) CSPA will send any documents it receives to the Chair of the Judging Committee /Rating Administrator.
- g) The Chair of the Judging Committee /Rating Administrator will:
 - i. review the documents and, if satisfactory, endorse the Appendix III validating the ratings;
 - ii. send a copy of the Appendix III and log book scans to CSPA for entry in the Judge's roster;
 - iii. update the master Appendix I as required and update the individual Judge files;
 - iv. inform the Judge of the results of the validation.

12. Downgrading

- a) Each Judge will be required to validate their rating each year by meeting certain minimum requirements (as set out in section 10). If the requirements are not met, the rating held will be downgraded/cancelled as follows as of December 31st of that year.
- b) Provincial Rating: If the requirements of 10.1 and 10.2 above have not been met, the Provincial Rating will expire and be cancelled.
- c) Provincial Rating with Portfolio: If the requirements of 10.1 and 10.2 above have not been met, the Provincial Rating with Portfolio will be downgraded to a Provincial Rating.
- d) National Rating: If the requirements of 10.1 and 10.3 above have not been met, the National Rating will be downgraded to a Provincial Rating with Portfolio
- e) FAI Rating: If the requirements of the FAI Sporting Code are not met, the FAI Rating will no longer be valid

13. Reinstatement

A Rating that has been downgraded/cancelled or is no longer valid in accordance with Section 11(e) or 12 may be reinstated the following year by meeting the following provisions:

- a) In order to regain a Provincial Rating that has expired and been cancelled, the Judge must either meet the qualification criteria as per 7.1 or successfully pass a re-evaluation test during the intervening 12 months;
- b) In order to regain a Provincial Rating with Portfolio that has been downgraded to a Provincial Rating, the Judge must either meet the annual validation requirements as per 10.2 or successfully pass a re-evaluation test during the intervening 12 months;

- c) In order to regain a National rating that has been downgraded to a Provincial Rating with Portfolio, the Judge must either meet the annual validation requirements as per 10.3 or successfully pass a re-evaluation test during the intervening 12 months;
- d) d)In order to reinstate an FAI Rating that is no longer valid, the Judge must meet the requirements set out in the FAI Sporting Code.

14. CSPA Reporting of FAI Judges to the IPC

In order to comply with the IPC regulations, the Chair of the Judging Committee/Rating Administrator must provide, before December 31st each year, to the Chair of the IPC Judges Committee:

- a) the names of new and renewal FAI Judges, including the disciplines for which they are qualified, to ensure that they are added to the list of FAI Parachuting Judges issued by the IPC; and
- b) the names of those FAI rated judges who wish to judge at Level I competitions slated to be held in the following year to ensure that they are added to the proposed list of FAI Judges available to judge.

The Chair of the Judging Committee/Rating Administrator will send copies of the documents used for a) and b) above to CSPA at the same time as sending them to IPC.

15. Best Interest of the Sport

The Judging Committee may, at its discretion, issue:

- a) Provincial, PwP or National ratings where the applicant does not meet the requirements stated in this Rating Program; and
- b) FAI ratings where the applicant does not meet the requirements stated in this Rating Program but does meet the requirements stated in the Sporting Code;

when it is deemed to be in the best interest of the sport and/or the development of particular disciplines in Canadian sport parachuting.

16. Fees Payable to CSPA

- a) A one time fee of \$45 is payable to CSPA to cover the issuance of any and all Provincial ratings
- b) A one time fee of \$25 is payable to CSPA to cover the issuance of any and all PwP ratings.
- c) The one time fee is nonrefundable.

17. Chair: Delegation of Responsibilities

The Chair of the Judging Committee may delegate the responsibilities outlined in this Manual to another Committee member to act on his/her behalf.

18. Clarification

Questions on and/or clarifications of the contents of this document should be addressed to the Chair of the Judging Committee.

19. Complimentary Registered Participant

CSPA shall provide a complimentary CSPA affiliation on an annual basis for any non-jumping current judge. Complimentary affiliation, which requires Board approval, shall be provided to both non-jumping judges and any judge that has now retired from jumping. Complimentary affiliation will be void as soon as that person makes another jump other than the occasional tandem jump.

For the purpose of this paragraph “current” means that at the start of any particular calendar year, the judge holds a valid rating at any of the four levels in Section 1 in at least three of the eight disciplines listed in Section 2 above.

However, no complimentary CSPA affiliation will be provided in 2017 and 2018 to any Qualified Evaluator that takes advantage of the upgrade to a Provincial rating during 2017.

The Chair of the Judging Committee will send out a notice early in January each year to all judges having the required three ratings in order to determine which judges are to be issued a complimentary CSPA affiliation.

APPENDIX I – LIST OF RATED JUDGES

<https://www.cspa.ca/en/ratings/become-judge>

APPENDIX II – JUDGE’S RATING APPLICATION FORM

Applicant’s Name _____ CSPA# _____ Expiry _____

Provide information (where applicable) for each Judge Rating being applied for:
(this form is only valid for National or FAI ratings)

List Judging Discipline/s (AL, ST, FS, CF, AE, CP, WS, SP) and Judging Level (National or FAI):

1. For National Judge qualification list relevant log book entries for Principal, Event and Chief Judge activity re s.7.5 c) and d):

2. For National Judge qualification provide written recommendation from the Nationals Chief Judge (or reference log book signature/entry) pursuant to s.7.5 c):

CJ name: _____ CJ signature: _____ Date: _____

3. For National Judge qualification state the number of jumps judged in preceding 36 months for the relevant discipline re s.7.5 e):
- when acting as a Principal Judge at a competition:
- when judging at a National or Provincial/PWP Seminar:

4. For FAI ratings provide proof of successful attendance at a FAI Judge Training Course (reference log book entries and scan any relevant documents):

5. For FAI Judge qualification list (pursuant to s. 7.7 d) the Event or Chief Judge experiences:

6. For FAI ratings provide written recommendation pursuant to s.7.7 c):

FAI Judge name: _____ signature: _____ Date: _____

Applicants signature: _____ **Date:** _____, 2____

Scan this Form, pertinent log book pages and any other docs and email to Rating Administrator

FOR OFFICE USE ONLY

Rating Levels:

National	AL []	ST []	FS []	CF []	AE []	CP []	WS []	SP []
FAI	AL []	ST []	FS []	CF []	AE []	CP []	WS []	SP []

Date Docs. Received: _____, 20____ Scans Rcd: Appendix [] Log Book [] Proof of Course []

Ratings Valid To: _____, 20____

Approved by: _____ Signature: _____ Position: _____

SCAN FOR IND. JUDGE FILE []

NOTATION TO MASTER APP I []

SCAN TO HQ []

ADVISE APPL. []

APPENDIX III – JUDGE’S RATINGS - ANNUAL VALIDATION FORM

Name _____ CSPA # _____ Expiry _____

Address _____ City _____

Prov. _____ P.C. _____ Phone _____ Email _____

I have fulfilled the annual validation requirements for the following ratings:

PROVINCIAL		PwP		NATIONAL		FAI	
AL		AL		AL		AL	
ST		ST		ST		ST	
FS		FS		FS		FS	
CF		CF		CF		CF	
AE		AE		AE		AE	
CP		CP		CP		CP	
WS		WS		WS		WS	
SP		SP		SP		SP	

Number of jumps judged in the preceding 12 months:

Accuracy Landing _____	Style _____
Formation Skydiving _____	Canopy Formation _____
Artistic Events _____	Canopy Piloting _____
Wingsuit Flying _____	Speed Skydiving _____

Attached are scans/copies of my logbook and any other pertinent documents.

Date: _____, 20____ **Applicant’s Signature:** _____

FOR OFFICE USE ONLY

Provincial Rating	AL []	ST []	FS []	CF []	AE []	CP []	WS []	SP []	__ []
Provincial w. P	AL []	ST []	FS []	CF []	AE []	CP []	WS []	SP []	__ []
National Rating	AL []	ST []	FS []	CF []	AE []	CP []	WS []	SP []	__ []
FAI Rating	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: _____

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 _____

APPENDIX V – STANDARD REPORT FORM

CSPA

Level I Course / Re-Evaluation Test

Report for

_____, CSPA # _____
(print candidate name)



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

Name: _____	CSPA No.: _____
Level 1 Course ___ Re-Evaluation Test (Please indicate which is applicable)	

Address
 Street: _____
 City: _____
 Province: _____ Postal Code: _____

Email Address: _____
 Phone Number: _____

<u>Judging Categories</u>	<u>Exam</u>	<u>Practical Exam</u>	<u>Make Up</u>
	% Mark	% Mark	% Mark
Accuracy:			
Style:			
FS/VFS:			
CF:			
AE:			
WS:			
CP:			
Speed:			
Other:			

Comments:

Signature of Candidate: _____ **Date:** _____

Signature Course Conductor: _____ **Date:** _____

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

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

Name on card _____

Signature _____