



**Australian Parachute Federation Ltd**

# **Coach Assessment and Appointment**



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## Warning and Disclaimer

*Skydiving, parachuting and flying in parachuting aircraft can be dangerous.* This guide is not a do-it-yourself guide. It has been designed as an aid for trainers and candidates for appointment as APF coaches and should be used only in conjunction with a training course conducted by a Chief Instructor or in conjunction with a highly experienced coach in the particular discipline. This guide may contain errors and omissions. Users should satisfy themselves as to the validity of any statement contained in this guide before taking any action based on that statement.

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# PART 1: Overview of Coach Appointment

## A. FOR THE CANDIDATE....

### 1. You wish to become a coach!

You have downloaded this booklet. What now?

We recommend you browse this booklet so that you develop an understanding of:

- APF coach appointment and the steps in the process;
- the prerequisites required of an APF coach;
- the learning and assessments involved; and
- what you will need to submit your application and pay the required fee.

In addition to this booklet, there are 4 main sources of further information:

- **start by approaching your Chief Instructor, to ensure your suitability and discuss requirements;**
- a highly experienced coach in the discipline you are interested in coaching (Cert B, FF, WS)
- APF Office on administrative and payment matters; and
- the regulations and various training or coaching guides.

### 2. About Coach Appointment

An APF coach qualification allows the holder to prepare novices or experienced jumpers for training jumps, brief them, jump with them and debrief them. This covers skills and knowledge in flatfly RW and canopy handling for Novices, and in freefly or wingsuiting. A coach will make appropriate recommendations to the CI as to the participant's capabilities.

Current coach "appointments" are not "ratings". Coaches are appointed by a Chief Instructor within a particular training organisation; in the same way a Ground Control Assistant (GCA) or Target Assistant (TA) is appointed by the CI to act within the club. Once appointed within that club, a coach may only act as a coach in another training organisation if the CI of the other training organisation is prepared to accept the coach for appointment under their supervision in their training organisation. It may be prudent

Recommendation of a potential coach and their training and assessment occurs without direct APF involvement, except to support the on-DZ process and receive the completed application and fee, then to administer subsequent renewals. Coach appointments are recognised in the APF's online Member Lookup facility and on membership cards.

### 3. Process Steps to Becoming an APF Coach

Firstly, discuss your suitability for a coaching role with your Chief Instructor. Coach appointment is a 3-step process:

- Step 1: Prerequisites being satisfied
- Step 2: Training and assessment by the CI/examiner and/or highly experienced coach in the particular discipline
- Step 3: Application and appointment.

This booklet is divided into these 3 parts with various references to the discipline-specific content elsewhere.

### 4. Prerequisites

Prerequisites can be divided into two groups: general or generic coach prerequisites and discipline-specific prerequisites. The following subheadings provide more detail for each.

Your Chief Instructor must certify that you as an applicant meet all APF requirements. The information provided by you will be checked when applying for all ratings, endorsements or appointments and at the time of all renewals.

If there is any doubt about an applicant meeting the necessary requirements and prerequisites, the Chief Instructor may refuse the application or defer it until requirements are met. The Chief Instructor may also wish to discuss his/her concerns with the Safety and Training Officer or Safety and Training Manager. Any issues should be resolved prior to completing the assessment.

#### **4.1 Candidates already holding a current Instructor rating**

Instructors do not need to be appointed as Certificate B Coaches as their rating already provides this privilege. At the discretion of the Chief Instructor, candidates for freefly or wingsuit coach appointment who already hold a *current* Instructor rating may not be required to undertake general coach training and assessment (as covered by sections 1 to 3 of the written assessment). Current instructors only need undertake the training and assessment components specific to the discipline of FF or WS.

#### **4.2 Foundation Core Skills (including English)**

You are required to have an adequate level of English and capability in each of the core skill areas of learning, reading, writing, oral communication and numeracy (RS 53, 4). If English is a second language for you, discuss this with your CI.

#### **4.3 Fit and Proper Person**

All instructor ratings and endorsements and coach appointments are granted, held and renewed subject to the applicant being in the opinion of the APF:

- (a) a fit and proper person to discharge the duties and responsibilities and exercise the rights and privileges associated with the rating or endorsement or appointment; and
- (b) a person of good repute having regard to character, integrity, honesty and the policies and principles of the APF.

#### **4.4 Other General Prerequisites**

As per the OpRegs and RS 53, 8.1 General Requirements, an APF Coach must:

- be at least age 18;
- hold a valid Certificate Class D or higher; and
- hold an Australian Star Crest.

To be eligible for the appointment, the candidate must:

- be recommended by the CI with whom the applicant will spend the 6-month probationary period;
- have successfully completed the relevant course of instruction as approved by the Safety and Training Manager;
- have successfully completed the assessments set by the APF; and
- be recommended for the appointment by the assessor (this may apply when the CI does not hold the relevant coaching discipline endorsement, e.g. freefly or wingsuit; so a highly experienced coach with this endorsement is used to assess the necessary elements of the assessment particular to the discipline).

**Note:** Instructors who are not current or whose ratings have lapsed may be required by the Chief Instructor to complete all or some of the general coaching skills and/or Certificate B skills (freefall and canopy handling) training and assessment components.

#### **4.5 Discipline-Specific Prerequisites**

RS 53, 8.2 to 8.4 list Crest requirements for FF and WS, and minimum jump requirements for FF and WS applicants. The Club's Training Operations Manual (TOM) contains applicable Training Tables.

## B. FOR THE CHIEF INSTRUCTOR....

*[and any highly experience coach involved in the training and assessment of coach candidates]*

You have a critical role in selecting and vetting potential coaches, then training, assessing and supervising them so that they provide safe quality coaching to skydivers jumping at your operations.

### 1. Selecting and Vetting Potential Coaches

The APF's training and development framework continues to evolve and improve; however as a Chief Instructor, you act as a critical gateway to the entry of quality coaches and instructors into our safety and training systems. The importance of maintaining good/high standards cannot be understated.

Clearly the candidate must have the interpersonal capabilities to coach, and they should show that they will remain around once appointed, to coach and put back into the club, its jumpers and the sport.

It is imperative that they satisfy regulatory prerequisites before they proceed too far into the process. This is especially important with English language skills. If there is any doubt about the candidate's ability to adequately read, write and verbally communicate in English, the matter should be referred to the Safety and Training Officer. You should err on the side of caution if there is any doubt.

### 2. Coach Training

#### 2.1 Content

##### *General Coaching Skills*

To be able to successfully complete the written and practical components of the assessment and to assist in developing quality coaches, APF lists topics in the TOM (6.4) that CIs must ensure are covered. The focus in this booklet is on general or generic coaching skills, with the additional discipline-specific coaching skills covered separately.

##### *Novice Skills – Cert B Coach*

The Certificate Class B qualification requires more than six B-rel freefall jumps. The old 'RW Coach' sometimes called a 'B-rel coach' has been replaced with 'Cert B Coach'. This is to reinforce the more comprehensive role needed to assist Novices, particularly with development of canopy handling skills. To address an increasing proportion of injuries involving poor landing decisions and inadequate canopy handling capabilities, it is imperative that instructors and coaches focus developing canopy handling skills of new jumpers. See the manoeuvres in Appendices H and I on pages 60 and 61 of the TOM.

##### *Freefly and Wingsuiting Skills*

With the rapid evolution of Freefly and Wingsuiting, it is important that the most up-to-date guidance and content for these disciplines be utilised. Courses in leading and coaching FF and WS are to be developed. Check with the APF Office if in doubt.

#### 2.2 Learning Materials

In addition to this document (which includes the written assessment questions for study), you should assist the candidate with acquiring and directing their study of relevant learning materials. These should include current copies of:

- your Training Operations Manual, the Operational Regulations and Regulatory Schedules
- your operation's Standard Operating Procedures that relate to the role of coach on your DZ
- discipline-specific guides, for example:
  - Star Crest and Bigway Guide
  - A Guide to Beginning Freeflying
  - Wingsuit Training Guide
  - Relative Work Coach Training Guide *[out-of-date - to be revised as Cert B Coach Guide]*
- Parachute Instructor Manual (relevant content of the PIM, e.g. section 7).

### **3. Assessment, Application and Appointment**

#### **3.1 Coach Assessment**

Candidate assessment involves written and practical components, supplemented by oral confirmation. The written assessment should be conducted first, under direct supervision. Once a candidate has successfully completed the written component, the practical assessment is conducted involving one or more skill evaluation jumps that include assessment of pre- and post-jump activities. TOM 6.5 provides additional information on Coach assessment.

As described earlier, at the discretion of the Chief Instructor, candidates who already hold a current instructor rating need only be trained and assessed for the freefly and wingsuit components. Non-current instructors, or those with lapsed ratings may be required to complete some or all of the assessment components.

R.S. 53, 8 covers Coach Appointments and 8.5 lists who can assess. This includes Instructor Examiners with the relevant endorsement.

#### **3.2 Guide to this Written Assessment**

The multiple-choice written assessment questions and application form (downloaded from the APF website or copied from this manual) are to be printed for use by the candidate. The separate Marking Guide (answer sheet) must be handled confidentially by the CI only (not for copying or distribution and not left lying around the DZ).

The written questionnaire contained in this booklet is authorised by the APF and is the minimum standard to which the coach candidate must be assessed for the written component. As CI, you may augment these with additional questions (oral or written) specific to your training organisation.

All (non-instructor) coach candidates must complete sections 1 to 3 and the 10 questions for the discipline they have applied to coach. It is “closed book” with no reference materials allowed and no set time limit.

The pass mark is 80%, however the candidate must be retrained and reassessed on any knowledge or skills gap identified during the assessment process, resulting in achievement of a “Satisfactory” result for their application to be accepted.

#### **3.3 Practical Assessment**

The CI or Instructor Examiner must conduct the practical assessment (or appoint a highly experienced Coach if not qualified in the appropriate discipline) – see TOM 6.5.

#### **3.4 Processing the Application to the APF**

Please ensure use of the current version of this document and the associated forms.

The completed R2a form (application and summary of assessment) should be sent to the APF Office, together with the prescribed fee. If accepted, the qualification will be recorded in the member’s records and an updated membership card issued.

Two-yearly revalidation can also be processed by the CI, subject to currency.

#### **3.5 When a Coach appointed somewhere else turns up at your DZ**

Where another CI has appointed a Coach and you wish to have them coach at your DZ, you should confirm their capability and note your local appointment (e.g. an entry in their logbook).

## PART 2: Assessment

### ABOUT THE WRITTEN ASSESSMENT

You will normally complete the written assessment prior to the practical assessment.

#### Candidate Instructions

##### BEFORE:

- The questions are provided for you to study. When you are ready to sit this written exam, see your CI. Do NOT mark the questionnaire pages or record the answers to take into the exam.
- If you are not a current instructor, you are required to answer questions 1 to 40 in sections 1 to 3, plus the 10 relevant questions for the discipline you are applying to coach (so questions in either section 4 or 5 or 6).
- If you are a current instructor, at your CI's discretion you may be allowed to complete only the 10 questions for the discipline you are applying to coach (in either section 4, 5 or 6).
- Your CI or an Instructor Examiner will be supervising this assessment. It is "closed book" with no reference materials allowed and no set time limit. The questions are mostly multiple choice. Pass mark is 80%, however you will be expected to retrain and be reassessed to cover any knowledge or skills gap identified during the assessment process.

##### DURING:

- During the supervised assessment session, you will circle the most correct answers in INK, and for questions 16, 17 and 18 fill in the blanks.
- Read each question carefully. DO NOT RUSH. Think about each question and choose the MOST correct answer
- Each correct answer is worth one mark. If you leave a question blank, no mark will be recorded for that question.
- You may ask your exam supervisor for clarification if necessary.
- During the written assessment, the only person you are permitted to speak to is the exam supervisor.

##### AFTER:

- When finished, your CI will mark your responses and calculate a percentage score, which is then transferred to your application.
- If you have comments regarding this assessment, please note them and pass them on later. Your feedback is appreciated.

***REMEMBER: Do not write on the question/answer pages before sitting this assessment under supervision.***

### ABOUT THE PRACTICAL ASSESSMENT

Your CI will determine the extent of the practical assessment. This will occur after you achieve a satisfactory result for the written assessment and the CI or other highly experienced coach is satisfied any knowledge gap has been addressed.

In general, the practical assessment will cover:

- Your preparation for a coaching jump, including checking of equipment, briefing and dirt-dive;
- Conducting the jump;
- Post-jump activities, such as reviewing performance, the debrief and log entries; and
- Other safety aspects and standard operating procedures for your DZ.

## WRITTEN ASSESSMENT QUESTIONS

### Section 1 – Regulations

1. Coach ratings are subject to cancellation by the instructor's registered Chief Instructor:
  - a. At any time.
  - b. Up to three months from the date of issue.
  - c. Up to six months from the date of issue.
  - d. Up to two years from the date of issue.
  
2. Coach ratings are normally valid for two years from the date of issue, provided that the instructor:
  - a. Continues to hold a valid Sporting Licence.
  - b. Remains registered under Training Organisation.
  - c. Has evidence of 20 descents in the preceding 12 months, coaching in the discipline for which the coach appointment is made
  - d. All of the above.
  
3. Who is required to approve the clothing and footwear worn for a parachute jump?
  - a. The Coach.
  - b. The DZSO.
  - c. The Chief Instructor or STO.
  - d. DZSO for students, no approval required for licensed parachutists.
  
4. The wind limits for a novice parachutist is:
  - a. 12 knots.
  - b. 25 knots.
  - c. 20 knots.
  - d. 16 knots.
  
5. Parachuting activities must not be conducted by any individual:
  - a. if he/she has consumed alcohol within the preceding 8 hours.
  - b. while deemed by the STO to be affected by alcohol.
  - c. while deemed to be impaired by drugs, alcohol or fatigue.
  - d. when the DZSO suspects they may be hungover.
  - e. All of the above.
  
6. Operational Regulations require restraints to be used by parachutists in the aircraft:
  - a. Below 1000ft and as directed by the pilot.
  - b. By students and novices.
  - c. On take-off In accordance with a briefing.
  - d. In certain aircraft types only, as listed in CASA's Specification for Parachute Descents.
  
7. An approved helmet with a rigid shell is to be worn on all jumps by parachutists who do not hold a:
  - a. Certificate Class A.
  - b. Certificate Class B.
  - c. Certificate Class C.
  - d. Certificate Class D.



8. Some regulations refer to "Novice Parachutists". APF regulations define a novice as a parachutist who:
  - a. Has not completed the Class B Training Table
  - b. Holds a Certificate Class A but not a Certificate Class B.
  - c. Does not hold a Certificate D.
  - d. Has made less than six 30-second freefalls in the preceding year.
  
9. To qualify for a Certificate Class B, a novice must complete which of the following:
  - a. Seven nominated jumps landing within 25 metres of the target center.
  - b. Ten jumps with a delay of at least 10 seconds with each landing within 25 metres of the target center.
  - c. Seven nominated jumps landing within 50 metres of the target center.
  - d. Ten jumps landing within 50 metres of the target.
  
10. Parachutists must hold an Australian Star Crest or foreign equivalent before taking part in relative work involving more than:
  - a. 8 persons.
  - b. 10 persons.
  - c. 12 persons.
  - d. 15 persons.
  
11. Who can instruct novices in the stages of the Class B Training Table?
  - a. An Instructor D with an S/L endorsement.
  - b. An Instructor D with an AFF endorsement.
  - c. An Instructor C with a Tandem endorsement.
  - d. A Certificate B Coach.
  - e. All of the above.
  
12. All training jumps must be made under the supervision of a Chief Instructor. A training jump is considered to be a jump made by a parachutist who:
  - a. Has not completed either the static-line or freefall (AFF/TAF) Training Table.
  - b. Has not been certified by a Chief Instructor as no longer needing his/her supervision.
  - c. Does not hold a Certificate Class A or higher.
  - d. Does not hold a Certificate Class B or higher.
  
13. All relative work descents must be made only with the approval of:
  - a. Any instructor.
  - b. Any Cert B Coach (previously known as a flatfly RW Coach).
  - c. Any Instructor B.
  - d. The DZSO.
  
14. Before carrying out any parachuting operations, who is responsible for ensuring that a DZSO has been appointed?
  - a. Each parachutist.
  - b. Most senior instructor present.
  - c. Most senior parachutist present.
  - d. Chief Instructor.

15. On relative descents, parachutists must separate for opening at least ..... above the height at which they intend to open their parachutes:
- a. 500 feet.
  - b. 1000 feet.
  - c. 1500 feet.
  - d. 2000 feet.

## Section 2 – Coaching Technique

16. The APF Parachute Instructor Manual lists 3 principles of good instruction. What are 2 more?

*Preparation* .....

.....

.....

17. The Parachute Instructor Manual (PIM) says that there are 3 sides to any order or instruction you give (actually true of any sort of communication). One of them is given here. List the other 2:

*What you think you say* .....

.....

.....

18. The APF Parachute Instructor Manual advises that possible material for instruction should be divided into 3 categories before the lesson or briefing is planned out. The other 2 categories are:

*Could know* .....

.....

.....

19. For a novice parachutist who needs to learn certain skills, the most effective kind of learning is:

- a. Learning by observation.
- b. Learning by trial and error.
- c. Learning by doing.
- d. Learning by listening.

20. Questioning of novices is designed to:

- a. Keep them thinking.
- b. Check their understanding.
- c. Teach.
- d. All of these.

21. Verbal instructions to novice parachutists:
- Should be comprehensive and continuous.
  - Should cover every possible contingency.
  - Should essentially be limited to necessary key phrases and cues.
  - All of the above.
22. In developing parachuting skills, the MOST IMPORTANT reason for ensuring primacy in learning is:
- It ensures complete skill development.
  - It is difficult to eradicate mis-learned skills.
  - It ensures faster learning.
  - Primary body position is important in skill development.
23. Demonstrations should be planned and rehearsed. During a demonstration the Coach should:
- Combine as many operations as possible to save time.
  - Keep talking all the time to ensure a complete explanation.
  - Keep quiet if he/she makes a mistake so as not to embarrass himself/herself.
  - Show the accepted standard to which the actions must be achieved.
24. The most appropriate method for a Coach to affect a novice's learning and attitude for the better is by:
- Rarely making a mistake while skydiving.
  - Maintaining detailed and accurate records.
  - Having a professional attitude and being a competent skydiver.
  - Being seen to be on all the good sequential skydives.
25. Which of the following describes a good coach?
- Competent and knowledgeable.
  - Resourceful and creative.
  - Analytical and with a desire to teach.
  - All of the above.
26. Excessive arousal will result in novices:
- Performing at their best.
  - Suffering "sensory overload".
  - Being bored with the actual jump.
  - Having a good time on the skydive.
27. Mental rehearsal should:
- Involve as many senses as possible.
  - Be performed at real speed.
  - Use critical cues.
  - All of the above.
28. In the training situation, which of the student's senses should a Coach attempt to appeal to?
- As many as possible.
  - Hearing and seeing only.
  - One sense at a time.
  - Smell and touch particularly.

29. During the preparation for their next jump, showing the novice a video of the required skills or manoeuvres during their briefing:
- Is not as effective as a comprehensive verbal briefing.
  - Allows the student to improve their mental rehearsal through visualisation.
  - Give the student an unrealistic idea of their performance standard.
  - Lets the instructor get on with other things.
30. The purpose of training aids is to:
- Reduce the amount of spoken instruction that the student has to absorb.
  - Assist novice understanding and maintain interest.
  - Give the novice a more realistic mental rehearsal model.
  - All of the above.

### Section 3 – Operational Procedures

31. Initial instruction in spotting is best given:
- In a classroom.
  - By a demonstration.
  - During an actual jump.
  - As a drill period.
32. Your novice has just performed poorly on a jump, even riding out the AAD. He/she asks you: "How did I do?" Your best initial response would be:
- "You turkey. Why didn't you pull the ripcord?"
  - "Maybe you can tell me. Think the dive through, then we will discuss it."
  - "Sorry mate, you failed that one. You have to pull the ripcord to pass."
  - "You have some problems. Sit down and I'll tell you where you went wrong."
33. You have an instructional problem, which your Chief Instructor refuses to deal with. Who should you first take the problem to?
- The STO.
  - The NAO.
  - The Local Parachute Council.
  - The media/press.
34. If the winds at height are very strong, then horizontal separation of opening points for different groups depends on:
- Counting slowly between exits.
  - The amount of ground covered between exits.
  - Powering-off early.
  - A deep spot.
35. The most important reason to securely stow loose webbing is:
- To prevent the adjuster slipping.
  - To keep everything neat.
  - To prevent it flapping in freefall and hurting.
  - To prevent the webbing covering handles and delaying or preventing the pull.

36. When checking equipment prior to emplaning:
- It is important to have a set procedure.
  - Check for temporary pins between the flaps.
  - Give particular attention to the condition of the closing loop(s).
  - All of the above.
37. All skydivers, but particularly novices, experience stress as part of their jump experience. Which of the following might indicate stress in a novice?
- Fidgeting.
  - Changes in breathing pattern.
  - Yawning or stretching.
  - Any of the above.
38. Which of the following is/are the most desirable feature(s) of a canopy to be used for novice use?
- Small enough to fit in the rig proposed.
  - Docile handling, stall and flare characteristics.
  - Colours that match the student jumpsuits.
  - Old enough to open softly but new enough not to snivel.
39. A CYPRES AAD operates by:
- Pulling the pin when the jumper is below a minimum altitude.
  - Pulling the pin when the jumper is below a minimum altitude and falling fast.
  - Cutting the loop when the jumper is below a minimum altitude.
  - Cutting the loop when the jumper is below a minimum altitude and falling fast.
40. You are at a non-training DZ and you are asked to do a training jump with a novice part way through their training table, would you?
- Check to novices log book, carry out the briefing and manifest on a load.
  - Check with the DZSO for permission.
  - Decline and explain that training jumps must be carried out under the supervision of a CI.
  - Check how much the novice is willing to pay.

---

**Note:** From this point forward, only answer the section for the coaching discipline(s) you are applying for (i.e. Cert B Coach &/or Freely &/or Wingsuit).

## Section 4 – Certificate B Coach Only

41. The last stage of the freefall RW side of the Class B Training Table:
- Must all be 3-point random 4-ways.
  - Is for the novice to learn how to organise a skydive.
  - Must be organised by a Cert B Coach.
  - Must not be free-built, the aim is to teach the novice to launch a piece.
42. To complete the freefall RW stages in the Class B Training Table:
- Each stage must be completed in one jump to pass.
  - Stages 1 to 6 must be passed on consecutive jumps.
  - More than one jump may be completed on a single descent provided the total freefall time taken to complete the table is not less than 10 minutes.
  - Requires the novice to spend at least 10 minute in freefall with a Cert B Coach.
43. If a student's "track" was more a dive than a horizontal movement, you should advise him/her to produce more horizontal movement by:
- Roll shoulders in and lift head more towards horizon.
  - Keep arms parallel to the body.
  - Legs hip width apart and straight.
  - All of the above.
44. When teaching aircraft exits, it is best to tell the novice;
- To just get out and arch hard
  - To watch the ground
  - To feel and work with the relative airflow
  - To try to keep their head up by watching the aircraft
45. Which of the following could cause your novice to make an involuntary turn in the middle of a dive exit?
- Tension.
  - Poor presentation to the relative wind.
  - Unsymmetrical body position.
  - All of the above.
46. The most effective fast fall body position for relative work is:
- Tuck the arms and legs in to reduce the area exposed to the relative wind.
  - Do a no-lift dive.
  - Do a back loop.
  - Start from the "box". Increase the arch in the torso and bring the arms and legs in.
47. The novice's canopy control and handling:
- Is of no concern to a Cert B Coach.
  - Is up to the CI and DZSO to monitor and train.
  - Is an integral part of the novice's safe progression as a parachutist.
  - Should be taught in a separate course.

- 
48. At 3,500' your novice has not waved-off, turned and tracked, and does not appear to be height aware. What should you do?
- Give them the "FIST" signal, wave off and deploy immediately.
  - Fly over and dump them out.
  - Wave off and wait for them to deploy.
  - Wave off and if they do not respond, try to dock on them.
49. For a novice to begin RW training with a Coach, they must have:
- Completed an approved AFF or Solo Freefall training table.
  - Hold a Certificate Class A.
  - Completed a conversion course onto their own equipment.
  - Landed within 30 metres of the target on at least 10 jumps.
50. After completing stages 1-5 of the Class B Training Table, with DZSO approval, a novice may:
- Jump flatfly with 3 other parachutists.
  - Carry out Freefly training.
  - Jump with a camera.
  - Use their own gear.
- 

## Section 5 – Freefly Coach Only

51. Who is approved to conduct freefly training?
- An Instructor D with a Solo Freefall endorsement.
  - A Coach with a Freefly endorsement.
  - An Instructor B with a Tandem endorsement.
  - An Instructor A with an AFF endorsement.
52. How many individual jumps must be made to complete the Freefly Crest requirements?
- Four, two head-up and two head-down.
  - As many as necessary to successfully complete the four stages of training.
  - One or more as long as all the necessary points are completed.
  - The Chief Instructor can decide.
53. A parachutist who has not completed the Freefly Training Table:
- May do freefly relative work.
  - May do freefly relative work only with other people who have completed the Table.
  - May not make freefly relative work descents other than those required to complete the Table.
  - Is limited to freefly RW with one other jumper with a Certificate Class B or higher if approved by the DZSO.
54. What qualification must a freeflyer hold to participate in a 16-way head-down freefly RW jump?
- Certificate Class E.
  - Freefly Crest – Head Down.
  - A Star Crest and a Freefly Crest – Head Down.
  - Freefly Crest –Head Down and the DZSO's permission.

55. Recommended minimum break-off heights for freefly jumps are:
- 2-way group – 3000 ft, bigger than 2-way group – 3500 ft.
  - 2-way group – 3500 ft, bigger than 2-way group – 4000 ft.
  - 2-way group – 4000 ft, bigger than 2-way group – 4500 ft.
  - 2-way group – 4500 ft, bigger than 2-way group – 5000 ft.
56. It is recommended that at the end of a freefly jump, the participants:
- Track at right angles to the jump run and initially fly the canopy at right angles to the tracking direction.
  - Track parallel to the jump run and initially fly the canopy at right angles to the tracking direction.
  - Track away from the jump run and initially fly the canopy in the same direction as the tracking direction.
  - Track in the opposite direction to the jump run and initially fly the canopy in the same direction as the tracking direction.
57. Freefly novices should be instructed that, if they feel themselves falling off a vertical body orientation, they should adopt:
- Belly to earth position.
  - Recovery position.
  - Sit position.
  - Back track position.
58. The progressive track manoeuvre is designed to:
- Give the free flier a 360-degree view of the sky before opening.
  - Generate significant horizontal speed rapidly.
  - Prevent or minimise the corking effect.
  - All of the above.
59. What equipment is required before participating in freefly?
- A handycam.
  - A freefly jumpsuit and a helmet.
  - DZSO approved equipment and an audible altimeter.
  - All of the above.
60. Unplanned orbiting in small groups is best countered by:
- All participants rotating 180 degrees from head up to head down or vice versa.
  - All participants deliberately stop their turn.
  - Backing off from each other and then closing again.
  - All participants eliminating the turn by going to the recovery position and then reverting to their original positions.
-



## Section 6 – Wingsuit Coach Only

61. It is required that all members qualify for the Australian Star Crest before taking part in RW formations (including flocking) made up of more than:
- 6 persons.
  - 8 persons.
  - 10 persons.
  - 12 persons.
62. When making your first wingsuit flight, what characteristics would you look for in your choice of main canopy?
- None, I would use my normal rig.
  - A student canopy.
  - A canopy that had consistently soft on-heading openings.
  - Elliptical fast opening.
63. What APF certificate must a skydiver hold before they can participate in a wingsuit 1<sup>st</sup> flight course?
- Certificate Class E.
  - Certificate Class D.
  - Certificate Class C.
  - Certificate Class B.
64. Under what circumstances is a functional audible altimeter required to be worn when flying a wingsuit?
- Training flight.
  - Flying camera.
  - Novice wingsuit pilot.
  - Mandatory on all wingsuit descents.
65. If the winds at height are very strong, adequate opening separation for different groups will depend on:
- Counting slowly to at least ten between exits.
  - The amount of ground covered by the aircraft between exits.
  - Powering-off early.
  - A deep spot.
66. A load consists of a flat 8-way, a wingsuit 2-way, a flat 3-way, and a freefly 4-way. Which of the following is the correct exit order:
- Flat 8-way, flat 3-way, freefly 4-way, wingsuit 2-way.
  - Freefly 4-way, flat 8-way, wingsuit 2-way, flat 3-way.
  - Flat 8-way, freefly 4-way, flat 3-way, wingsuit 2-way.
  - Freefly 4-way, wingsuit 2way, flat 8-way, flat 3-way.

67. Recommended minimum break-off heights for wingsuit jumps are:
- 2-way group – 3000 ft, bigger than 2-way group – 3500 ft.
  - 2-way group – 3500 ft, bigger than 2-way group – 4000 ft.
  - 2-way group – 4000 ft, bigger than 10-way group – staged above 4500 ft.
  - 2-way group – 4500 ft, bigger than 2-way group – 5000 ft.
68. Flight planning and navigation are an essential part of a Wingsuit flight, what information would assist most in this process?
- Wind strength – ground and uppers, proposed run-in.
  - Type of wingsuits, type of flight, number of wingsuiters.
  - Type of aircraft, proposed exit height, number of groups exiting.
  - Experience levels, size of flock, proposed break-off height.
69. The most effective way of recovering from a “Flat Spin” in a wingsuit is:
- Cut away the wings
  - Ball-up recovery position
  - Deploy reserve
  - Max out the wingsuit
70. “Tail Strikes” represent one of the most serious dangers to flying a wingsuit. On side door aircraft, how long is it recommended to wait after an exit before inflating the wings?
- ½ seconds
  - 1 second.
  - 2second.
  - 3 seconds

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*End written assessment.*

## FEEDBACK

Do you have any comments to make about any aspect of the process? Your comments are welcome on any questions, or on the application, training or assessment processes. Please pass them on to your CI and/or forward them to the APF Office.

## WRITTEN ASSESSMENT SCORES

Your Chief Instructor or Instructor Examiner will mark your responses and add your results into one of the two sections below to calculate your final written score (for either [A] non-instructors or [B] existing current instructors):

**[A] For new coaches (non-instructors), calculate results here:**

CANDIDATE DISCIPLINES:	CERT B COACH <i>or</i>	FREELY COACH <i>or</i>	WINGSUIT COACH
<b>Sections 1 to 3:</b>	/40	/40	/40
<b>Section 4 (Cert B):</b>	/10		
<b>Section 5 (Freefly):</b>		/10	
<b>Section 6 (Wingsuit):</b>			/10
Sub-Total:	/50	/50	/50
To obtain final %:	x 2	x 2	x 2
<b>FINAL WRITTEN %</b>	%	%	%

...Or:

**[B] For coaches who are current instructors, calculate results here:**

CANDIDATE DISCIPLINES:	FREELY COACH <i>or</i>	WINGSUIT COACH
<b>Section 5 (Freefly):</b>	/10	
<b>Section 6 (Wingsuit):</b>		/10
To obtain final % multiply by:	x 10	x 10
<b>FINAL WRITTEN %</b>	%	%

The Final Written % from the last row of the applicable table/column above will be transferred to the cover page of your application - R2a Form.

## **PART 3: Application Form and Assessment Summary**

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There are two forms:

1. Form R2a: for initial coach application and assessment – included in this booklet (opposite)
2. Form R2b: for reconfirmation of appointment (each 2-years) – available for download from the APF website.

It is always advisable to check the APF website for the most recent version and download up-to-date forms.

### **About Form\_R2a\_Coach\_Application\_and\_Summary\_of\_Assessment**

Once completed, this form should be scanned and emailed (or faxed) to the APF Office for processing along with the credit card details completed or other payment of the prescribed fee.

Where the CI has determined that the candidate does not need to complete sections 1 to 3 of the written component (because they are a current instructor), then this should be noted on the form.

This form will normally be used for a single coaching discipline (Cert B or FF or WS). If however it is proposed that a candidate be assessed for 2 or all 3 coaching disciplines at once, please contact the APF Office *before* progressing the assessment to discuss how this will be documented.

The points in the Practical Assessment box must be signed-off by either the CI or the highly experienced coach, whoever undertook that element of the practical assessment.

### **About Form\_R2b\_Coach\_Reconfirmation\_of\_Appointment**

Regulatory Schedule 53, 8.7 provides for reconfirmation of coach appointments every 2 years, subject to a number of conditions. The CI must complete the form based on evidence that these conditions have been met.



# AUSTRALIAN PARACHUTE FEDERATION COACH APPLICATION AND SUMMARY OF ASSESSMENT

**R2a**

**201604**

Coach Application and Summary of Assessment

CANDIDATE INFORMATION AND SUMMARY OF RESULTS			
Candidate Name:		Candidate Mobile No:	APF No:
Certificate Class No:	Registered Cl:		Club Code:
<b>Application for Appointment as a Coach of:</b>			
Cert B <input type="checkbox"/>	Freefly <input type="checkbox"/>	Wingsuit <input type="checkbox"/>	NOTE: CANDIDATE IS A CURRENT INSTRUCTOR <input type="checkbox"/>
<b>Summary of Results:</b>			
Written Assessment Score:	[ ] %	Satisfactory <input type="checkbox"/>	Not yet satisfactory <input type="checkbox"/>
Practical Assessment Result:		Satisfactory <input type="checkbox"/>	Not yet satisfactory <input type="checkbox"/>

STATEMENT BY CHIEF INSTRUCTOR		(Initial each statement if correct, and sign below)
<b>Chief Instructor</b> (Print name) .....		
<ul style="list-style-type: none"> <li>The candidate meets all prerequisites and I (or the IE or expert coach) have conducted this assessment in accordance with APF regulations and standard procedures. ....</li> <li>The candidate has demonstrated the required practical performance, including:               <ul style="list-style-type: none"> <li>Preparation: Accessed trainee info and specific skills requirements to determine objectives and plan for the jump; Checked suitability of equipment; Conducted appropriate briefings, dirt-dives and gear checks; Monitored weather and ground conditions; .....</li> <li>Managed emplaning, ride to height; Performed exit, freefall &amp; canopy flight coaching activities; .....</li> <li>Reviewed trainee performance conducting appropriate debriefs; Recorded relevant information in logs; Provided/sought feedback on own performance to/from CI or expert coach. ....</li> </ul> </li> <li>Assessment jump number(s) from candidate's logbook: ..... .....</li> <li>The candidate has been retrained and reassessed on any knowledge or skills gap identified during the assessment process. ....</li> <li>I am satisfied with candidate's ability to act as Coach in this discipline &amp; recommend appointment. ....</li> </ul>		
Signature .....	Date ...../...../.....	

<b>Candidate</b> (Print name) .....		
Signature .....	Date ...../...../.....	

PAYMENT DETAILS – For each new coaching qualification						
	<b>Cert B</b>	<b>FF</b>	<b>WS</b>	<b>CP</b>		
<b>New Applications: \$30 for each:</b>	[ ]	[ ]	[ ]	[ ]		
<b>Post, email or fax this form to the APF Office</b>						
MasterCard <input type="checkbox"/>	Visa <input type="checkbox"/>	Cheque <input type="checkbox"/>	Money Order <input type="checkbox"/>	Free to life members <input type="checkbox"/>		
[ ] [ ] [ ] [ ]	[ ] [ ] [ ] [ ]	[ ] [ ] [ ] [ ]	[ ] [ ] [ ] [ ]	Expiry:	[ M ] [ M ] - [ Y ] [ Y ]	
Name on card: .....				Amount approved:	\$ ..... .00	
Signature of card holder.....				Date ...../...../.....		

When Candidate is deemed competent, submit this page to the APF. Email: apf@apf.com.au or Fax: 07 3457 0150.

