



## CLUB BULLETIN 139: 01/2005

This monthly bulletin is aimed mainly at club contacts/secretaries. It usually covers administrative topics and news from the Executive Council. General interest items are repeated in Skywings magazine for the information of all members.

*If you require further information on these items please contact:*

### 1: Instructor Competence Annual Assessment

As forewarned in the last edition of the Instructor and Coach Newsletter, we now have put in place an annual system of 'Instructor Competence' assessments. The annual revalidation of licences pays a key role in ensuring that standards are maintained – and the 'Instructor Competence' assessment will further enhance this process.

*Mark Dale  
Tel 0870 873 4571  
mark-dale@bhpa.co.uk*

At least once a year the CFI must ensure that a formal 'Instructor Competence Assessment' has been carried out for each TI, Instructor and Senior Instructor at the school. The 'Instructor Competence Report' form details the areas to be assessed, and the accompanying 'Instructor Objective Skills Levels' form gives details of the scoring method to be used. A copy of the completed 'Instructor Competence Report' must accompany the Membership Renewal form and Declaration of Support at membership renewal / licence revalidation time. The CFI should keep a file copy of the 'Instructor Competence Report'.

(NB. TI's are assessed under this scheme as a check of their progress towards becoming qualified.)

CFI's should put this programme into action straight away. Instructor renewals will not be accepted after 1st July 2005 without a completed satisfactory assessment. (If an Instructor fails to achieve a satisfactory level in any area then re-training must be prioritised, and a further assessment time tabled – before their licence expires.)

The Instructor Competence Report form will be available on the BHPA web site, from the BHPA office and will be included in the next set of TM amends.

### 2: Safety Notice / Advisory

APCO Fiesta 2: Deep Stall - Notice attached.  
Emergency Parachute Payload: DHV Certified Canopies - Advisory notice attached.

Please ensure that all of your club members are aware of these notices.

*Mark Dale  
Tel 0870 873 4571  
mark-dale@bhpa.co.uk*

### 3: CCPR - The 12th Sports Club of the Year Awards 2005

What could your club spend £6,000 on? This is the first prize for the above award. If you wish to enter the CCPR awards please contact the BHPA office for a form, nominations must be received by Friday 1st April 2005 at the CCPR office.

*Stephanie Blankley  
Tel 0870 870 6490  
events@bhpa.co.uk*

### 4: FAI / IPPI Licences

Due to an increase in demand for licences to be issued at short notice a surcharge has been implemented as follows: £2 UK / £4 Overseas. Licences will be issued upon payment within one week. Effective from the 1st February 2005.

*Tony Mitchell  
Tel: 0870 870 6490  
tony-mitchell@bhpa.co.uk*

Please note that FAI Licence expiry dates will run along side membership, ensure you return your licence and renewal form with payment.

## 5: Course Dates

### Instructor and Senior Instructor Courses.

We require a deposit to secure a place on all instructor courses. If you'd like a place, send a deposit. We cancel courses which do not have sufficient applicants to cover costs, and we need to be sure of sufficient numbers WELL IN ADVANCE to avoid cancellation charges. Only a deposit secures a place.

Instructor course;  
May 3-5, Lilleshall National Sports Centre, near Telford.  
October 1-3, Lilleshall.

Senior Instructor course:  
2-3 November, Lilleshall.

### Coach Courses.

Bookings and payments are administered by host Clubs.

Winter 2005 dates are:  
February 12/13 Airways, Derbyshire. Andrew Rastall 01335 344308, office@airways-airports.com Please note this course date has been moved forward a week.

March 12-13 Green Dragons HG & PG Centre, Surrey Tel: 01883 652666  
fly@greendragons.co.uk

Autumn dates available for Club Booking  
22-23 October  
12-13 November

### Emergency Parachute Packing Systems (EPPS) licence

There is a possible training course held 9/10 April 2005, venue to be confirmed. Please note that to achieve the licence a number of supervised repacks will be required, followed by an examination. These need to be completed after the course, unless the applicant has considerable experience.

The cost of the course is £250, without meals or accommodation (We can normally help find something in the area). A £50 deposit secures a place. Please apply asap to ensure the course runs.

## 6: Office Staff

To enable members to contact the most appropriate member of staff when calling or e-mailing, the following is a brief outline of specific responsibilities for each staff member.

Jennifer Burdett	jennifer-burdett@bhpa.co.uk - Office Manager
Ruth Holyoak	office@bhpa.co.uk- New members / Member Renewals / 500 Club
Carolyn Childs	carolyn-childs@bhpa.co.uk - Account / Shop / Introductory Books
Stephanie Blankley	events@bhpa.co.uk - Events / CP Ratings / School renewals
Elaine Lane	elaine-lane@bhpa.co.uk - Instructor renewals / P & AP Ratings
	<b>Please note Elaine works Monday to Wednesday ONLY.</b>
Tony Mitchell	tony-mitchell@bhpa.co.uk - Technical Administrator/ FAI Licence / IPPI

**Please note Tony works Wednesday to Friday ONLY.**

## 7:RAeC Awards

RAeC Awards will be held on Thursday 3rd February at the National Army Museum, Royal Hospital Road, Chelsea.  
Presentations will be made by His Royal Highness The Duke of York, President of the Royal Aero Club.  
Tickets for the Awards Ceremony cost £35 each and can be obtained from the Royal Aero Club, Kimberley House, Vaughan Way, Leicester, LE1 4SG; tel: 0116 253 1051.

BHPA recipients are Andrew Shaw (Silver Medal), Harriet Pottinger (Silver Medal), Andrew Cowley (Bronze Medal), Steve Elkins (Salomons Trophy).

**Enclosed:** Safety/Advisory Notices.  
Instructor Competence Annual Assessment Form.  
GASCo Flight Safety Magazine Vol.40 No4 - Winter 2004.

**Distribution:** Club contacts/secretaries, Executive Council and sub-committee members, BHPA Officers

**Copy:** This Bulletin is published monthly. If you have any items you wish to be included please send them to Stephanie Blankley at the BHPA Office by 1st of the month

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