



**SKYDIVE FINLAND RY**  
**RULES AND REGULATIONS**  
**2022**

**TABLE OF CONTENTS**

<b>BASICS</b>	<b>3</b>
<b>BEFORE YOUR FIRST JUMP</b>	<b>3</b>
<b>SAFETY</b>	<b>3</b>
<b>MANIFESTING</b>	<b>4</b>
<b>BEFORE STARTING THE SKYDIVING DAY</b>	<b>5</b>
<b>IN THE PLANE</b>	<b>5</b>
<b>EMERGENCY JUMP AND EMERGENCY LANDING</b>	<b>7</b>
<b>LANDING AREA, MOVING AROUND AIRFIELD AND OUTLANDINGS</b>	<b>8</b>
<b>RESTRICTIONS TO THE SKYDIVING ACTIVITIES</b>	<b>10</b>
<b>FIRST AID</b>	<b>11</b>
<b>JUMPING TO THE OTHER AIRFIELDS</b>	<b>11</b>
<b>OTHER INSTRUCTIONS</b>	<b>11</b>
<b>APPENDIX</b>	<b>11</b>

## 1. BASICS

Welcome to Skydive Finland's DZ Utti. Skydive Finland is Finland's biggest skydiving club with Cessna Grand Caravan and about 800 members. Here are some basic regulations and safety rules for skydiving at DZ Utti. Pay special attention to the safety regulations and moving around at the airfield.

We follow the most up to date aviation regulations and the instructions published by Finnish Aeronautical Association.

In Utti Airfield skydiving operations are allowed from Monday to Sunday from 8am to 8pm. During the holiday season from 15th June till 15th August the skydiving operations are allowed from 11am until 5pm. During competitions or other special occasions we can extend the operating hours maximum 5 days during the season to last until 10pm. We need to inform about the exceptional operation hours to the authorities and the Environmental protection authority of Kouvola and also inform the residents nearby at the website of the Licensee (Finavia). Skydiving operations are not allowed on Good Friday, 1st and 2nd Easterday, Midsummer Eve, Midsummer day, Christmas Eve and Christmas day.

During the limited operation hours we are using other airfields nearby (Lappeenranta and Selänpää) during mornings and evenings. See chapter 10 and appendix 1.

## 2. BEFORE YOUR FIRST JUMP

- When you arrive at Skydive Finland, please check in at our manifest office. Our staff will walk you through the waiver and orientation process and get you in the air as quickly as possible.
- Review the Rules and regulations properly
- Fill in the waiver
- Pay the membership fee for Skydive Finland or present the receipt of the payment
- Present a valid membership card (SIL, USPA or FAI Parachute certificate of Proficiency's level A OR a student log book with proper information about level A certification or an outdated licence + log book which shows you have 10 independent skydives in the past 12 months.
- Fill in the health insurance document at the manifest (you will not need one if you have a SIL membership)
- Get your gear checked and present your rig card. The expiry date of the gear will be documented in the manifest (+ BurbleMe)
- 
- • Esitä vakuutustodistus kolmannen osapuolen vastuuvakuutuksesta 1 000 000 €/€/\$ asti (esim. SIL -jäsenyyden kautta tuleva tai USPA kautta saatu jos henkilö asuu vakituisesti Yhdysvalloissa).
- Present your ID ( We need to copy the passport)

Please note that only certain people from Skydive Finland can check your documents and gear. Ask more from the Manifest.

Students from other clubs should always contact the Training Officer beforehand.

Skydivers from other countries: Present your documents preferably to the Training Officer or the Deputy Training Officer. Because Utti is a military airport, we need to deliver the military a copy of foreign citizen's passports

## 3. SAFETY

### 3.1 Safety

Safety is priority in all activities at Skydive Finland ry.

The obligations of the board of the association is to ensure the safety of the activities. The board of the association also ensures that Skydive Finland ry and its staff has enough resources and training to efficiently control safety.

We encourage you to report any safety-related events or potential hazards, even if you think they are small. We have an open culture of reporting where reporting the findings and expressing your opinion should not be anything you should be nervous of. Reporting all potential hazards is important also because of learning and also developing the skydiving operations.

We aim to:

- have accident free operating environment
- have a functioning safety management system, which we try to improve constantly
- have complete compatibility with the regulations concerned to us

Safety is everybody's responsibility.

### 3.2 Safety officer

Safety officer is Satu Ahola. Safety officer, together with all skydivers, is responsible for a safe environment and that available regulations are followed. Safety officer can also help you with filling up the Skydiving incident notification if needed.

Safety officer can ban skydiver for jumping maximum for a month if they do not follow the rules and regulations. The board of the association can decide about longer ban

### 3.3. Reporting

All hazards related to skydiving, which risk or could have risked the skydiver or air traffic must be reported immediately.

Skydiver must inform the pilot during the flight:

- any failure, defect or malfunction which could affect on the aircraft airworthiness or safety, including emergency systems

- any events where the safety might have been in risk or could be in risk

The other possible causes for Skydiving incident notification are for example: parachute malfunctions, using reserve parachute, unplanned outlandings, collisions during exit or free fall which could have caused a potential risk. Also all injuries should be reported. Also any other risks, including "close call" situations should be reported.

Let's keep the threshold for making the safety report low and learn from these situations.

Safety notifications are done electronically: [turvallisuuusilmoitus.laskuvarjo.fi](http://turvallisuuusilmoitus.laskuvarjo.fi)

Safety notification is done by the skydiver himself. For students the instructor/coach will do the safety notification.

Safety manager have the right to intervene if a skydiver refuses to do the safety notification.

## 4. MANIFESTING

We are using BurbleMe manifesting system. It allows selfmanifesting by using the application. In the end manifest makes the final decision on the load structure.

Remember to tell to the manifest if you are doing anything "abnormal" during the jump, which should be known by the pilot, ground person etc. (wingsuit, tracking suit), High pull (over 1500m) etc. This will be documented in the load list.

If you are renting the parachute from the club, check first with the training organization that it is available. Inform also manifest about the rental gear.

You can put yourself in the load even if your rig is not packed. Nevertheless you are not allowed to double-manifest. Organization can accept double manifesting when necessary (special occasions). During events we can agree about the day manifesting with the teams if needed.

## 5. BEFORE STARTING THE SKYDIVING DAY

Before starting the skydiving the ground person/manager and the pilot will decide on the jump run, jumping area and the exit point. When the air traffic control is open the pilot and the manager have to deliver the plan to the air traffic control and also make a check phone-call (05-340 8320) before starting the skydiving. If the jump run changes from the first notification this information must be given to the air traffic control.

- The following things have to be informed to the air traffic control:
- The operating time.
- Jumping area
- Possible traffic restriction.
- Contacts for each day.

The pilot must have the plan of skydiving action in the plane.

Every load must have a ground person who has a radio which is on the frequency of Utti (130,800MHz), listen only. When the air traffic control is open the ground person must have the radio on frequency 125,500MHz.

The manifest assigns a jumpmaster for each load. Check the instructions for loadmaster on appendix 2.

## 6. IN THE PLANE

### 6.1 Loading the plane

The jump master is responsible for the exit order (together with ground personnel if needed), controls the loading and takes care that someone takes both the loading stairs and the loading stand away. The loading of the plane happens from front to back in rows. Go to your own slot in the plane quickly.

A full plane is loaded so that there are four skydivers on each bench and six skydivers in two rows on the floor. This way the last row sits at the front edge of the door.

If the load is not full it must be loaded so that the weight is evenly distributed between the front edge of the door and the front wall.

The loading stand must be in place during loading the plane, even if the engine is running. The loading stand and the steps are removed when the engine is running.

The plane is loaded one skydiver at a time so that the center of gravity is in front of the plane during loading.

The skydivers sit back to the direction of flight. Fasten your own seatbelt and hand a seatbelt for the skydiver who comes to sit in front of you.

The jumpmaster takes the seat where he can communicate with the pilot. If needed, he informs the pilot the jump plan and the group sizes and is in charge of communication with the pilot in any extraordinary

situation. Jump master should use the headphones when communicating with the pilot when possible. There are two sets of headphones on the plane, one in each end of the plane.

## 6.2. Exit order:

1. FS-groups (from big to small)
2. Solo FS-skydivers
3. Free groups (from big to small)
4. Solo free-skydivers
5. AFF
6. Tandems
7. High altitude opening (over 1500m/5000FT) REMEMBER TO NOTIFY THE PILOT
8. Trackers go either first or last, moving tracking groups must agree their jump sectors
9. Wingsuiters always leave last

## 6.3. During the climb up

You must keep your seat belt and helmet on when under 300 meters (1000ft). Do not have any loose items with you. You may take the seat belt and helmet off when over 300 meters (1000ft). Over 300 meters (1000ft) one skydiver from two benches can move to sit on the floor and two skydivers can move towards the middle part of the exit door. You are not allowed to sit or lay your legs on the platform at the back end of the plane in any circumstances.

## 6.4. Permission to jump and the lights on the plane

Before the jump the pilot gives permission to open the door. The lights show when the door can be opened and when you can exit. The lights are on the back wall of the plane.

**Red light is on:** The door must be kept closed. There is no permission to jump out of the plane and it is not safe.

**Red light turns off:** There is permission to jump. The plane is on the jump run and in 15 seconds it is at the pre-defined beginning spot. You can open the door and the first group can start climbing to the door. You may exit. Remember to check your location and the air space visually. You cannot define the exit spot if you do not look out!

**The green light turns on:** The plane is at the first spot and the first group should exit. The green light is on when the plane is on the pre-defined jump run.

**The green light turns off:** The pre-defined jump run has been passed, you may still exit but on your own consideration.

**The red light turns on:** Close the door. You may not exit the plane, it is not safe.

## 6.5. When exiting the plane

Wait for your turn at your own place. Move to the door only after the previous group has exited to avoid the center of gravity to move too much towards the back of the plane. This also concerns the last groups. The skydivers at the front of the plane have to try to be as close to the front wall as possible.

Remember to keep proper separation between groups. The normal separation is 8 seconds. The suitable separation depends on the direction and strength of the winds.

When exiting the plane watch out the tail. There is a real risk to hit the tail so do not jump high up at the exit. Especially cameraman with "camera jackets" and wingsuiters must take this into consideration. Keep the wings closed at exit.

## 6.6. EXIT and group sizes at the door

There can be one skydiver on each step. There is one step in the front side of the door and one on the back side. Try to stand as front as possible when on the step. Skydivers over 100kg must discuss with the Skydive Finland officials about using the steps.

At the door, hanging on the handles outside the plane, there can be a maximum of 4 skydivers. Behind the red line there can never be more than six skydivers.

4-way and smaller groups can exit the plane without limitation.

5-way groups can exit the plane without limitations if there is a pilot plus at least one person in the front inside the plane. Weight in the front is not needed if the front step is in use or if the back step is not in use.

6-way groups can exit the plane without limitations if there is a pilot plus 4-9 persons in the front inside the plane. Two persons is enough if the front step is in use or if the back step is not in use.

7-way groups are ok if the skydiver who is on the front step is in the front of the red line and there is a pilot plus 5-9 persons in the front inside the plane. If the back step is not in use, 3-10 skydivers is enough in the front of the plane.

When jumping from the other aircrafts, you will have separate instructions.

## 7. EMERGENCY JUMP AND EMERGENCY LANDING

The instructions for the emergency jump are in the back wall of the planes. It must be followed. The instructions for the emergency doors can be found in each door.

### 7.1. Emergency jump

Minimum altitude for emergency jump is 300m (1000ft). Pilot determines the emergency jump by shouting three times: "HÄTÄHYPPY". The jumpmaster controls exiting. Everybody jumps in order, quickly. Wait for your turn at your seat. Caravans have jump door and three emergency exits (pilot's door, co-pilot's door and emergency exit at cargo space). Instructions on how to open the doors are found at the door.

Do not do emergency exit without permission from the pilot. In case of malfunction it is extremely important that the center of gravity does not move too back because the jumpers move.

## 7.2. Emergency landing

The instructions for the emergency landing are in the back wall of the planes. It must be followed. The instructions of the emergency exits can be found from each door.

Pilot determines the emergency jump by shouting three times: "PAKKOLASKU". In case of emergency landing, passengers must fasten their safety belts and hold tight to each other, put their chin on the chest and try to lean to the flight direction and stay as tight with each other as possible.

Evacuation: When the plane does not move anymore, exit the plane in good order as quickly as possible. Avoid propeller. Caravans have jump door and three emergency exits (pilot's door, co-pilot's door and emergency exit at cargo space). Jumpmaster ensures that the first aid kit (in the back of the plane) and fire extinguisher (on the left door of the cockpit) are taken with you if possible.

## 8. LANDING AREA, MOVING AROUND AIRFIELD AND OUTLANDINGS

### 8.1. Moving around airfield

At Utti Dropzone, moving around the airfield is subject to license. Because of that, the loadmaster and ground person must have a specific license. You cannot enter the airfield without a person who has that license

When moving around the airfield, you must be thoughtful and careful. You need to use the yellow safety vest always when moving on the airfield, except when you go for jumping or come back from the jump. We go to the landing area carefully by the right side of the platform. Always bypass the airplanes by tail side.

If you need to go to the fueling station, cross over the platform in front of the packing hall and walk outside the platform. Pay special attention when crossing over the platform. When an airplane is rolling at the platform, you must show to the pilot that you have seen the plane by standing still at the side of the platform until the plane has passed you.

A ground person must be notified about all external persons. We do not allow any external persons on the airfield, inside the fence. If there is a special need for that, they need to be accompanied by the person who knows the rules and regulations.

Air Traffic Control needs to give permission to all traffic at the airfield. All vehicles must have a radio. When ATC is open, the frequency is 125,500MHz and at any other time 130,800MHz

### 8.2. Landing area

Skydivers must move under the canopy to the north side of the runway as soon as possible. At 300m (1000ft) at the latest, skydivers must be inside the jump sector so that we do not need to limit jumping due to the landing pattern of the airplanes.

You are not allowed to cross the runway under 300m (1000ft).

Landings are always according to wind-T. Landing closer than 60m to the runway, taxiway or platform is forbidden.



After landing you must stand up immediately and pick up your parachute so that the ground person can see that everything is ok. When moving around the landing area you must pay attention to the air space for other skydivers. When you see another skydiver approaching, stay still until (s)he has landed.

Students must keep the helmet on as long as they are in the landing area.

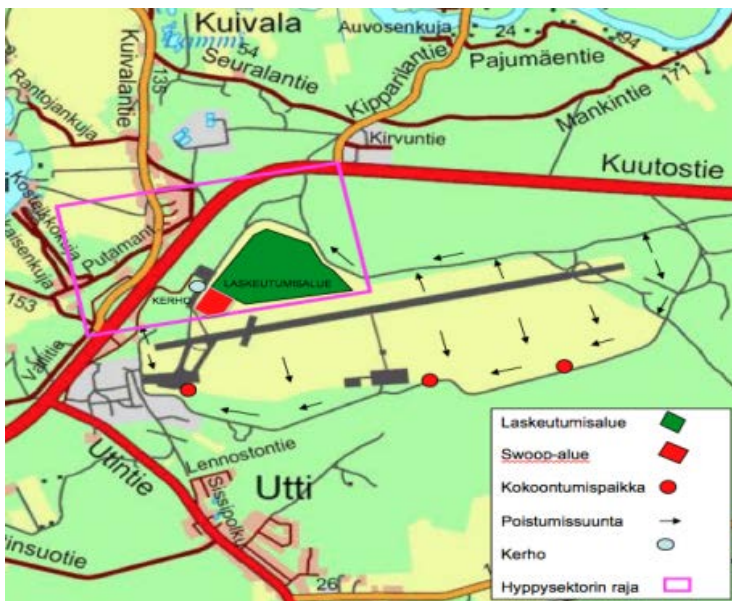
All landings should be done according to the landing pattern which has been decided beforehand by the ground person (together with jump master).

**NOTE! No turns over 90 degrees to the main landing area.**

Even while performing a 90 degree front riser turn for landing, jumpers must exercise extreme caution while performing surge (getting front riser pressure lower by using toggles before turning). Jumpers must be aware of their surroundings at all times during landing pattern and especially while performing high performance landings. Jumpers performing 90 degree high performance landings are always responsible for safety.

Area for high performance landings (over 90 degrees) / swoop landings is marked in red on the map. This area is reserved for performance landings up to 1000 meters so crossing over this area is prohibited. Only high performance landings (over 90 degree turns) are allowed to this area. The direction of swooping is always along the platform. The entering direction to the swooping area and the landing direction are decided by the ground person. Swoopers must stay inside the designated area during the entire high performance landing.

**NOTE: No normal landing patterns to the swooping area.**



- Laskeutumisalue = Landing area
- Swoop-alue = Swooping area
- Kokoontumispaikka = Meeting point
- Poistumissuunta = exit direction
- Kerho = club house
- Hyppysektorin raja = borders of jumping area

### 8.3. Landing off

When you land outside the landing area at the airfield you must go directly to the road which circulates the airfield (see the map). If you land to the south side of the runway (military area), move to the meeting points (see the map) or to the road. Under any circumstances DO NOT walk towards the runway or runway clearways, always away.

Wait for the transportation, do not go over the fence. Ground person arrange the transportation. The car transfers to the meeting points thru military police or by the circulating road.

If you land to the runway or close to it (less than 60m), immediately walk away, far enough. Never walk towards the runway or runway clearways.

#### **NEVER CROSS OVER RUNWAY OR RUNWAY CLEARWAY BY FOOT!**

When landing off outside the airfield, walk immediately next to the closest road so that the pick-up car can find you. Call the club if possible. If your parachute is stuck in the tree, do not try to take it off. Ground person will help you out with it.

Ground person controls that the whole load has landed safely and is in charge of arranging pick-up for the off landed skydivers when needed. Persons who pick up landed skydivers must be instructed properly and they should have mobile phones with them.

In case of an accident, the ground person is in charge of calling the emergency number and ensuring there is someone to guide them to the accident place. When ATC is on duty, they will control all the rescue activities.

Phone numbers: Ground person: +358 50 3427797, Manifest +358 40 537 8827

### 8.4. Fallen objects

If you notice or suspect that you have lost an object (helmet, shoe, goggles, camera) to the airfield, contact ground person. Utti airport must be informed about any fallen objects so that the maintenance can check the runway, taxes etc. and remove all objects which may cause safety issues.

## 9. RESTRICTIONS TO THE SKYDIVING ACTIVITIES

At Utti airfield area (CTR) you CANNOT jump:

-with skysurf -board etc.

-with space ball etc.

Using a tube is allowed if the exit place is planned so that in case of releasing the tube it drifts to the landing area.

The smokes (intended for skydiving activities) can be used only by the permission of the Safety officer. Skydiver must inform the manifest about using the smokes so that it can be listed in the load list. Pilot must be notified by the jumpmaster. Smoke can be activated only outside the airplane. Skydiver with the smoke must sit close to the door while in the plane.

## 10. FIRST AID

If you see anyone to be hurt during landing, inform the ground person immediately and start first aid. If you have hurt yourself, lie down or sit down and try to wave if possible. Then the ground person notices that you have hurt yourself.

First aid kit is in the room opposite of the manifest. In addition there is a first aid kit for ground person and in the pick-up car and in the plane. In severe injuries, ground person arrange the ambulance and guiding for the ambulance to the accident place. When AirTrafficControl is on duty, THEY WILL LEAD THE RESCUE ACTIVITIES AT THE AIRFIELD.

Normally we use the radio frequency 125,500MHz. In case of emergency you should use 130,800MHz.

Always call ATC after any abnormal situation. The phone number to ATC is 05 340 8320.

The instructions of a serious accident can be found from ground person, manifest, pick-up car and on the notice board.

## 11. JUMPING TO THE OTHER AIRFIELDS

During the limited operation hours from 15th June until 15th August, and sometimes outside that time period, we use other airfields nearby (mainly Lappeenranta and Selänpää)

There is a separate instruction sheet for jumping to these Airfields , see attachment 1

## 12. OTHER INSTRUCTIONS

Skydive Finland is using the wingload limits, defined by Finnish Skydiving Committee, based on the jumpers experience.

A-license: wingload must be on the green zone on the table.

B- license: wingload less than 1,34 lb/sq.ft

200 – 500 jumps (C-license): Not recommended over 1,6 lb/sq.ft wingload. Before moving to fast/elliptical canopies, skydivers should discuss with a canopy flying trainer.

The updated table for wingload can be found from the noticeboard at the clubhouse.

Jumping with a camera requires at least a C-license and 200 free fall -jumps.

Using wingsuits you need to have a D license. You can jump with wingsuit also with A, B or C license if you have minimum 200 freefall jumps and you have done the First Flight course and have appropriate proof of that. For using wingsuits you must always follow the manufacturer's experience recommendations.

## APPENDIX

1. Skydivers instructions Lappeenranta - Selänpää
2. Jumpmaster checklist

# SKYDIVER INSTRUCTIONS

## LAPPEENRANTA/SELÄNPÄÄ

- Get familiar with the aerial picture of the airfields before the jump. They can be found on the wall of the clubhouse.
- Memorize the possible outlanding areas and also the hazardous areas (electricity lines etc.)
- Be ready in time. In the briefing we talk through the airfield(s), jumpruns, jumping order, landing patterns etc. Jumpmaster/ loadmaster will give the briefing. **Listen to the instructions!!**
- Landing patterns will be defined already before loading, based on the prevalent information about the winds etc. however the ground person will adjust the wind T based on the actual. **We land always according to wind T.**
- Take some **cash** with you if you want to buy ice cream or some refreshments after the jump.
- **Always keep your phone with you!** Save the number of the ground person of Lappeenranta +358 44 9371475 and Selänpään +358 50 342 7797.
- If you drop any item during the jump (shoe, camera, helmet etc.), please let the ground person know..
- Remember, we are guests at the airfield / club. Clean your own mess!!

### Lappeenranta -altitude 106m (Utti 103m)

-Jumprun will be decided by the ground person together with the jumpmaster and pilot at Utti, before we leave.

-Landing direction is usually adjusted to follow the runway so be ready to land on small sidewind. ALWAYS land according to the wind T.

-Be ready to pack your parachute without packing weight and possibly outside.

- Jumprun is always parallel with runway

- **We need to leave back towards Utti at the agreed time as there is a load waiting in Utti. Be ready in time.**

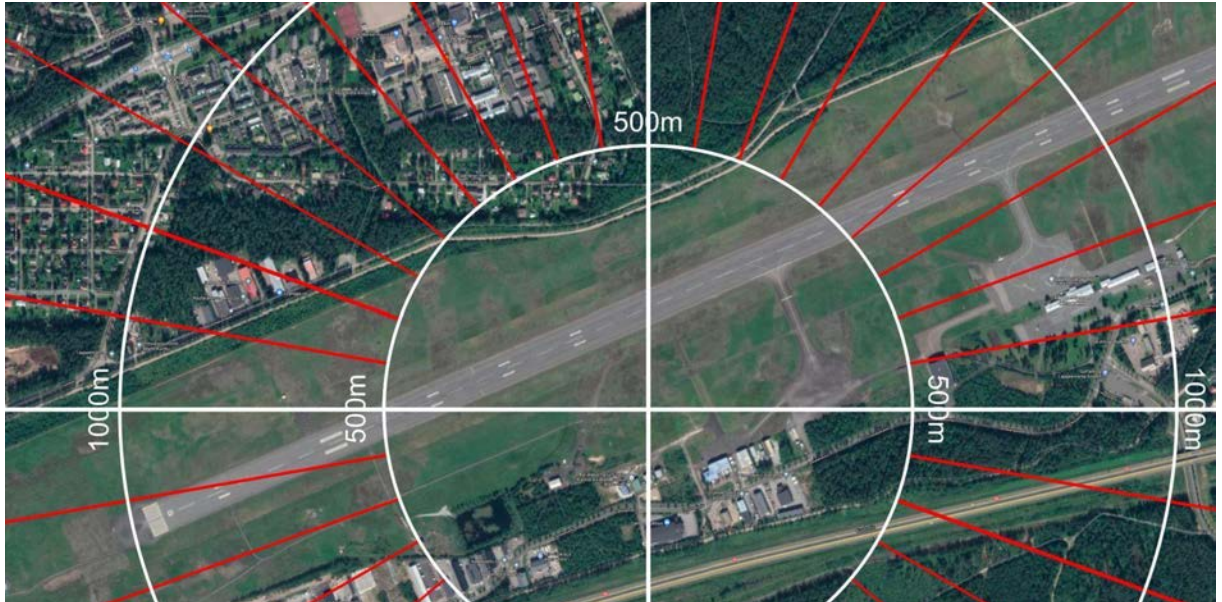
-Ensure someone informs the estimated take off time to Utti/Selänpää so that the ground personnel is ready. (pilot, ground person, jump master)

### Selänpää - altitude 127m

- Notice! The airfield is very clear, it is also very small. The main runway is 1km long and the gravel runway is 800m long.
- The jumprun is tempted to be south-north /north-south. There is a military zone on the east side of the airfield and we are not allowed to go there when it is active.
- Jumprun 0 crosses the airfield in the middle, where the runways meet.
- Lights:
  - Red turns off normally
  - Green light is turned on 20 seconds before the reference spot (the optimal exit point) **DO NOT JUMP BEFORE THE GREEN LIGHT IS TURNED ON**
  - Green light is turned off after the jumprun has lasted appr. 30 seconds.
  - Red line is turned on when it is unlikely to get back to the landing area.
- Jumpruns are built 185,2m apart either to east or west (Jumprun east 1,2,3... west 1,2,3...)
- The length of the jumprun is approximately 30 seconds so appr. 3 groups can exit from one jumprun. **We always take another jumprun when needed.**
- Notice: The jumprun is short so be aware the all jumpers may not be able to exit from the same jumprun. Big groups take some time to climb out etc. so take this under consideration when planning the jumps.
- **Look out from the plane before jumping!!** Each group must ensure the right exit point. If there are inexperienced jumpers on the plane, jumpmaster is obligated to help with checking the exit point. Do not hesitate to ask for a new jumprun.
- **Always keep your phone with you and save the number of ground person on your phone +358 50 3427797**

- After landing, remember to register to the ground person. They ensure everyone has a drive back to Utti.

### Lappeenranta:



### Selänpää:



## SKYDIVE FINLAND

### JUMPMASTER CHECKLIST

- Check the weather conditions with the ground person
- Check the load list - roll call
- Instructing the jumpers on the load
  - Jumprun, direction, first and last exit points
  - Landing pattern
- Exit order
- Responsible persons for loading stairs and loading stand.
- Overseeing the loading (center of gravity)
- Informing pilot
  - Number of jumpruns, direction
  - Jumprun altitudes
  - Number of jumpers per jumprun
  - Big formations
  - Wingsuiters
  - High pulls
  - Tandems
- In emergency situations (emergency jump or emergency landing) communicating with pilot and instructing jumpers