

# **SAFETY & TRAINING ADVISOR HANDBOOK**



**UNITED STATES  
PARACHUTE ASSOCIATION**

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# USPA Values Statement

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USPA is committed to promoting an atmosphere that allows our sport to be safe, inclusive and fun. We advocate for the dignity and well-being of all individuals and respect diverse traditions, heritages and experiences. We value inclusivity and reject discrimination based on race, ethnicity, gender, sexual orientation, religious belief or any other attribute not related to performance or merit. USPA affirms its vision of a safe and healthy skydiving environment free of violence and any form of discrimination, including sexual or racial harassment.

For additional information, refer to the USPA Policy Regarding Discrimination and Harassment in Governance Manual Section 1-9.

# Introduction

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## THE S&TA SYMBOL

USPA adopted the inverted triangle symbol for the USPA Safety & Training Advisor upon instituting the S&TA program in March 1985. The volunteer S&TA corps lies at its center, acting as representative and communicator among the three facets of USPA: the dues-paying USPA members, their elected USPA Board and the professional USPA Headquarters staff.

## THE S&TA AND THE S&TA HANDBOOK

S&TAs are the USPA Regional Directors' designated representatives in the field to advise skydivers and drop zone management and staff on USPA policies. S&TAs also facilitate the administration of USPA safety, training, rating and awards programs.

The Safety & Training Advisor Handbook provides USPA Safety & Training Advisors with the necessary guidance, instructions and references to fulfill their responsibilities. As a resource for the S&TA, the S&TA Handbook augments the Skydiver's Information Manual (SIM), the Instructional Rating Manual (IRM) and the USPA Governance Manual.

# The Role of the Safety & Training Advisor

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## WHAT IS AN S&TA?

Skydiving continues to be conducted with minimal control and supervision by local, state and federal agencies. The federal government, in particular, has long since recognized that the most capable people of regulating skydiving are those who do it. Specifically, the Federal Aviation Administration has recognized USPA as best suited for promoting and supporting self-regulation.

At the very core of self-regulation is the USPA Safety & Training Advisor. This S&TA, an unpaid volunteer, is appointed to the position by the USPA Director for his or her USPA Region. For the skydivers and staff at the drop zone, the S&TA is the conduit between the members and their governing body.

The S&TA interacts directly with the Regional Director and USPA's administrative staff at USPA Headquarters in Fredericksburg, Virginia, on behalf of all USPA members—temporary, regular and Group Members.

## APPOINTMENTS AND REAPPOINTMENTS

In most cases, the Regional Director will appoint an S&TA for a specific drop zone, whether or not that drop zone is a USPA Group Member. The Regional Director may also appoint multiple S&TAs for a single drop zone if the demand for services so warrants. In special cases, a Regional Director may require an advisor for an area containing more than one drop zone. The Regional Director may also appoint one or more S&TAs-at-large for the entire USPA Region. Some USPA employees function as S&TAs at large and can perform S&TA duties as necessary.

Specific qualifications of S&TAs, procedures for appointment and administrative processing procedures are provided in Section 1-4 of the USPA Governance Manual.

- The term of each S&TA expires on March 31 of the year following the election of the board of directors unless the appointment is surrendered or revoked.
- Each appointment is reviewed by the Regional Director at least annually.
- Each S&TA must report a change in residence that affects their S&TA appointment within thirty days to their Regional Director or the Director of Safety & Training.

## S&TA RESPONSIBILITIES

- USPA expects its S&TAs, who are representatives of the sport and are in positions of leadership, to uphold the principles spelled out in the USPA Values Statement.
- The principal responsibility of the S&TA is to promote safe skydiving. Toward that goal, the S&TA serves specific advisory and administrative functions:
- Observes skydiving operations to verify compliance with the Basic Safety Requirements.
- Informs the Regional Director of all flagrant and/or recurring safety violations.

- In grave cases, takes summary action under Section 1-6 of the USPA Governance Manual.
- Provides safety and training advice to skydivers, drop zone operators and rating holders.
- Reviews plans for exhibition jumps.
- Verifies that drop zones qualify as “sanctioned” by meeting the minimum drop zone requirements (see the BSRs in the Skydiver’s Information Manual).
- Assists and advises with extraordinary skydive operations (see the BSRs and Advanced Progression section in the Skydiver’s Information Manual).
- Investigates incidents and submits reports (see “Incidents and the S&TA” in this manual).
- Verifies the requirements on D-License applications and rating renewals (see “D License and Rating Renewal” in this manual).
- Promotes USPA policies and programs, for example, USPA Safety Day.
- Unless excused by the Regional Director, attends an annual S&TA meeting called by the Regional Director.
- The Regional Director may designate other related tasks as necessary.

## LIMITS OF APPOINTMENT BY LOCATION

Except for specified S&TAs at large, each S&TA is appointed for a specific drop zone or location. S&TAs appointed for a specific location may exercise their duties only at that location. In cases where a visiting S&TA is requested to take care of an administrative duty, such as signing for a rating renewal or administering a D-license test, the visiting S&TA should refer the member to the local S&TA for that drop zone or location. If there is no S&TA assigned for that specific location and it is within the S&TA’s USPA Region, a visiting S&TA may provide services to the member and should advise his or her Regional Director. In cases where a visiting S&TA observes a safety violation or other hazardous activity, the local S&TA should be informed of the action. If the visiting S&TA feels that appropriate actions have not

been taken by the local S&TA, the Regional Director should be notified.

Once relocating to another USPA Region, an S&TA's appointment is terminated. He or she may be reappointed by the USPA Director for the new USPA Region.

Military S&TA appointments are unit specific. If the member transfers units or retires from the military, the S&TA appointment is terminated.

S&TA who have changed location or their military unit are required to notify their Regional Director or USPA Headquarters within 30 days.

USPA membership is a requirement of the S&TA appointment. A membership that has expired more than 30 days will result in the S&TA appointment being terminated. The member will receive an email from USPA Headquarters and will be required to be reappointed through their Regional Director.

## COMMUNICATIONS

Self-regulation is enhanced if there is continual information flow among the S&TA, the Regional Director and USPA Headquarters. To assist in this effort, headquarters maintains a list of all S&TAs. Each S&TA should update the Regional Director and USPA Headquarters with changes in address, phone number and email address.

USPA Headquarters periodically publishes the "USPA Professional" newsletter sent via email to all USPA rating holders, drop zone owners and S&TAs. All the bulletins are archived on the USPA website, [www.uspa.org](http://www.uspa.org), for access by anyone. Also of interest to S&TAs is the "USPA Update," sent to all members, and other special bulletins, all found on the website.

## Overview of USPA Documents

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USPA publishes several manuals to assist you with the information that you will need as an S&TA. Following is a list of pertinent information that can be found in each manual:

## USPA GOVERNANCE MANUAL

*(not distributed to S&TAs)*

The USPA Governance Manual outlines the structure, procedures and policies that govern the USPA Board of Directors and each of its committees. Of particular interest to S&TAs include:

- Section 1-1, The Constitution and By-Laws
- Section 1-2, Structure, Procedures and Responsibilities
- Section 1-4, Regional Directors
- Section 1-6, Disciplinary Actions
- Section 5, Safety & Training
- Section 7, Membership

The principal USPA committee affecting the S&TA is the Safety & Training Committee. Another committee of note to the S&TA is the Group Membership Committee, which oversees the USPA Group Member program for drop zones. Regional Directors appoint the S&TAs for the drop zones—USPA Group Member or not—in their USPA Regions. The USPA Membership Committee oversees all USPA awards, some of which require the signature of an S&TA.

The USPA Governance Manual also lists the duties of the Regional Directors and offers them guidance with the selection criteria for choosing the S&TA at each drop zone.

In Section 1-6, the USPA Governance Manual outlines disciplinary actions that are available to the S&TA, the Regional Director and the USPA Board of Directors. Each S&TA needs to understand his or her potential role in USPA disciplinary actions.

The USPA Governance Manual is available as a free download online at [www.uspa.org](http://www.uspa.org).

## SKYDIVER'S INFORMATION MANUAL

The SIM contains information regarding student training, awards, licenses, exhibition jumps, extraordinary skydives and recommendations regarding all of the various skydiving disciplines. It also contains a number of applications and forms for USPA awards, licenses and the PRO Exhibition rating. The SIM is updated every two years.

The Basic Safety Requirements and information on waivers to the BSRs are found in Section 2 of the SIM. USPA members are required to abide by the BSRs. Except for the BSRs and the FAA regulations pertaining to skydiving that are included within the SIM, all other areas of the SIM are recommendations. Each S&TA may purchase one SIM for personal use at a reduced rate.

The SIM is also available as an online reference at [www.uspa.org](http://www.uspa.org).

## INSTRUCTIONAL RATING MANUAL

*(not distributed to S&TAs)*

The IRM contains the course training information for all USPA instructional rating courses:

- USPA Coach
- USPA Instructor in Accelerated Freefall, Instructor-Assisted Deployment, Static Line and Tandem
- Examiner

Instructions and requirements for obtaining the initial rating, as well as renewing the rating annually, are listed. The IRM includes all forms and proficiency cards needed for every rating course, so one manual may be used at multiple rating or rating discipline courses.

The USPA Board revises the IRM primarily at USPA Board meetings held twice each year. USPA Headquarters compiles all the changes and updates the IRM every two years, and the revision date is printed on the title page and in the bottom margin of each page. Candidates attending a certification course are required to have an IRM that has been published within two years of the date of that course.

“IRM Essentials” is a document containing key excerpts from the IRM, specifically for those preparing for an instructional rating course and rating holders seeking rating renewal information. It is available at no charge online at [www.uspa.org](http://www.uspa.org).

## SKYDIVER'S COMPETITION MANUAL

*(not distributed to S&TAs)*

The SCM contains the rules and regulations regarding all USPA skydiving competition disciplines. It also includes information regarding the USPA Competition Judge Rating, USPA Nationals

site selection and United States Parachute Team delegation and financial procedures.

The SCM is available from the USPA Store or online at [www.uspa.org](http://www.uspa.org).

## THE USPA GROUP MEMBERSHIP MANUAL

*(not distributed to S&TAs)*

The USPA Group Membership Manual contains information on the USPA Group Member program, the Group Member pledge to abide by the rules, and use of the USPA Airport and Airspace Access Defense Fund.

The USPA Group Membership Manual is available upon request from USPA Headquarters.

## Incidents and the S&TA

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### SERIOUS INCIDENTS AND FATALITIES

The USPA Safety & Training Advisor is one of USPA's most valuable assets in the event of a serious skydiving incident. A difficult situation can be made easier by having an established plan in place, including a current notification list for the appropriate officials and advisors and what steps need to be taken. S&TAs are encouraged to take a basic first-aid course, available through the American Red Cross.

Each S&TA should become familiar with the following advice on how to deal with fatalities and serious incidents for the benefit of the victim, the skydiving establishment and to help later with the investigation.

1. Call for medical assistance. A call to 911 will alert the police and rescue personnel.
2. Administer first aid using qualified personnel if there is a chance that the individual may be alive, even if it means disturbing the evidence.
3. Secure the area. Remove all unnecessary people from the scene.
4. Do not allow anyone to tamper with the equipment beyond what is necessary for the treatment of the victim. Historically,

law enforcement or rescue personnel cut the equipment off of the victim before an informed skydiving official can investigate the scene. Especially in the event of a fatality, disturbing or destroying the equipment can make it difficult or impossible to conclude what went wrong. The S&TA or someone in charge of handling incidents at the drop zone should advise local officials of the importance of preserving the scene before they disturb it.

5. Stop jumping. In most cases it would be a wise decision to halt jumping while rescue and initial investigation efforts are underway.
6. In the event of a fatality, notify the local FAA Flight Standards District Office and USPA Regional Director or, if during business hours (9-5 Eastern Time), USPA Headquarters (540-604-9740). You should have emergency numbers available at the drop zone for the FSDO and the USPA Regional Director. Once USPA Headquarters is notified of a fatality, the Director of Safety & Training will advise the USPA Board of the initial information received from the S&TA or the Regional Director.
7. Secure the victim's personal effects.
8. Secure the victim's logbook, a copy of the liability release, emergency contacts, manifest record, DZ training log (if applicable) and any other related documents. Copies of various documents may need to be reviewed by the coroner, local law enforcement authorities or the next-of-kin. However, only the drop zone owner should give permission to provide access to copies of DZ documents, and original DZ records should never be surrendered. An attorney's advice may be helpful.
9. Notify the next-of-kin. For every jumper, the drop zone should have an up-to-date release and emergency contact information. In most cases, it is better to let the local law enforcement contact the next-of-kin.
10. Make sure that everyone present understands that there must be no social media posts regarding the fatality until the immediate family has been contacted.

## INVESTIGATION AND REPORTING OF INCIDENTS

Fatalities and other significant incidents are an unfortunate part of skydiving that must be addressed by drop zone staff and S&TAs. Skydivers learn important lessons from the mistakes of others, so the role of the S&TA as impartial investigator is critical to the skydiving community. The S&TA should try to file an effective report.

To create an accurate account, USPA needs the S&TA to gather information about incidents, including witness accounts and the personal observations of the investigator.

USPA keeps reports confidential by following the procedures included in this section. The integrity and effectiveness of the reporting system relies on each USPA official to follow USPA's procedures exactly as outlined.

## INVESTIGATING NON-FATAL INCIDENTS

Significant incidents can range from minor to serious and may include injuries, noteworthy malfunctions, unsafe procedures, unusual or ethically unacceptable skydives, or other extraordinary occurrences concerning skydiving operations.

Reports of non-fatal incidents should be as detailed as possible. Use the USPA Incident Report Form whenever possible, and complete all applicable sections. The S&TA should compile and forward the report to USPA. In the event of the S&TA's absence, he or she should appoint a USPA Instructor. Additional copies of the USPA Incident Report Form may be downloaded from the USPA website.

## INVESTIGATING FATALITIES

The USPA Regional Director will generally call on an S&TA to investigate and prepare an official report on a fatal incident. Whenever possible, the investigating USPA official should be someone other than the drop zone operator. Also, if the investigation requires a rigger, he or she should not be the one supervising the packing at the drop zone or the one who packed the reserve of the deceased jumper. Other circumstances may put a particular S&TA or other resource too close to an incident and interfere with the impartiality of the investigation. Following the plan below can help keep the investigation on track:

1. Advise local officials that the FAA might wish to investigate before the body is removed. Before local officials insist on disturbing the incident scene or removing the body, try to photograph it from as many angles as possible. This will help to provide accurate information in the future.
2. Begin the investigation immediately. Identify yourself as an appointed USPA official and offer assistance with the investigation.
3. If you are not an FAA certified rigger, it may be helpful to enlist an impartial rigger to help.
4. Investigate the equipment. Local officials do not have the expertise with skydiving equipment that is necessary to assess the situation and should be discouraged from confiscating it until your investigation is complete. You should arrange to investigate the equipment further at another time, in case it becomes necessary.
5. As soon as possible after the incident, obtain as many witness statements as possible and attach the written statements to the USPA Incident Report Form.
6. Record the pertinent information.
  - a. The USPA Incident Report Form has itemized entry lines for the information needed for a thorough investigation in most cases.
  - b. Filling out each section completely will help ensure that the necessary information has been recorded.
  - c. The USPA Incident Report Form is included in the back of this manual, and you can download it from the USPA website at [www.uspa.org](http://www.uspa.org).
  - d. The information can also be submitted securely using the online Incident Report Form available at [www.uspa.org](http://www.uspa.org).
7. Most skydiving fatalities occur from either human error or a problem with the equipment. It is important that the investigation uncover the true cause of the fatality. This requires that the investigator be impartial and unbiased. Opinions and conjecture will only harm the investigation and could lead to an incorrect conclusion.

8. Failure to submit incident reports to USPA Headquarters for incident that result in a fatality, injury that requires medical attention or activation of an automatic activation device may result in the Regional Director revoking the S&TA appointment.

## Submission and Disposal of Incident Reports

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To maintain confidentiality of the report and to protect the integrity of the USPA incident and fatality reporting system, USPA observes the following operating procedures. S&TAs should carefully follow the procedures outlined for their role.

### NON-FATAL INCIDENT REPORTS

1. The investigating S&TA or, in the absence of an S&TA, a USPA Instructor whom the S&TA assigns, should print or type a detailed report of each significant incident and send the original report to USPA Headquarters.
2. USPA Headquarters stores any information to identify trends for USPA and the skydiving industry.
3. Names and locations are not stored in the electronic database.
4. The submitted reports are destroyed once the incident information is entered into the electronic database.
5. Submitting the information using the online incident report form found at [www.uspa.org](http://www.uspa.org) will help ensure accuracy and also keep the information secure.
6. USPA Headquarters may publish a brief synopsis of the report in *Parachutist*, excluding the date, specific location and names of anyone involved.

### FATALITY REPORTS

1. The S&TA or other reporting USPA official notifies USPA Headquarters with a preliminary report.
2. Upon receipt of the initial report, verbal or otherwise, USPA Headquarters notifies the USPA Board of Directors and

the president of the Parachute Industry Association of any pertinent details.

3. Upon receipt of the final report from the S&TA or other USPA official investigating the incident, USPA Headquarters:
  - a. enters the pertinent data in an electronic database, removing the name of the deceased and the location of the incident.
  - b. contacts the reporting S&TA if there is any additional information needed.
  - c. disposes of any information pertaining to the identity of the deceased jumper, the investigating official, the location and any witnesses.
  - d. prepares a narrative report for publication in Parachutist magazine of the relevant events of the incident, excluding the date, specific location and names of anyone involved.
4. No later than March 1 of each year, USPA Headquarters sends the electronically stored data of all fatalities (without identities of victims, investigators, locations or witnesses) from the previous year to the author of the annual fatality summary for Parachutist magazine, who is selected by USPA Headquarters.
5. The author of the annual fatality report is to destroy the supplied incident report data no later than 30 days after the publication of the annual fatality report summary in Parachutist magazine.

## THE INCIDENT REPORT FORM

1. Accurate use of the incident report form will help to ensure that all of the necessary information is submitted to USPA.
2. Detailed information in the narrative will help USPA produce an accurate summary of the incident.
3. The types of injuries must be included in both fatal and non-fatal reports.
4. If the report is non-fatal, provide the prognosis for the jumper's recovery.
5. All of the factors that led to the incident must also be included in order to help determine how the incident occurred.

# USPA Policy Regarding Proprietary and Privileged Information

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## BACKGROUND

The success of USPA's safety reporting program depends upon the free exchange of information between field reporters (e.g., S&TAs) and USPA Headquarters. As long as reporting officials believe that the information will be used only for statistical and educational purposes and that the reports themselves will not be released to third parties, the reporting system will continue to serve the best interests of the membership as a whole. If, on the other hand, this privileged information is released to third parties for whatever reason, USPA will lose the trust of the field reporters and, with it, valuable safety-generating data.

## POLICY

USPA incident and incident reports, whether formal or informal, will be considered privileged, confidential documents for use only by the reporting party and USPA officials as necessary to enhance safety through education and training.

Any and all requests by third parties to access such information or documents will be referred to the USPA Executive Director, who, in consultation with the USPA President, will determine the need to refer to counsel.

Failure to adhere to these procedures will subject the violating USPA member to disciplinary action in accordance with Section 1-6 of the USPA Governance Manual.

## FAA Regulations

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As an S&TA, it is important that you are familiar with the Federal Aviation Regulations that govern skydiving operations in the United States. Pertinent passages from the FARs are included in the Skydiver's Information Manual for easy reference.

Skydiving remains largely unregulated by the FAA because of the valuable relationship between skydivers and the FAA that USPA officials have forged over the years. However, there are rules that have been established and outlined in various sections of

the FARs to regulate skydiving flights and procedures, aircraft modifications, skydiving equipment and parachute packing. These rules are established primarily to protect the public—those on the ground and others using the airspace.

The local Flight Standards District Office of the FAA can be a valuable resource on matters that pertain to the FAA. You should visit your local FSDO and introduce yourself to those who are involved with skydiving operations. They are important contacts that you want to make before you need to conduct business with the FAA.

## **Extraordinary Skydives and Exhibition Jumps**

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### **EXTRAORDINARY SKYDIVES**

Extraordinary skydives include night jumps, water jumps, jumps from above 15,000 feet MSL, exhibition jumps, preplanned breakaway jumps and other jumps requiring special equipment or procedures that might be unfamiliar to most jumpers.

S&TAs should refer to the SIM to provide the BSR-required information and USPA-recommended advice to jumpers on the specific nature of the skydive that they will be performing. The S&TA should also review the SIM for recommended prior experience and licensing of each skydiver involved.

Before advising jumpers, the S&TA should be familiar with all FARs, BSRs and USPA recommendations, as well as the specific jump operations being planned.

### **EXHIBITION JUMPS**

Exhibition jumps are defined in the SIM, and several BSRs specifically apply to the requirements for skydivers making exhibition jumps. USPA and the FAA have agreed on additional definitions for types of demos, based on the size and layout of the landing area. These definitions are included in the SIM and in the FAA Inspector's Handbook.

USPA administers the PRO Exhibition rating to qualify jumpers for exhibitions into stadiums with spectator stands on more than one side of the field and other restricted landing areas defined

in the SIM section on PRO ratings. Refer to that section for instructions on administering initial PRO rating applications and other PRO and demonstration jump information.

Third-party liability demonstration jump insurance is available for USPA members who are performing demo jumps. Regular membership third-party liability skydiving insurance does not cover demos. Third-party demo insurance is contingent on the observance of USPA rules and recommendations for exhibition jumps. The application for demonstration jump insurance requests that an S&TA be consulted for any demonstration jumps that are performed in their area.

## WINGSUIT SKYDIVING SPECIAL CONCERNS

The discipline of wingsuiting presents some different safety concerns because of the increased surface area of the jumper wearing the wingsuit, the ability to fly longer horizontal distances, and reduced mobility during and after deployment. These are guidelines for S&TAs to make wingsuiting safer.

## REQUIREMENT CHECKS FOR NEW WINGSUITERS AND COACHES

The Basic Safety Requirements state: “Any person performing a wingsuit jump must have at least 200 skydives, and hold a current skydiving license.” The S&TA should ensure that new wingsuiters meet this requirement. The S&TA is also responsible for checking the experience and instructional background of those coaching new wingsuiters. Major wingsuit manufacturers offer wingsuit coach rating courses. They require 100 wingsuit jumps to attend the course.

## FIRST FLIGHT CURRICULUM AND PROGRESSION

SIM section 6–9 contains a general first flight curriculum and information about gear, exits, navigation, and deployment as well as recommendations about moving to more advanced wingsuits as part of a safe progression. Upsizing wingsuits too fast (just as downsizing canopies too fast) can result in serious injuries to the aircraft, wingsuit skydiver, and other jumpers. The S&TA should maintain awareness of wingsuiters’ gear and progression, themselves or through a designated experienced wingsuit representative.

## SPECIAL GEAR CONCERNS

The S&TA should be familiar with the main gear recommendations for wingsuiting:

- A larger pilot chute (minimum 28 inch diameter), longer bridle (minimum 8 feet), and lightweight pilot chute handle are essential to allow the pilot chute to clear the larger burble of the wingsuit on deployment.
- A lightly loaded, docile main canopy (1.4:1 or lower recommended wing loading).

## GEAR CHECKS

Leg straps are not visible under most wingsuits and the gearing-up process is more complicated when it includes a wingsuit. The S&TA can enforce a “RIG FIRST, THEN WINGSUIT” approach to wingsuit gearing-up. First, the rig should be fully on and ready to skydive. Then, adjustments to the wingsuit can be made (booties, zipping up, etc.) Loaders at the plane should confirm chest strap visually and leg straps either visually before boarding or by asking wingsuiters to shrug for a self-check and confirm verbally.

## SAFE EXITS

Because of increased surface area, wingsuit skydivers are at higher risk of tail strikes on exit. Whether exiting from inside the plane or from a floater position, wingsuiters must close their wings until they clear the aircraft. S&TAs can confirm this knowledge and understanding and post signage near manifest and/or on board the aircraft.

## PILOT COMMUNICATION

S&TAs, drop zone owners, and jumpers should communicate with pilots about an appropriate cut in airspeed on jump run that will make exits safer.

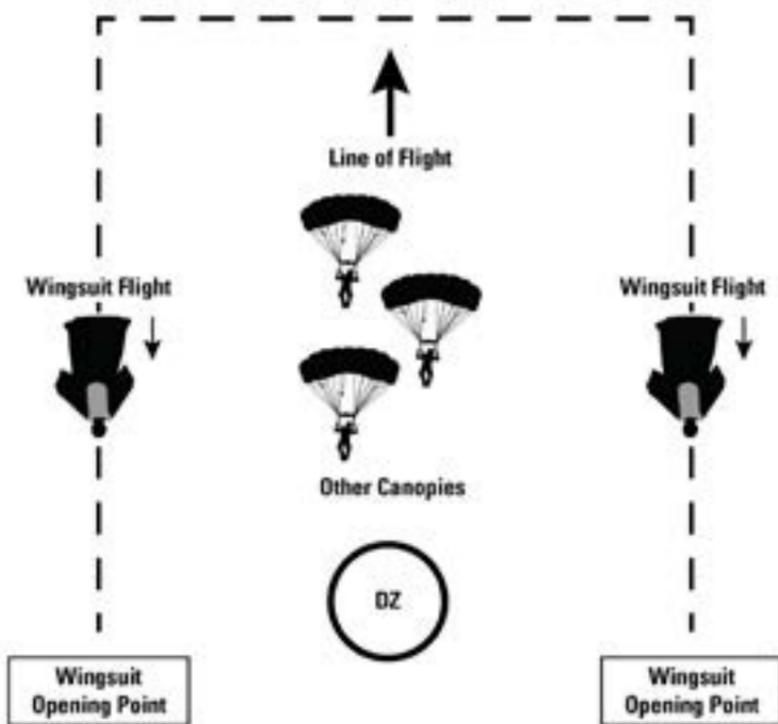
## NAVIGATION

S&TAs should oversee a flight pattern and airspace rules. The three main reasons for this are to ensure that wingsuiters:

1. avoid other canopy traffic;

2. adhere to the drop zone's airspace restrictions and avoid other aircraft; and
3. land on the drop zone.

S&TAs or their designated experienced wingsuit representatives can advise new wingsuiters on the rules and post clear guidelines at manifest. S&TAs can require jumpers new to the drop zone to do a non-wingsuit skydive first to become familiar with the aerial view, jump run, and airspace. Below is a basic sample of possible wingsuit flight patterns.



## D-License Verification and Renewal

USPA can issue licenses and renew ratings only with complete and correctly submitted applications. USPA Headquarters returns rejected applications to the applicant. Rejects can present a hardship for the USPA member, who may be traveling

or otherwise inconvenienced in trying to get an S&TA to correct a mistake on an application.

Before signing any license or rating renewal application, verify that your own membership, ratings and appointment as an S&TA are current.

USPA officials, including S&TAs, may not verify the requirements for renewing their own ratings.

## LICENSES

A USPA Instructor may administer the test and verify all qualifications for A, B and C licenses, but a D license requires an S&TA or higher USPA official. Refer to the instructions for USPA skydiving licenses in the Skydiver's Information Manual for all license verifications.

## RATING RENEWALS

An S&TA or higher USPA official is required to verify renewal applications for instructional ratings and the PRO rating. Refer to the renewal requirements for instructional ratings listed in the Introduction and Orientation section at the beginning of the training syllabus for each instructional rating. For PRO rating and renewal, refer to the SIM section on the PRO rating. Rating renewal instructions also appear on the standard USPA membership and rating renewal application.



**UNITED STATES PARACHUTE ASSOCIATION®**

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