

# UNITED STATES PARACHUTE ASSOCIATION

MINUTES OF THE BOARD OF DIRECTORS  
MEETING,  
July 12-14, 2002  
Ottawa, Illinois

(DRAFT)  
August 20, 2002

UNITED STATES PARACHUTE ASSOCIATION  
BOARD OF DIRECTORS MEETING, Ottawa, Illinois

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United States Parachute Association Minutes:  
Board of Directors Meeting, Ottawa, Illinois  
July 12-14, 2002

### **1. Call to Order**

The President, Mr. Don Yahrting, called the meeting to order at 9:00 A.M. on July 12, 2002. The Directors present included: G. Bangs, S. Butcher, B. Chase, J. DeSantis, J. Farrington, J. Goswitz, L. Hill, M. Jones, M. Laughlin, H. Leicher, M. Mullins, M. Murdock, R. Nelson, M. Ortiz, G. Peek, M. Perry, J. Rodriguez, L. Schlichtemeier, L. Stapleton, G.P. Thacker and B. J. Worth.

Mr. Don Koranda from the N.A.A. was absent.

The President welcomed the gallery and the Directors. The members of the gallery introduced themselves.

### **2. Approval of the minutes of the previous meeting and Adoption of the Agenda**

**Motion 1:** Passed, 21/0 (Mr. Yahrting)  
*"Move to adopt the minutes of the previous meeting"*

**Motion 2:** Passed, 21/0 (Mr. Yahrting)  
*"Move to adopt the agenda."*

### **3. Interim Actions of the Executive Committee & President's Report** **(Mr. Yahrting)**

#### **Executive Committee Interim Actions– February 2002 - July 2002**

The following interim actions were conducted by the Executive Committee during the past six months, and are now presented for consideration to the Board of Directors:

XC Interim Action 03/08/02

**Motion 3:** Passed unanimously (Mr. Yahrting)  
*"Move to change the SCM, Section 5-1.4C2 4-Way Intermediate, to read, "Representations of the numbered block sequences (except 3, 5, 10, 12, 16, and 17) and lettered random formations from the current dive pool are singularly placed in one container."*

XC Interim Action 03/11/02

**Motion 4:** Passed, 18/1 (Mr. Yahrting)  
*"Move that Jonathan Maynard, USPA member number 114453, be granted an appointment as a Coach Course Director without three years as an Instructor."*

XC Interim Action 03/31/02

**Motion 5:** Passed, 20/1 (Mr. Yahrling)

*"Move to waive SIM Section 2-1.J.3, Extraordinary Skydives, and allow a tandem demonstration skydive at the Texas Motor Speedway in Ft Worth, Texas on April 7, 2002 for the Remax Skydiving Team. (Amended 9 May 2002 to be at the Charlotte Motor Speedway on 26 May 2002.)"*

XC Interim Action 04/22/02

**Motion 6:** Passed, 20/1 (Mr. Yahrling)

*"Move that James Croy, C-31403, USPA member number 151650, be allowed to become an Instructor, waiving the requirement to hold a USPA D license."*

XC Interim Action 05/01/02

**Motion 7:** Passed, 20/0/1 (Mr. Yahrling)

*"Move to direct the Executive Director to provide staff representation at the meeting with officials from the Springfield, Illinois, Flight Standards District Office scheduled for May 2<sup>nd</sup> to discuss potential restrictions they intend to place upon the World Free Fall Convention for 2002. These possible actions are viewed by U.S.P.A. as potentially harmful to our skydiving centers and events nationwide."*

XC Interim Action 05/11/02

**Motion 8:** Passed, 21/0 (Mr. Yahrling)

*"Move to change the dive pool in The Skydiver's Competition Manual, Section 5-3.2, Formation Skydiving Dive Pool 4 Way and 8 Way to match the 2002 I.P.C. Formation Skydiving Dive Pool."*

No president's report was submitted.

#### **4. Treasurer's Report (Dr. Schlichtemeier)**

Chris Needels, in his Executive Director's report, presented information regarding the current financial status of the association and the first half 2002 income/expense results.

Treasurer, Lee Schlichtemeier, gave a brief summary of the current status of the USPA Reserve Fund. An analysis of the Reserve Fund results for 2000, 2001 and the first half of 2002 are as follows:

	Assets (\$)	% Gain/Loss	S & P 500 Index
Dec 2000	941,520	-3.4%	-14.8%
Dec 2001	1,095,208	-4.2%	-11.9%
Jun 2002	1,065,172	-2.8%	-15.4%

Note: \$200,000 was added to the Reserve Fund during the first half of 2001. The Dec 2000 and Dec 2001 results are for 12 months, the Jun 2002 results are for 6 months.

Comment: My comments are almost verbatim from comments made at the February 2002 BOD meeting. While negative financial results are never desirable, the Reserve Fund performance has continued to exceed the S & P 500 Index by a healthy margin. In a year when approximately

90% of mutual funds and professional money managers are losing money, the Reserve Fund results must be considered reasonably good. We are continuing to remove marginally performing assets and convert them to cash in anticipation of funding the Headquarters relocation project. The Reserve Fund currently has 39% in cash and cash-equivalent investments to maintain liquidity for these expenditures. A decreased income to the Fund is occurring because these funds generate a relatively low money-market return at present. I see little alternative to this conservative approach in the face of overall poor investment market returns and the need for liquidity for the relocation.

Financial summary comparison for the years from 1997 through 2001 was presented for informational purposes, as was a graphic presentation of the cash financial status of the Association for the same time period. This cash financial status has improved significantly over this 5-year period in spite of the relatively poor performance of the overall market during the last 2 \_ years.

## **5. Executive Director's Report (Mr. Needels)**

The Executive Director reported on the status of the association at mid-year. The first half highlights included the rewrites of the SIM, SCM, and IRM, near real-time webstie updates, an enhanced mailing list rental program, the DZ Directory on line and the efforts to protect skydivers' access to airspace and airports in the aftermath of terrorist attacks.

He also addressed the financial health of the association, pointing out, in particular, the devastating negative effect of skyrocketing insurance premiums. The association, however, is in better shape than the same time last year, in spite of the insurance increases, principally because of a smaller staff working extra hours.

He concluded with the challenges remaining for the second half of the year which include completion of the instructional hierarchy "end game", redesign of the website, evaluation of new association software, continuation with the HQ relocation project and enhancing sport promotion.

## **6. Special Agents Reports**

### **A. Electronic Voting-Mike Perry**

Mr. Perry addressed the board but provided no written report.

## **7. Old Business**

### **A. Motion from C&BL – BJ Worth**

“Add to Article II, Section 1 of the Bylaws, the words ‘or by proxy’ between ‘...in person...’ and ‘...at the meeting.’”

**Motion 9:** Passed (20/0) (Mr. Yahrting)Mr. Nelson absent from room  
*“To move Proxy motion to new business.”*

Instead, it was addressed by the Constitution & Bylaws committee and reported on there.

## **B. Remove motion from table**

**Motion 10:** Passed (20/0) (Mr. Yahrling) Mr. Nelson absent from room  
*“To remove tabled motion #3 from Feb 2002 board meeting on executive committee interim action dated 8/24/01, disposal of fatality reports.”*

(Calling of the question passed 21/0)

**Motion 11:** Failed (0/21) (Mr. Yahrling)  
*“To approve motion #3 from Feb 2002 board meeting on executive committee interim action dated 8/24/01, disposal of fatality reports.”*

## **8. New Business**

### **A. Selection of 2003 Nationals site.**

**Motion 12:** Passed by secret ballot (Mr. Goswitz)  
*“To host the 2003 Nationals at Lake Wales Florida.”*

**B. Group Membership for the WFFC** -- Discussed Group Membership & age limits at the World Freefall Convention, Rantoul, IL, for 2003.

**Motion 13:** Passed 15/4/2 against by name: Mr. Peek (Mr. Yahrling)  
*“To support the Executive Committee’s decision to have Headquarters deny the Group Membership for the WFFC.”*

(Calling the question passed 15/5.)

### **C. Meeting of the US Parachute Team, Inc.**

A need exists to provide monies to reserve suitable accommodations for the U.S. Parachute Team in Gap, France for the 2003 World Parachuting Championships. Since Team Manager selection is not yet complete and the U.S. Parachute Team members have yet to be selected, the USPA is providing up to \$7,000 as a deposit for the rooms. The USPT, Inc. must reimburse the USPA for these funds. The most efficient method of accomplishing this is to use funds from the initial distribution from the U.S. Parachute Team Trust Fund to the U.S. Parachute Team, Inc. (for support of the U.S. Parachute Team) in 2003. This motion obligates USPT, Inc. to reimburse the funds at that time.

**Motion 1:** Passed (19/0) (Dr. Schlichtemeier)  
*“Move to authorize the Executive Director of the United States Parachute Team, Inc. to reimburse the United States Parachute Association an amount not to exceed \$7,000.00 for costs associated with reserving lodging facilities for the 2003 United States Parachute Team in Gap, France for the 2003 World Parachuting Championships. These funds shall be derived from the initial (up to) \$7,000.00 distributed to the United States Parachute Team, Inc. from the United States Parachute Team Trust Fund and shall represent an obligation for these funds before all other expenditures from the United States Parachute Team Trust Fund in support of the 2003 United States Parachute Team.”*

The U.S. Parachute Team, Inc. is in the process of completing a contract between USPT, Inc. and Paul Peckham for the purpose of raising funds in support of the U.S. Parachute Team. The USPA has agreed to provide up to \$2,000.00 for legal review and development of the contract. USPT, Inc. must reimburse the USPA for these funds. The most efficient method of accomplishing this is to use the initial funds obtained by Mr. Peckham. This motion obligates USPT, Inc. to reimburse the funds.

**Motion 2:** Passed (19/0) (Dr. Schlichtemeier)

*“Move to authorize the Executive Director of the United States Parachute Team, Inc. to reimburse the United States Parachute Association an amount not to exceed \$2,000.00 for costs associated with legal review of a contract between the United States Parachute Team, Inc. and Mr. Paul Peckham developed for the purpose of raising funds in support of the United States Parachute Team. The source of these monies shall be from the initial (up to) \$2,000.00 obtained in support of the United States Parachute Team by Mr. Peckham.”*

**Motion 3:** Passed (19/0) (Mr. Otiz)

*“Move to authorize the Executive Director of USPT, Inc., to negotiate a contract with Paul Peckham for fundraising for the USPT, Inc.”*

## **9. Selection of dates and location of the Summer, 2003 meeting**

**Motion 14:** Passed (18/2) (Mr. Goswitz)

*“To conduct the summer 2003 USPA board meeting in the Fredericksburg Virginia, area July 11-13 2003.”*

(21 member’s present-BJ Worth left on Saturday night.)

## **10. Committee Reports**

### **A. Competition Committee**

Chair: Marylou Laughlin

Members: Larry Hill  
Marty Jones  
Madolyn Murdock  
Mike Ortiz  
BJ Worth

Advisors: Larry Bagley (Director of Competition)  
Gene Paul Thacker  
Brenda Reid

The Committee would like to thank all the members who attended our meetings and helped with their constructive input. I would personally like to thank the Competition Committee for their hard work over the last two years. A special thanks to Larry Bagley, the voice that was always helping the Committee and was there supporting and guiding me. I could not have made it through the last two years without him. We were all a great team!

### **Section 1- General Section (Mike Ortiz)**

It has been brought to the attention of the competition committee that the Safety and Training committee is planning changes to the licensing structure and qualification. The committee discussed these changes and agreed that the SCM should reflect the changes in the licensing requirements as they relate to the qualification for National Competitions.

Also the committee discussed the removal of the rule stating that all competitors must remain on site during a competition (“All team members receiving medals must be at the competition site during all competitive rounds through which their team qualified for its title.”) This produced a motion.

**Motion 15:** Passed (20/0) (Mr. Ortiz)  
“Move to remove Section 1-1.15B effective May 1, 2003.”

### **Section 2 – Freeroll Style & Accuracy (Marty Jones)**

Thacker cup – a work in progress

In order to boost the participation in the style event it is proposed that this event be separated from the accuracy event. More to follow.

### **Section 3 – Para-Ski (Marty Jones)**

Research the possibility of combining Para-ski and Blade Running.

### **Section 5- Formation Skydiving (Larry Hill)**

We discussed the one round minimum rule that was changed at the last IPC meeting. It was reported out that this would be changed for the May rewrite of the SCM but no motion came out of the last board meeting to accomplish this. A motion will bring our rule in line with the IPC and the other events.

**Motion 16:** Passed (18/2) against by name: Mr. DeSantis (Mr. Hill)  
“Change SCM 5-1.8A, 4- and 8-way, to read:  
‘The minimum number of rounds to constitute a meet is one, and the maximum (scheduled) number is ten.’  
Change SCM 5-1.8B-16 and 10 way to read:  
‘The minimum number of rounds to constitute a meet is one, and the maximum (scheduled) number is six.’  
Change to be effective May 1, 2003.”

(Calling the question passed 20/0.)

Input from the competitors want to expand the rule for advanced and intermediate class teams to limit the number of members that have received medals to add additional requirements. A motion will cover this.

**Motion 17:** Passed (20/0) (Mr. Hill)  
“Change SCM 5-1.3E to add after ‘same event’, ‘at a previous US Nationals or FAI first category event.’ Change to be effective May 1, 2003.”

We have received input that the infringement penalty for intermediates should be put back in the rules (“4. (Intermediate) For an infringement...is zero point.”). A motion will do this.

**Motion 18:** Passed (20/0) (Mr. Hill)  
*“Change SCM 5-1.9A3-Delete, ‘Advanced and Open’; SCM 5-19A4 –Delete paragraph and renumber section to reflect change. Change to be effective May 1, 2003.”*

**Section 6- Freestyle/ Skysurfing/ Freeflying (Mike Ortiz)**

The committee discussed the shortage of available judges for the 2002 National Championships in the Artistic Events. This discussion produced a motion.

**Motion 19:** Passed (19/0) (Mr. Ortiz)  
*“Move to waiver section 6-1.12 to allow Chief Judge for Artistic Events to have a minimum panel of three judges.”*

**Section 7- Collegiates (Marty Jones)**

Mike Ortiz is working on the revised rules for freeflying event.

Section 7 rewrite in progress.

Dive pool change in the works.

One bid submitted for the 2003 National Collegiate Championships resulting in a motion.

**Motion 20:** Passed (18/0/1) (Mr. Jones)  
*“In accordance with SCM 1-1.2B, ratify the Competition Committee’s decision to accept Florida Skydiving Center’s bid to host the 2003 National Collegiate Parachuting Championships.”*

**Section 8- Judging (Madolyn Murdock)**

The committee reviewed the syllabus for the National Judge Training Program for formation skydiving developed and submitted by Brenda Reid. This syllabus would be used by judges training course directors to train and certify national judge candidates. We want to formally adopt this syllabus at this meeting.

**Motion 21:** Passed (19/0) (Ms. Murdock)  
*“Move to adopt the national judges training syllabus for formation skydiving developed and tested by Brenda Reid.”*

Brenda Reid and Sherry Schrimsher will also work to develop the judges training syllabus for canopy formation. Sherry Schrimsher has agreed to create a judges training syllabus for style & accuracy judges. Kama Mountz will develop a judges training syllabus for artistic events judges. These will be forwarded to the committee for review at the winter meeting in 2003. Thanks to all of these members for their assistance with the advancement of this program.

The committee is proceeding with the development of the proficiency card for obtaining a regional judge’s rating. The training received by these judge candidates from a national judge would be documented on the proficiency card.

The committee recognizes that headquarters has no way of knowing the currency of judges. They would need this information to distribute a list to DZs seeking current judges. To correct this situation, judges would be required to notify HQ yearly with updated information.

**Motion 22:** Passed (19/0) (Ms. Murdock)

*“Add to SCM 8-1.6C, ‘Judges are required to notify headquarters of their currency for rating renewal by November 1. Notification will include name, updated address, day and evening phone and email. It should also include the date, location and discipline of the events judged in the last twelve months.’”*

A discussion regarding payment to judges at the US Nationals in addition to the travel, room and per diem as stated in 10.2.11 was tabled.

### **Section 10- National Site Selection (Madolyn Murdock)**

The committee heard a proposal from Bryan Burke on changing the site selection process.

A revision was considered to SCM Section 10-1 that would change the voting procedures for selecting the site of the US Nationals to allow the gallery to remain for the discussion period. The presenters would still leave the room after their presentations. It would allow for voting by a show of hands unless a call is made for a secret ballot in line with Roberts Rules of Order. It was tabled at this meeting and will be re-written and reviewed by the committee in the interim. A presentation will be made to the BOD at the next meeting.

The bids for the 2003 Nationals were reviewed with each of the three bidders in preparation for their presentations to the full board. The three bids received for consideration were from Perris Valley Skydiving, Skydive Arizona, and Florida Skydiving Center.

The bid form will be revised for the nationals site selection process that will allow the members of the board to more easily compare the bids. This will be reviewed at the next meeting.

The committee has selected Morton Berger Pederson to serve as Meet Director for 2003 Nationals in Lake Wales, Florida. The Chair of the Comp Committee has appointed Larry Bagley as USPA Controller for that event.

The committee reviewed the time frame for receiving signed letters of agreement and performance bond from successful bidders for the US Nationals. We felt like 30 days was a reasonable time for completion of the letters of agreement.

**Motion 23:** Passed (20/0) (Ms. Murdock)

*“Add to the Skydivers Competition manual, 10.1.2B, bid process, ‘within thirty days of being awarded the bid.’”*

USPA Director of Competition, Larry Bagley has been appointed as meet controller for the 2003 Collegiates in Lake Wales.

### **Section 11- US Team Delegations (Michael Ortiz)**

The committee discussed the reserving of funds for the hotel accommodations for the world championships of 2003 with finance and budget.

The committee discussed the selection of the teams to represent the US in formation skydiving. Two teams have requested to be sanctioned by USPA to compete at the world cup in 2002 in Spain. The committee decided that in accordance with Section 11 this sanction must be done after the 2002 nationals, which is immediately preceding the world cup. The committee was therefore unable to grant sanction at this time.

Two teams, Arizona Airspeed and Deland Majik, have also asked the committee for sanction to compete in the Anton Malevsky meet to be held in Russia August of 2002. This produced a motion.

**Motion 24:** Passed (19/0) (Mr. Ortiz)

*“Move to grant official sanction to Arizona Airspeed and Deland Majik to participate in the Anton Malevsky meet in Russia 2002.”*

The committee received one name for consideration for team manager for the Artistic Events team in 2003. This produced a motion.

**Motion 25:** Passed (19/0) (Mr. Ortiz)

*“Move to select Diane McCullers as Team Manger for the Artistic Events for 2003.”*

The committee received one name for consideration for head of delegation for 2003. This produced a motion.

**Motion 26:** Passed (19/0) (Mr. Ortiz)

*“Move to select Larry Bagley as head of delegation for 2003.”*

The committee discussed at length with the executive director and Finance and Budget chair, the possibility of entering a contract for fundraising for the US Parachute Team by Paul Peckham. The committee feels this is an important avenue to pursue and the subject was discussed in the USPT, Inc., meeting where a motion was passed.

### **Section 12- World Records (BJ Worth)**

The first part of the national records project will be for Larry Bagley to research the national records that can be verified.

### **Section 13- (still in draft form) FAI/IPC (BJ Worth)**

We addressed a few points. One point had to do with setting the amount of USPA sanction fees for organizers who wish to organize IPC events in the United States. Lee Schlichtemeier discussed a brief history of sanction fees amounts in the past. These amounts started at \$75 per registered person in 1981, and 1993, and were reduced to \$25 in 1998 and 2000. Lee also noted that USPA incurs approximately \$21,000 per year in fees paid to the FAI/NAA for the right to host IPC events, and the right to attend IPC competitions.

It was pointed out that sanction fees were the only means for USPA to recoup these fees, and

that the organizer of FS and CF events generate a considerable amount of revenues and publicity when they organize an IPC event. If an IPC meet was conducted in the USA on average of every three years, the fees paid by USPA would be approximately 60,000 per event per IPC meet held in the USA. It was agreed that the sanction fees should not exceed this amount, plus the amount of direct costs USPA Headquarters incurs when an IPC meet is held in the USA.

After much discussion, the committee agreed that the sanction fee for all IPC events should be set at \$40 per registered participant.

**Motion 27:** Passed (19/0) (Ms. Laughlin)

*“Move to set the sanction fee for hosting an FAI/IPC category one event at \$40 per registered participant to be paid to USPA. Wording to be placed in Section 13 of the competition manual when added.”*

There was discussion on how to place events on the IPC calendar. USPA needs to be notified 120 days prior to the event. The name of the meet, the dates, the location and the disciplines need to be included.

The Committee discussed the selection of the IPC Delegate. It was decided that the delegate should compliment the term on the board and should be decided by the same procedures as the officers of the board as stated in Section 1-3 of the Governance Manual.

It was agreed that revisions would be necessary to clarify the wording in these sections, and that those revisions would be brought to the Board at the next board meeting.

## **B. Constitution and By-Law’s**

Chair: BJ Worth  
Members: Harry Leicher  
Madolyn Murdock  
Mike Perry  
Lee Schlichtemeier

**Motion 28:** Passed (20/0) (Mr. Perry)

*“Move to change Governance Manual 1-1, Article II, Section 1, third sentence to read: ‘A quorum of the general membership shall be 10 % of the total membership. Regular members are entitled to vote either in person or by proxy.’”*

## **C. Executive Committee**

Chair Don Yahrling  
Members: John DeSantis  
John Goswitz  
Lee Schlichtemeier  
Madolyn Murdock  
Gene Paul Thacker

The Executive Committee met briefly in closed session on the first day of our Board of Director's Meeting to consider a disciplinary action, which resulted in the following motion for the full Board's consideration:

**Motion 29:** Passed unanimously (Mr. Yahrling)  
*"Move to revoke the membership and instructional ratings of Benjamin Rayner, USPA #96779, for life."*

#### **D. Finance and Budget**

Chair: Lee Schlichtemeier  
Members: Harry Leicher  
Larry Stapleton  
Advisors: Chris Needels, Ex-officio Member, Executive Director, USPA  
Don Yahrling, Ex-officio Member, President.

Review of current financial results. Summarized by Chris Needels and listed in the Executive Director's report. Considering the increased insurance premiums and investment market climate, results are reasonably good. Increased efficiency in Headquarters management has alleviated a portion of the shortfall (from budget) and no changes to the budget are anticipated at this time.

#### **Audit**

a. Review of 2001 audit. The audit was carried out by the firm of Gelman, Rosenberg & Freedman and reviewed with the USPA accounting firm of Tate & Tryon and Chris Needels, Executive Director. The results indicated no inconsistencies or inaccuracies with regard to the financial information being routinely presented to the BOD by the executive director. Several recommendations for improved efficiency and accountability were made and have been instituted. Lee Schlichtemeier, treasurer, has reviewed the results of the audit and the response letter from Chris Needels and the accountants and concurs with the findings. A copy of the audit, headquarters and accounting response letter and the treasurer's letter were provided several months ago to each director.

b. Timing and frequency of future audits. The Committee recommends that no audit be performed in 2002, as this is the year of transitioning from cash basis to accrual basis accounting. We do recommend an audit in 2003, the first year of accrual basis accounting. We also recommend biennial audits thereafter which would represent one audit per BOD term. Other frequencies were discussed but the committee agreed that this frequency represented the best combination of efficiency and fiscal accountability. A motion to institute this schedule was accepted and presented to the BOD for ratification.

**Motion 30:** Passed (19/0/1) (Dr. Schlichtemeier)  
*"Move to adopt the following revision to USPA Governance Manual Section 2-1.5, D Audits: Add a new paragraph: 'Notwithstanding the previous paragraph, the basic audit frequency shall be biennially.'"*

**Investment results.** These were presented in the treasurer's report and are summarized there.

**Headquarters relocation status.** Discussed in committee and also in the headquarters relocation task force meeting. The committee has reviewed the recommendations and plans of the task force and recommended that Mr. Needels explore various options regarding financing of the proposed transactions. We feel that with mortgage interest rates at historic lows, the best use of the association's funds is to obtain maximum long-term financing. To proceed with the process of land purchase the following motion is presented to the BOD for ratification.

**Motion 31:** Passed (20/0) (Dr. Schlichtemeier)  
*“Move to approve the executive director to spend up to \$80,000.00 for the purpose of preliminary expenses related to USPA headquarters’ relocation. Reference headquarters’ relocation capital budget working draft June 26, 2002. Expenses to include architecture and engineering, project management and legal fees.”*

**Motion 32:** Passed (19/0) (Dr. Schlichtemeier)  
*“Move to accept the attached document titled, Headquarters Relocation Capital Budget Working Draft dated June 26, 2002, in concept for accounting and planning purposes.”*

The Headquarters relocation draft budget was presented by Mr. Needels and accepted by the committee. It is presented to the BOD for ratification. Also presented is approval to expend up to \$80,000 during this year to proceed with architecture and engineering, project management and legal fees.

**Motion 33:** Passed (18/1/1) against by name: Mr. Jones (Dr. Schlichtemeier)  
*“Move to authorize the executive director to contract for the expenditure of up to \$300,000.00 for the purchase or long term lease of approximately two acres of land located near Fredericksburg, Virginia from the American Museum of Sport Parachuting & Air Safety for the propose of relocating the United States Parachute Association Headquarters. Said expenditure is contingent upon the receipt of favorable review of proposed contracts by USPA legal counsel and approval of the USPA board of directors by interim ballot.”*

**Discussion of member dues increase.** The increase in individual member liability insurance premiums over the past two years has been approximately \$4.37 per member, an increase that was not foreseen at the time of the last dues increase in 2000. The value of the individual member liability insurance program has been debated multiple times and has always been considered a favorable and necessary part of membership services. The committee recommends increasing the dues structure of the association to compensate for this increase in costs. The following motion was presented to the BOD for ratification.

**Motion 34:** Passed (19/0) (Dr. Schlichtemeier)  
*“Move to adopt the following United States Parachute Association dues schedule effect January 1, 2003;*

- |    |  |                 |
|----|--|-----------------|
| 1. | <i>New members (domestic)</i>                              | <i>\$51.00</i>  |
| 2. | <i>Renewing members (domestic)</i>                         | <i>\$49.00</i>  |
| 3. | <i>New members (foreign)</i>                               | <i>\$60.00</i>  |
| 4. | <i>Renewing members (foreign)</i>                          | <i>\$58.00</i>  |
| 5. | <i>Lifetime membership</i>                                 | <i>\$800.00</i> |
| 6. | <i>Temporary member</i>                                    | <i>\$15.00</i>  |
| 7. | <i>1<sup>st</sup> Class upgraded magazine delivery fee</i> | <i>\$30.00</i>  |

8. *Airmail upgraded magazine delivery fee \$41.00*”

**Competition Committee matters.** A number of items were discussed with the competition committee with regard to financial input. They are summarized in the competition committee report. Two items require funding and are presented by the committee.

**Request for housing deposit for WPC—Gap, France 2003.** There is a need for a deposit to secure adequate housing arrangement for the U.S. Parachute Team for the 2003 WPC in Gap, France. Team manager selection is not yet complete and the U.S. Team members have yet to be selected. To authorize expenditure for this purpose, the following motion is presented to the BOD for ratification. Return of these funds will be from the first distribution of income from the U.S. Parachute Team Trust Fund in 2003.

**Motion 35:** Passed (20/0) (Dr. Schlichtemeier)

*“Move to authorize the executive director to contract for the expenditure of up to \$7,000.00 to reserve lodging in Gap, France for the 2003 United States Parachute Team. Reimbursement of these funds will be obtained from the United States Parachute Team Inc. from distributions of the United States Parachute Team Trust Fund in support of the 2003 United States Parachute Team and shall represent an obligation for these funds before all other expenditures from the United States Parachute Team Inc. in support of the 2003 United States Parachute Team.”*

**Review of fund-raiser contract.** A contract between the U.S. Parachute Team and Paul Peckham for the purpose of raising funds to the team is under review. To complete this review and institute the contract, legal fees will be incurred and are anticipated to be within the current budget. Return of these fees from the U.S. Parachute Team, Inc. will be obtained from funds raised by Mr. Peckham – see USPT, Inc. minutes.

**2003 Budget.** No unusual budgetary items for the next calendar year are expected at this time.

### **E. Group Member Committee**

Chair            Jess Rodriguez  
Members:        Larry Hill  
                     Marty Jones  
                     Gary Peek  
                     Gene Paul Thacker

Advisors: Ed Scott (Director of Group Membership), Jessie Farrington

Voting members attending are Jess Rodriguez, Larry Hill, Gene Paul Thacker, Gary Peek and Marty Jones. Ed Scott, Director of Group Membership, Jessie Farrington committee advisor and several regular members were also in attendance.

### **Old Business**

1. Ed Scott brought the committee up to date regarding the following previous committee items.
2. Model State Liability Act - USPA has a packet designed to assist GM DZs in pursuing a model liability act in their state. Staff is preparing to mail these packets, unless the BOD objects.

3. 2003 DZO Conference - is scheduled for Monday, January 27, 2003, in Jacksonville FL to coincide with the PIA Symposium.

4. The Voluntary Courtesy Inspection Program - The program has been initiated. Only one inspection to date has been requested and completed. USPA has only one inspector located in Missouri. There was some discussion as to why DZs are not requesting inspections, one thought was the cost and the other was that DZs are too busy.

#### New Business

1. Security of Skydiving Operations - USPA designed a one page informational document that was mailed to all GM DZs to assist them in a proactive approach to skydiving security. This was done to comply with the FAA's request that all operators take airport security measures.

2. Code of Ethics - The GM committee discussed a proposal by the membership committee of a code of ethics pledge by each individual member. The committee had concern with the last paragraph and referred it back to membership for their input.

3. Sport Promotion - The committee discussed the need for sport promotion and came up with the following motion:

**Motion 36:** Passed (20/0/1) (Mr. Rodriguez)

*"Resolved -That USPA shall engage in sport promotion activities."*

By adopting this motion USPA will develop strategies, ideas, budgets and return to the BOD for approval.

4. Individual Membership Requirement- The committee discussed the Group Member pledge that says, "Require individual USPA membership of all U.S. citizens who are A-license qualified..." with the thought of changing "require" to read "encourage." There were concerns with the potential loss of membership and revenue, and the timing of a proposed dues increase. No consensus or conclusion was made; no motion for any change was suggested.

5. Temporary Individual Membership - A proposal to increase the cost from \$11.00 to \$13.00 was discussed, the committee felt that a two dollar increase would be acceptable and that if membership services needed more that we would support the additional fee.

6. Reserve repack cycle - A discussion of how USPA should proceed with extending the repack cycle could be accomplished. The committee after a long debate came up with the following motion.

**Motion 37:** Passed unanimous (Mr. Rodriguez)

*"USPA supports extending the reserve repack interval to 180 days, and requests PIA's assistance in gathering data to submit to the FAA in a petition for rulemaking."*

7. Yazoo County Airport - Ed Scott brought the committee up to date regarding a letter from the FAA not allowing a skydiving operation on the Yazoo County Airport because of a victor airway above the DZ. Staff is planning a visit to FAA headquarters on Monday to address this issue. USPA will keep the BOD updated.

End of committee report.

**Motion 38:**

Failed (6/12/1)

(Mr. Mullins)

*“Move that the Group Member pledge be amended to substitute the word “encouraged” for “required” as related to the requirement that only USPA members may jump at USPA GM DZs. This motion will take effect as of January 1, 2003.”*

(Moved to table on 7/13/02 by a vote of 15/5. Against by name: Gary Peek, Mike Perry, Mike Mullins and Larry Stapleton. Removed from the table on 7/14/02 at 1:05 P.M. by a vote of 20/0. Calling the question passed 18/2.)

**F. Headquarters’ Relocation Task Force**

Chair: Chris Needels  
Members: Gene Paul Thacker  
Mike Perry  
Lee Schlichtemeier  
Bill Ottley

The committee reviewed the progress to date on the re-location project. Since the last Board meeting, the executive director and Museum President Ottley continued to meet with the landowner to negotiate the procurement of the land. The committee chair pointed out that it might be necessary to lease the land since only the Museum could purchase the land for the reduced rate previously offered. The committee reviewed the various scenarios for land acquisition, and passed the action on to the F&B committee for consideration.

The committee also discussed and presented the results to date of the first phase of the architectural and engineering work, and examined the proposed capital budget, which it also referred to F&B.

**G. Membership Services**

Chair Barry Chase  
Members: Glenn Bangs  
Larry Stapleton  
Sherry Butcher  
Advisors Chris Needels-HQ  
Jim Crouch-HQ  
Kevin Gibson – HQ  
Mike Ortiz  
Attending Members  
Diane McCullers  
Billy Rhodes

**Awards Programs:**

Silver Falcon:

The Silver Falcon Award program is proceeding; HQ has requested that as the current stock of awards and associated paraphernalia dwindles, the program be re-evaluated.

**Double Falcon and Double Eagle:**

These awards have will be discontinued November 31, 2002, and the remaining stock will be advertised for sale. The items will be appropriately advertised in Parachutist, and all other appropriate media.

**Falcon and Eagle Awards:**

The qualifications for these awards were raised to an eight-point four-way for the Falcon Award and a four-point eight-way for the Eagle Award.

**Performance Awards:**

The cost for all performance awards has been leveled at \$15. This is the first price change since the inception of some of the awards, and will not affect all awards. Those affected are being raised from \$12 to \$15.

**Refunds:**

The committee was unanimous in directing headquarters to refuse refunds to persons who have had any award rescinded when it has been shown that the initial application for that award was falsified.

**Achievement Awards:**

HQ asked for guidance from the committee on charging for the Diamond Wings (2,000 freefalls) and 24-hour badge. The committee responded by saying that the prices should be left as they are.

Upon a member's request, the committee reviewed the requirement of a 'D' license for attaining any of USPA's achievement awards. The committee was unanimous in its decision to leave the existing policies in place.

**Service Awards:**

The committee has no nominees for the service awards at this meeting.

HQ was urged to make the announcements for The USPA Achievement Award, the USPA Gold Medal, and the other National and International awards more prominent in order to induce the membership into submitting recommendations for these prestigious awards.

**3D Award:**

National Director Mike Ortiz asked the committee to consider requiring an S&TA to sign the application after verifying the successful completion by video. His reasoning included attaining more applicants due to the increased legitimacy, especially since the award may be used as a requirement for a possible future Instructional Freefly Guidelines. An S&TA's signature would also help to prevent any future falsified award applications.

Due to the nature of this new award, and its possible ramifications upon the future instructional criteria, the committee agreed with this request, and directed HQ to require a signature on all future 3D Award Applications.

**Insurance:**

**Tandem Demo Insurance:**

The insurance carrier sees an increase in risk and liability and the insurance premiums could increase if USPA changed its definition to accept tandem demonstration jumps to include a PRO or 'D' license holder as the Tandem Instructor, and a passenger who is not appropriately licensed or rated for the performance.

In order to help members who are filing the required USPA forms better understand the rules and regulations, HQ has developed a detailed plain language description of the Professional Demonstration Jump Insurance program. This document will be included with the applications and posted on the web pages. These draft guidelines have been attached for availability within the minutes.

Of particular import are the rules that an annual policy must have a jump notification form filed for each individual jump, that the responsible party must be an individual – not a team, drop zone or other business entity – and that specific individual must be on site for the demo jump as it occurs.

In a related discussion, HQ will ask the insurance carrier if a rider or multiple policy discounts may be available for teams making more than one jump on the same day with different team members.

#### **Dues Increase:**

The committee reviewed the proposal regarding increasing the membership dues from the Finance & Budget Committee. The majority of the committee agreed that the guidelines presented for the increase were acceptable.

#### **H. Nominations and Elections**

Chair            Madolyn Murdock  
Members:      John DeSantis  
                    Mike Mullins  
                    Mike Perry  
                    Larry Stapleton  
                    Lee Schlichtemeier

The committee reviewed the changes to 3-1 made in the April 2002 governance manual. All the changes were found to be in accordance with the motions from the last meeting.

Election balloting procedures for the upcoming election were discussed. These procedures will be used by headquarters when receiving, handling, validating and counting ballots. It was agreed that each member's AZTECH file would be used to establish region and membership currency. Neither ballots nor petitions will be used to change or update a member's database. It was agreed that this would also be noted on the ballot. The committee requests that any website or magazine information regarding the elections should include this notice.

The committee heard information from Larry Bagley regarding his research of balloting services. It was determined that the cost was prohibitive and this option would not be recommended. As HQ continues to search for new association software, they will investigate possible modules for voting and will look for software that could support electronic balloting.

The committee would like to distribute information to our membership regarding the election on the USPA website. We think this information should include voting procedures as well as a



Further discussion in USPA's license requirements with headquarters discovered a loophole in the temporary membership program in that some DZs were submitting A-license applications without regular annual memberships. To prevent this occurrence, the following motion is offered:

**Motion 40:** Passed (20/0) (Mr. Bangs)

*“Move to add the word ‘regular’ in the following statement: USPA Licenses are valid while the holder is a current regular USPA member; there is no other renewal requirement.”*

### **Instructional Rating Manual Scrub and Recommendations for Adoption**

The following areas of responsibility were assigned in Alexandria in February:  
Coach Course – Glenn Bangs, Mike Mullins, John Goswitz, Jessie Farrington  
IAD and Static Line - Jessie Farrington, Mike Mullins, John Goswitz  
Tandem ICC - Barry Chase, Mike Perry, Mike Turoff

During the 72-hour period of the Board Meeting, the Safety & Training Committee spent 54 hours meeting to edit and refine both the IRM and the SIM. With an estimated 594 man-hours spent completing this project, the following motion is offered:

**Motion 41:** Passed (20/0) (Mr. Bangs)

*“Move to approve the IRM as amended and presented by the S&T Committee, pending review and subsequent approval by the Committee of the final draft.”*

### **Review and Edit of the 2001 Skydiver's Information Manual**

The Committee is providing SIM revisions for the next printing. The breakout for review is as follows:

Glenn Bangs- BSRs

Mike Perry- ISP Categories A, B, C

Barry Chase & Cindy Gibson – Categories D, E, F

Jessie Farrington & Mike Turoff – Categories G & H

Mike Mullins – Section 5, General Recommendations

John Goswitz – Section 6, Advanced Progression

Glenn Bangs & Barry Chase – Section 7 Exhibition Jumping and Rating

Barry Chase – Section 8, Membership Awards Programs

Mike Mullins – Section 9, FAA Documents

**Motion 42:** Passed (20/0) (Mr. Bangs)

*“Move to approve the SIM as amended with changes to Sections 3 thru 8 proposed by headquarters and presented by the committee, pending review and subsequent approval by the committee of the final draft.”*

### **Review of Reserve Repack Cycle**

Discussion was raised by Mike Perry to address the 180 day repack cycle, and a committee task force was established consisting of Mike Perry, Mike Mullins, and Don Yahrling to gather information and present it to the committee in February 2003 in Jacksonville, Fl. Coordination with Group Membership was suggested, and Mike Perry will head this task force.

## **Review of Paul Rafferty for Consideration for Appointment as Military Accelerated Freefall Course Director**

Paul Rafferty's petition for appointment as an AFF Course Director was discussed and considered. During discussion it was discovered that he did not meet the minimum requirements to be considered for an AFF Course Director appointment. Specifically, he did not meet the Designated Evaluator requirements as outlined the IRM.

### **Tandem Age Limit BSR Stipulation**

There was considerable discussion regarding the minimum age for tandem parachute operations but the discussion was not limited to that specific area. As a result, discussions regarding qualifications for both participants for tandem demos, medical fitness requirements, minimum opening altitudes for tandem parachute operations, intentional back to earth or vertical tandem maneuvers, recent tandem experience, and conducting canopy formations with tandems was also discussed, and will be consolidated under this section.

**Motion 43:** Passed (20/0) (Mr. Bangs)

*"Move to add to SIM 2-1.E.4.*

*Tandem equipment experience:*

- (1) Before acting as a parachutist in command or instructor on a tandem jump, a skydiver must satisfactorily complete an FAA approved course of instruction on that equipment.*
- (2) Tandem equipment instruction must be conducted by an individual approved by the tandem equipment manufacturer of that system."*

**Motion 44:** Passed (20/0) (Mr. Bangs)

*"Move to change SIM 2-1.J, Extraordinary Skydives to read:*

*Demonstration jumps into Level 2 areas require a D License with a USPA PRO Rating for all jumpers, including both tandem jump participants. [E]"*

**Motion 45:** Passed (20/0) (Mr. Bangs)

*"Move to ADD to SIM 2-1.J:*

*"Contact canopy formation activity is prohibited on tandem jumps. [E]"*

**Motion 46:** Passed (20/0) (Mr. Bangs)

*"Move to change as follows:*

*"SIM 2-1.J, remove, 'including stadiums'; SIM 2-1.J, add, '#5, Tandem jumps into stadiums are prohibited. [E]"*

**Motion 47:** Passed (20/0) (Mr. Bangs)

*"Move to add to SIM 2-1.C, '2. Any skydiver acting as parachutist in command on a tandem jump must possess an FAA Class 3 medical certificate or the equivalent.'" "*

**Motion 48:** Passed (20/0) (Mr. Bangs)

*"Move to change SIM Section 2-1.G.1 to read, 'Tandem jumps -- 4,500 feet AGL.'" "*

**Motion 49:** Passed (20/0) (Mr. Bangs)

*"Move to add to SIM 2-1.E.4.d, 'intentional back-to-earth or vertical orientations that cause*

*tandem freefall speeds exceeding that of drogue fall are prohibited.’”*

**Motion 50:** Passed (18/1) (Mr. Bangs)

*“Move to change 2-1.D, Age requirements to read:*

- 1. Skydivers are to be at least the age of legal majority for jumps with a tandem parachute system [FB]*
  - 2. For jumps with a single harness dual parachute system, EITHER*
    - (a). 18 years of age; [FB]*
    - (b). 16 years of age with notarized parental or guardian consent [NW].*
- To be implemented February 28, 2003.”*

(The question was called with a vote of 8/10. This motion was then tabled by a vote of 17/2. The motion was brought off the table by a vote of 15/0. The question was called by a vote of 11/8. The motion was then voted upon.)

**Motion 51:** Passed (18/2) (Mr. Bangs)

*“Move to change waiver authority of BSR Section 2-1.D to Full Board effective immediately.”*

### **Freely Recommendations**

SIM Section 6-2.C.1 “Freeflying Freestyle, and Skysurfing Qualifications

**Motion 52:** Passed (20/0) (Mr. Bangs)

*“Move to modify the recommendations for a USPA A license prior to beginning training for Freeflying as follows:*

*Before engaging in freeflying, a skydiver should either:*

- a. Hold a USPA A License*
- b. Receive freeflying instruction from a USPA Coach or higher rating holder with extensive freeflying experience.”*

### **Waiver Requests:**

Russell Hayslett is blind in one eye (wears a prosthetic eye) and would have difficulty with depth perception necessary to complete safe night jump landings

**Motion 53:** Passed (20/0) (Mr. Bangs)

*“Move to waive SIM Section 3-1.E., D License Requirement (e), make 2 night jumps (one solo and one in a group) for Russell Hayslett, USPA member number 158921.”*

(Calling the question passed 20/0.)

**Motion 54:** Passed (20/0) (Mr. Bangs)

*“Move to waive the three years as an instructor requirement to become a USPA Coach Course Director for Andy Whitcomb. He must attend a Coach Course and receive an endorsement from the Course Director.”*

Don Stewart has completed all requirements for the D License except for the night jumps, due to terminal daylight during the summer months in Alaska. He has 6 months after obtaining the AFF Instructor rating to complete the night jump requirements for the D License. If Don Stewart does not receive his D License within 6 months of the receiving his rating, it will be revoked.

**Motion 55:** Passed (19/0/1) (Mr. Bangs)  
*“Move to waive the D License requirement to attend the AFF Certification Course for Don Stewart, from Skydive Alaska.”*

**Motion 56:** Passed (20/0) (Mr. Bangs)  
*“Move to grant Jaime Schonfeldt a restricted (tandem only) A License. Jaime suffers from epilepsy and is only able to make tandem jumps.”*

As this term of 2002 Board of Directors and Safety & Training Committee comes to a close, I would like to recognize an extremely talented and hard working group of Committee members and volunteer advisors, without whom the great accomplishments of this term could not have happened. We are all very proud of the projects completed during this term.

However, none of these accomplishments would have been possible without the support, effort and teamwork displayed by USPA Headquarters, particularly Jim Crouch, Director of Safety & Training, Kevin Gibson, Director of Communications, and USPA’s Executive Director Chris Needels, who kept us moving forward and focused on “the end game”. Many thanks to you all!

**Motion 57:** Passed (12/8) (Mr. Stapleton)  
*“Request waiver for the following Group Member Drop Zones to conduct tandem skydives with passengers eighteen years of age in accordance with SIM 2-1D which will take effect February 28, 2003:*

*Alabama Skydiving Center Inc.  
Emerald Coast Skydiving Center  
Opelika Skydiving Association  
Skydive Alabama  
Skydive Headland  
Gold Coast Skydivers.”*

(Calling the question passed 20/0.)

## **11. Adjournment**

**Motion 58:** Passed unanimously (Mr. Chase)  
*“Move to adjourn.”*

The meeting was adjourned at 3:32 P.M. on Sunday, July 14th, 2002.

Respectfully submitted,

### **John H Goswitz**

John H Goswitz, Secretary  
August 7, 2002

Attachments: “A”- HQ Relocation Capital Budget Working Draft  
“B”- Tandem Demo Insurance Guidelines

**Attachment “A”**

**HQ Relocation Capital Budget**

WORKING DRAFT - JUNE 26, 2002

The numbers presented here are preliminary estimates. The figures will be continually refined as more specific information is available and contracts are let.

REVENUE

Sale of current offices	\$700,000
Transfer from investment accounts And/or loans	\$830,000
	<hr/>
	\$1,530,000

EXPENSES

Land	\$300,000
Architecture & Engineering	\$64,000
Construction	\$1,000,000
Project Management	\$10,000
Legal	\$15,000
Realty fees	\$36,000
Furnishing/furniture	\$60,000
Automation/network	\$20,000
Moving expenses	\$5,000
Employee relocation allowances	\$10,000
Administrative (e.g. permits)	\$10,000
	<hr/>
	\$1,530,000

## **Attachment “B”**

July 2002

### USPA Demonstration Jump Insurance Program Procedures

The United States Parachute Association (USPA) endorses the USPA Demonstration Jump Insurance Program. Demonstration jumps are covered by an insurance policy only when application has been processed and a fee paid for each day of jumping.

This document explains the procedures by which USPA administers the Demonstration Jump Insurance Program.

#### **PROGRAM DESCRIPTION**

A demonstration jump, also called a display or exhibition jump, is a jump at a location other than an existing drop zone done for the purpose of reward, remuneration, or promotion and principally for the benefit of spectators.

Demonstration jump liability insurance (third-party property damage and bodily injury) can be obtained in amounts ranging from \$250,000 to \$5,000,000. The coverage applies to the date and location on the Demonstration Jump Insurance Notification Application, extends to any number of named skydivers per jump and for an unlimited number of named jumpers per day at one location only.

This insurance coverage is designed for the individual member of USPA. Only a current regular member holding a D License or PRO rating, depending on the landing area, can purchase demonstration insurance. Only this member will be named as the certificate holder. Therefore, all certificate holders are required to be on site for each exhibition.

An applicant can purchase a single day, multiple day, annual or multi-month policy.

A list of all participants is required. If, for any reason, a demonstration jumper has to be substituted by another jumper, immediate notification to USPA is required via phone, fax or e-mail.

The certificate holder, the United States Parachute Association, the National Aeronautical Association, landlords, landowners, tenants, hosts, sponsors, organizers and ground support crew are qualified as additional insured and are covered by the insurance (see the additional insured endorsement in the current policy). The aircraft, pilots, and aircraft owners are not insured under the policy.

Because specific limitations and conditions are contained in the policy, it alone is used to determine the exact coverage provided.

#### **DEFINITIONS**

A Demonstration Jump, also called a display or exhibition jump, is a jump at a location other than an existing drop zone done for the purpose of reward, remuneration, or promotion and principally for the benefit of spectators.

The Certificate Holder is the applicant, a current regular member holding a D License or PRO rating, depending on the landing area and a Participant.

A Participant is one who is directly involved in the conduct in a demonstration. A Participant specifically includes the certificate holder, the qualified skydivers, the jump and display organizer and the ground support crew.

The following entities fall under the definition of Additional Insured:  
The United States Parachute Association.

The National Aeronautic Association (NAA) is the National Aero-Club of the United States and is located in Arlington, Virginia.

The Landlords, Landowners and Tenants whose property is used by individual members of the United States Parachute Association.

Host is the person(s) or organization(s) who provide facilities for jump events; facilities being that area designated as the physical landing area for the skydivers.

Sponsor is the person(s) or organization(s) who pay for or provide their name(s) for promotional purposes, who cover expenses or who donate "like kind" goods or services for promotional purposes.

Show and/or Display Organizer is the person or organization that plans and executes the overall event and can include a skydiving team leader and/or manager.

The Ground Support Crew includes those individuals at the landing site who are directly involved in the planning and execution of the demonstration jump.

## PROCEDURES

When purchasing demonstration jump insurance coverage, the applicant must agree that each jump will be conducted in accordance with the Basic Safety Requirements, the Exhibition Jumping and Rating sections in the current USPA Skydiver's Information Manual (SIM), and the current general third-party liability insurance policy for the individual members of United States Parachute Association in which the demonstration insurance program is a part of.

Each applicant must obtain a Demonstration Jump Insurance Program packet, which includes this document of procedures, the Demonstration Jump Notification Application, and a copy of the current general third-party liability policy for the individual members of the United States Parachute Association. Each applicant must also have access to a current USPA Skydiver's Information Manual (SIM).

Each applicant and all demonstration jumpers must be qualified in accordance with the Skydiving Information Manual (see the BSR's and the Exhibition and Rating section in the current Skydiver's Information Manual).

*An application must be submitted by the certificate holder for every jump made. Only the*

*certificate holder can submit the Demonstration Jump Insurance Notification Application.*

The application must be completed, processed and on file with USPA at least 24 hours before the demonstration jump insurance coverage can be valid.

The Demonstration Jump Insurance Notification Application can be submitted either by fax or postal service with the appropriate method of payment. To guarantee insurance, a Demonstration Jump insurance notification application must be received and processed within 24 business hours before a jump is to be made.

The Demonstration Jump Insurance Notification Application contains the fees to be paid for each level of insurance to be provided. If the Demonstration Jump Insurance Notification Application is to be processed within five business days of receipt, a \$15 expedited processing fee must be paid.

Payment can be made by money order, check, Visa or MasterCard and must be received with the appropriate forms before the insurance coverage is valid. USPA will only accept Visa or MasterCard for foreign payments.

Multi-month policies are valid through the expiration date of the policy. Therefore, all multi-month policies purchased after the effective date of the policy will be pro-rated on a daily basis through the time left on the policy and based on the annual policy fee.

The Demonstration Jump Insurance Notification Application will be used to prepare one certificate of insurance, which will be provided to the applicant via an agreed-upon method of transmittal (fax or postal service). The applicant may reproduce and distribute copies of the certificate as needed. There is no fee to transmit the certificate of insurance to the applicant. The insurance is not valid unless proper notification has been made, payment has been received and a certificate has been issued. Changes to the Demonstration Jump Insurance Certificate outside of USPA can lead to insurance fraud investigation.

If for any reason, a demonstration jump does not take place after a Certificate of Insurance has been issued, the applicant may obtain a refund of the premium, minus an administrative fee of \$30.00. A written notification with a reason for the cancellation of the jump, plus a request for the refund, must be submitted to USPA within 30 days of the cancelled jump.

Any incident resulting in property damage or personal injury must be reported immediately by telephone to USPA or the first business day following. Incident reports and insurance claims must be filed within seven days of the jump. Forms are available from USPA. Upon receipt of an insurance claim, a copy will be provided to the insurance company.

USPA Demonstration Jump Insurance Notification Application

This Demonstration Jump Insurance Notification Application must be completed and received by USPA for each jump. This form must be received by USPA at least 24 hours before the intended jump(s). Mail or fax to: USPA, 1440 Duke Street, Alexandria, VA 22314, (703) 836-2843.

Demonstration jumps are defined as jumps:

- done for the purpose of reward, remuneration, promotional and principally for the benefit of spectators
- that comply with the Basic Safety Requirements and the recommendations stated in the Exhibition and Rating section in the Skydivers Information Manual (SIM)
- that attempt to set or break records, which jumps comply with the items above

Competition events and for-profit events sponsored by drop zones are not qualified for demonstration insurance.

*Tandem demonstration jumps are covered by the current third-party liability insurance only if both the parachutist in command and the passenger hold a D License or PRO Rating, depending on the landing area size (level) as it is recommended in the Exhibition and Rating section in the current Skydiver's Information Manual.*

Certification

I understand it is my responsibility to obtain the prior advice of a Safety & Training Advisor, Instructor/Examiner or the Regional Director in whose area the jump(s) will occur. I certify that all jumps will be made in accordance with the qualifications above, the Basic Safety Requirements and Exhibition and Rating section in the current Skydiver's Information Manual (SIM), and the USPA general third-party liability insurance policy for the individual members of the United States Parachute Association; and that only jumpers qualified in accordance with the SIM will participate.

_____ Signature	_____ Printed Name	_____ Date
Applicant Information		
Name of Certificate Holder _____	Date _____	
USPA Membership Number _____	Expiration Date _____	
Mailing address _____		
City _____	State _____	Zip _____
Daytime phone _____	Fax _____	
E-mail _____		

Jump Information

Date(s) of jump \_\_\_\_\_ Alternate date(s), if any \_\_\_\_\_

Location of jump \_\_\_\_\_ State \_\_\_\_\_

Type of landing area (refer to the Exhibition Jumping and Rating section in the Skydiver's Information Manual) *(check one)*

\_\_\_ Open Field    \_\_\_ Level 1    \_\_\_ Level 2    \_\_\_ Stadium

Insured Participants (required) Attach additional sheet, if necessary, with names of those to be listed as participants and additional insured. (Please type or print neatly)

An Insured Participant is one who is directly involved in the conduct of the demonstration and is specifically defined as the Certificate Holder, the qualified skydivers, the organizer and the ground support crew. *(The aircraft, pilot, and aircraft owner, are not covered under the insurance and may not be named as a participant.)*

\*Current PRO rating required for all Level 2 and stadium jumps. See the Exhibition and Rating section in the current Skydiver's Information Manual.

The Certificate Holder must notify USPA of any substitute jumpers before the jump takes place via phone (703) 836-3495 ext. 301, fax (703) 836-2843 or e-mail (membership@uspa.org).

Name	USPA Member No./Exp. Date	D-License No. Yes/No	*Current PRO Connection Rating	Demonstration*
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

My signature below confirms that the individuals listed above are qualified participants in the exhibition jump to take place on \_\_\_\_\_ at \_\_\_\_\_

Date(s) of Jump

Location (City/State)

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

Additional Insured (optional) Attach additional sheet, if necessary, with names of those to be listed as additional insured. (Please type or print neatly)

\*An Additional Insured is one who is directly involved in the conduct of the demonstration and is specifically defined as the landlord, landowner, and tenants, hosts, sponsors, organizers and ground support crew (see endorsement #3 in the general liability insurance policy for the individual members of the United States Parachute Association). *(The aircraft, pilot, and aircraft owner, are not covered under the insurance and may not be named as an additional insured.)*

Name	City/State	*Connection with Demonstration
_____	_____	_____
_____	_____	_____
_____	_____	_____

Payment Information

\$250,000	\$1 million	\$2 million	\$3 million	\$4 million	\$5 million
1 day \$289	1 day \$497	1 day \$622	1 day \$693	1 day \$768	1 day \$869
2 day \$487	2 day \$860	2 day \$1074	2 day \$1206	2 day \$1332	2 day \$1502
3 day \$671	3 day \$1196	3 day \$1494	3 day \$1673	3 day \$1853	3 day \$2092
4 day \$731	4 day \$1381	4 day \$1649	4 day \$1846	4 day \$2043	4 day \$2306
5 day \$796	5 day \$1438	5 day \$1797	5 day \$2015	5 day \$2230	5 day \$2514
6 day \$863	6 day \$1550	6 day \$1936	6 day \$2167	6 day \$2400	6 day \$2710
7 day \$913	7 day \$1656	7 day \$2070	7 day \$2318	7 day \$2565	7 day \$2897
Annual \$5138;	Annual \$9507;	Annual \$11884;	Annual \$13306;	Annual \$14737;	Annual \$16640

Amount of insurance requested \$ \_\_\_\_\_ Cost of insurance \$ \_\_\_\_\_

Expedite Service Fee – add \$15.00 \$ \_\_\_\_\_

(To be paid if jump notification requires processing in less than five business days)

*USPA will only accept Visa or Mastercard for foreign payments.*

Enclosed is a domestic check or money order, payable to USPA; or charge the amount to \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard Expiration Date \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Signature/name on credit card \_\_\_\_\_

Method of Transmittal (choose only one) \_\_\_\_\_ Mail Certificate \_\_\_\_\_ Fax Certificate

Name \_\_\_\_\_ Fax \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_