

## British Skydiving Riggers' Subcommittee Terms of Reference

Quorum - 4

Name
Riggers' Subcommittee
Status
A Subcommittee of the Safety & Training Committee (STC)
Purpose
On behalf of STC, to deal with matters relating to Equipment and Rigging within skydiving.
Composition
<ul style="list-style-type: none"> <li>At the last meeting of each year, STC will formally elect the Riggers' Chair for the following year. Nominees for Riggers' Chair should ideally, but not necessarily, be a Rigger Examiner (RE), but in any event, must be a full British Skydiving member who holds an Advanced Rigger rating. The Chair of the Riggers' Subcommittee will be co-opted to STC, if not already a member. Co-opted members of STC are not entitled to vote (see Form 211A).</li> <li>The Chair may appoint a Vice Chair (who must hold the appropriate qualifications) to act in their absence.</li> <li>Membership of the Riggers' Subcommittee shall comprise all Rigger Examiners (REs), Advanced Riggers (ARs) and Parachute Riggers (PRs).</li> </ul>
Voting
<ul style="list-style-type: none"> <li>The quorum is four members eligible to vote on the item/s at the time being under consideration, as follows:  Rigger Examiners (REs), Advanced Riggers (ARs) and Parachute Riggers (PRs) may vote. Only REs and ARs may vote on items relating to:                             <ol style="list-style-type: none"> <li>1. items relating to the requirements for work carried out by ARs and above (container and reserve repair, modification, manufacture, and equipment acceptance);</li> <li>2. on the training/qualification requirements for all riggers, as stated in the British Skydiving Operations Manual; Section 14 Paras 2, 3 and 4 respectively;</li> <li>3. disciplinary matters.</li> </ol> </li> <li>The Chair has a second or casting vote in a tie.</li> <li>Where these voting rights are disputed the Chair will decide on their validity.</li> </ul> <p>British Skydiving rules for proxy votes apply, viz: A vote by proxy is the right of a voting member of the Riggers' Subcommittee to exercise their vote on any motion which, from the agenda or papers for the meeting they know, or may reasonably expect, will arise. The absent Member has the right to appoint the Chair of the meeting as their proxy to cast their vote at the meeting. The proxy vote must be made in writing, which includes fax, and by e-mail from a recognised or verifiable e-mail address of the voting Member. The Chair of the meeting is then duly obliged to cast the absent member's vote in accordance with their written instructions.</p>
Responsibilities
<ol style="list-style-type: none"> <li>1 Approval and acceptance of parachute equipment and modifications as required under Section 6 of the British Skydiving Operations Manual.</li> </ol>

- 2 Formulation and revision of the Riggers' Manual.
- 3 Formulation and revision of the Safety Notice Index.
- 4 Formulation and revision of Rigging Training Syllabus.
- 5 Formulation and revision of the Packing Training Syllabus.
- 6 Discussion of equipment safety issues and taking actions where required.
- 7 Packing and rigging disciplinary matters in accordance with the British Skydiving's Disciplinary Procedures.
- 8 Establishing projects that may progress the safety of equipment.

Decisions made by the Riggers' Subcommittee will require ratification by STC, either by approval of the Minutes of a Riggers' Subcommittee meeting, or by the presentation of a Riggers' Subcommittee decision by the Chair of the Riggers' Subcommittee to STC.

#### **Subsidiary bodies** **Reporting in:**

No internal standing bodies report in.

#### **Additional details**

- There shall normally be six meetings per annum which will usually take place on the same day as an STC meeting.
- British Skydiving members may observe at meetings of the Riggers' Subcommittee and also have the right to speak, but the Chair may choose the moment and order in which those who wish to do so may speak, only curtailing contribution(s) when it becomes apparent that the same point or argument is being repeated by different speakers.
- Non-British Skydiving members may attend only with the permission of the Chair.
- At the Chair's discretion, any item may be discussed in closed session. In addition, any individual who may be subject of a disciplinary matter will have the right to have the matter dealt with in closed session.
- Meetings must be notified in advance, with an agenda, to eligible members.
- Any items of business must be notified to the British Skydiving HQ in writing at least two weeks before a meeting. Additional agenda items may only be accepted at the Chair's discretion.
- Only minor items may be included as AOB, none of which affect any previously made rulings etc, or nothing which requires any Rigger not previously at the meeting, to have, or want to have any input into. Unless the subject is an absolute emergency, it should not be dealt with until the next meeting, as all Riggers are entitled to see what will be discussed at the meeting. (Informal questions may be asked, and informal answers given. However, the informal answer by itself does not give any formal authority to carry out the original request. This would probably require an agenda item at the next meeting.)
- The dates by which agenda items for the next meeting should reach the British Skydiving HQ, shall be included at the end of the minutes of the last meeting.
- Only members of the Riggers' Subcommittee, British Skydiving Council, Chair of STC, the Chief Operating Officer, and the Safety & Technical Officer may table items for discussion, though any member may put in writing a request for an item to be placed on the agenda.

#### **Annual review of this document**

This document will be reviewed annually, and any proposed variations shall be subject to approval by the Safety & Training Committee and ratification by Council to maintain consistency across committees as applicable.