
Safety & Training Committee

Minutes of the meeting held on
Thursday 17 November 2022 at 19:00
on Microsoft Teams

Present:	Jeff Montgomery	-	Chair STC/STO
	Iain Anderson	-	Skydive St Andrews
	Alex Busby-Hicks	-	Skydive Tilstock
	Stacey Canning	-	APA
	Mike Carruthers	-	Skydive North West
	Bryn Chaffe	-	Skyhigh Skydiving
	Andrew Duncan	-	Cyprus
	Nick Hynes	-	Black Knights
	Chris McCann	-	Skydive Hibaldstow
	Mally Richardson	-	Skydive Jersey
	Nick Robinson	-	Skydive Ireland
	Pete Sizer (from Item 5(b))	-	Chair Riggers' Subcommittee / Headcorn
	Gary Small	-	Skydive Chatteris
	Jason Thompson	-	Beccles Skydivers
	Jason Webster	-	JSPW(N)
	Richard Wheatley	-	Skydive Langar
	James White	-	Paragon Skydiving
Apologies for Absence:	Dylan Bartle	-	RAF Weston on the Green
	Andrew Pointer	-	Sibson Skydivers
	Paul Floyd	-	Skydiving London
	Sara Orton	-	Skydive GB
In attendance:	Mary Barratt	-	Council
	Tony Butler	-	Chief Operating Officer
	Dr John Carter	-	British Skydiving Medical Adviser
	Liam Domin-Goddard	-	Communications Officer
	Trudy Kemp	-	Assistant to COO/STO/Secretary
	Craig Poxon	-	Chair – British Skydiving
Observers:	Kev Dynan, Jake Hard, Mike Patchett, Charlie Robson, Mark Robson, Mike Rust.		

ITEM MINUTE

1. WELCOME

The Chair welcomed all members and guests to the 6th STC Meeting of 2022.

The Chair welcomed Nick Robinson to STC who had recently taken over as Chief Instructor of Skydive Ireland.

The Chair gave the meeting details of the procedures for wishing to speak, voting etc, and stated that the meeting would be recorded to assist with preparation of the minutes, after which the recording would be deleted.

2. DECLARATIONS OF ANY CONFLICTS OF INTEREST

The Chair asked that any voting member with a personal, financial or material interest in business on the agenda should declare that interest at the appropriate item.

3. MINUTES OF THE STC MEETING OF 29 SEPTEMBER 2022

It was proposed by Nick Hynes, seconded by Nick Robinson that the Minutes of the meeting on 29 September 2022 be accepted.

Carried Unanimously

4. MATTERS ARISING FROM THE STC MEETING OF 29 SEPTEMBER 2022

Page 2. (Item 4 - Matters Arising from Previous Minutes - Fatality Panel of Inquiry)

Richard Wheatley, (Panel Member) updated the meeting on the Panel's progress so far. He stated that the Panel had been looking at an update to the Camera manual, and it was hoped to have something to present to the next STC meeting.

5. RIGGING MATTERS INCLUDING MINUTES OF THE RIGGERS' SUBCOMMITTEE MEETING OF 29 SEPTEMBER 2022

a) The Chair reported that a resumé of equipment related incidents had been included with the Agenda:

i. Reserve Slinks

An equipment incident report has been received, that during a routine repack and inspection, several anomalies were picked up during the process. The container was a Javelin, DoM 03/1997, with a Techno 140 reserve, DoM 03/2000, with no AAD fitted, as it was primarily used for Canopy Formation.

During the initial inspection it was noticed that PD reserve Slinks had been used on the reserve. Use of Slinks is not authorised by the manufacturer of the reserve. The reserve pilot chute also appeared to have been incorrectly stowed and was clearly visible and protruding out of the bottom reserve flap (see images below):



A product service bulletin on the container was also in effect from May 2000, (SPSB03032000,) and affects the Main Closing Loop Retainer. This is a recommendation for equipment manufactured from September 1993, and mandatory for equipment manufactured prior to September 1993.

The packer was contacted, and provided his comments, owning up to an oversight and making a mistake on his part by not validating the use of the correct slinks with the Techno reserve, however, he did inform British Skydiving, that the slinks had not been installed by himself. With regards to the packing of the pilot chute, he could only attest that it was not in that state when it was originally packed and had produced a photo of the equipment a week after the repack, which showed the reserve pilot chute packed in the correct manner.

The packer was also aware of the service bulletin and commented that the manufacturer only recommended and did not mandate and only cited the issue with small diameter line (Microline 500/Vectran 500) snagging on the main closing loop grommet. The owner intended to use a Lightning 126 main canopy exclusively with that container, which has Dacron lines.

The packer outlined this risk of the service bulletin to be minimal but did inform the owner that they should have both the main retaining tab and the reserve flap modified at the earliest opportunity.

All the anomalies found during the inspection, have now been rectified by an Advanced Rigger and the equipment is now back online. The packer has agreed to review his procedures and work closely with his mentor, to reduce gaps in his judgement.

ii. Closure loop breaking

An incident report has been received for a Licenced skydiver with 749 descents, who deployed the main canopy at approximately 3500ft. As the main canopy came out from the main D bag and started to form, the reserve pilot chute and free bag was seen going past the main canopy, a second or so after deployment. Both canopies deployed in a side-by-side configuration and shortly after they both went into a down plane. The skydiver cutaway the main canopy and landed safely under the reserve. The equipment was a Javelin Odyssey container, with a Storm 150m main, an Optimum 160 reserve and a Cypres 2 AAD.

The equipment was inspected immediately after the incident to look for a cause. The AAD had not fired, and the remains of the reserve closing loop were still in place. The reserve loop appears to have broken at the top of the loop (see images below):



During the inspection, no sharp grommets or edges to the reserve pin, or on the inside of the reserve pin flap cover was found. The kit was then inspected, repacked and during that process, no damage was found, and the kit has been put back online. It was also noted that the equipment was used 55 times for speed skydiving, since it was originally packed, which may have been a contributing factor to the loop wearing faster than normal. The direct cause for the damage was not found.

The packer who packed the equipment before the incident, was also contacted and confirmed that the reserve closure loop was changed during the repack process and a test pull was carried out, as the entire packing process was recorded on CCTV footage.

The packer also confirmed the packing standard procedure was, to change the closure loop, both main and reserve on every rig that goes through the loft for an inspection and repack.

It is also part of their routine to inspect and clean every tool that is used during a reserve repack. A 6" fine cut file, along with 400grit emery cloth and a Scotchbrite scouring pad are available for all packers to maintain their tools. Every rig is

independently inspected prior to it being returned to the customer. This includes a visual inspection of both closure loops.

iii. Reserve Static Line

A further equipment incident report has been received, detailing an error in the packing of a reserve, where the packer failed to thread the reserve cable through the Reserve Static Line (RSL) ring (see image below):



The packer stated that, when packing the reserve, he initially thought the container was not fitted with an RSL, and this was confirmed by marking the Record of Inspection form (ROI) as Non-applicable (N/A). He explained on the report, that he could only think that the RSL ring may have got tucked inside the yoke during the repack, leaving it out of site.

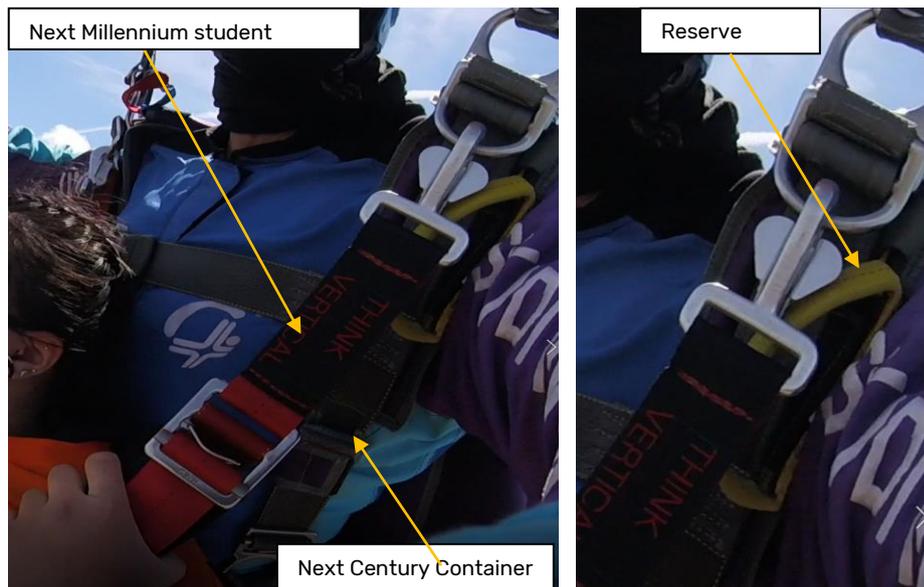
The packer also packed the main canopy the following day, however, he cannot remember attaching the RSL shackle to the main riser. The packer has also admitted to completing the paperwork (ROI) prior to attaching the main canopy to the container, a procedure which he has now changed, ensuring that he uses the checklist at each relevant stage.

Due to the severity of this oversight, the STO has sent the packer a letter reminding him of his responsibilities.

iv. Next Millennium Tandem System

It has also been reported that there may be potential problems with the Next Millennium Tandem student harness. The Next Millennium Tandem system was cleared for use on 23 September 2021.

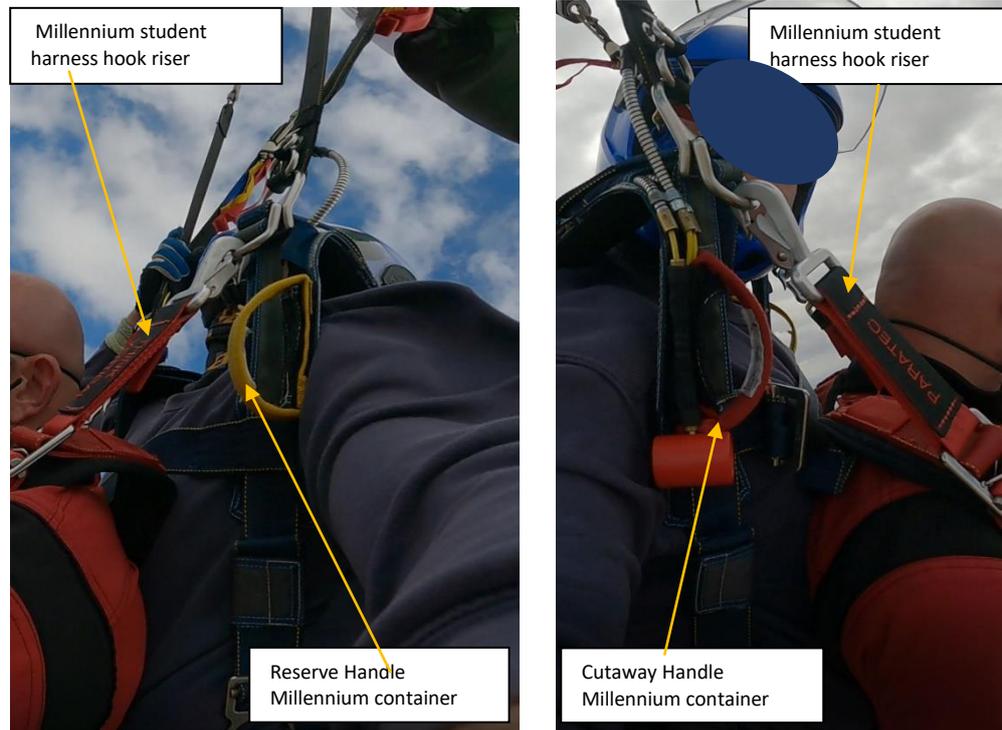
It has been identified that the Millennium student harness, if jumped with a Next or Next Century Tandem system, the student harness may obstruct the view or access of the cutaway and reserve handles once the main canopy is deployed (see images below):



This may be related to the fitting of the student harness. Written instructions have only just been made available by the manufacturer.

At present the Millennium Harness is only cleared for use with the Millennium system, as per the STC meeting of 23 September 2021.

The Millennium student harness, when jumped with the Millennium Tandem system, appears to not to restrict the emergency handles once the main canopy is deployed. (See images below):



The Chair reported that further evaluations are being conducted. He stated that as the Sigma harness also has forward mounted hook risers, Instructors are advised to consider this potential problem and ensure that they carry out their systems check during canopy flight, checking the cutaway handle, reserve handle and connectors.

Following consideration, it was felt by those present that a wider discussion was needed in conjunction with the Chair of the Riggers' Subcommittee regarding the mixing of component parts and whether consideration should also be given to whether Tandem student harnesses should only be used with the same Tandem system as produced by the manufacturer.

In the meantime, the Chair agreed to send out a notification to all Tandem Instructors reminding them that the Millennium Student Harness is only cleared for use with the Millennium Tandem system, as per the STC meeting of 23 September 2021.

- b. [Acceptance of the Riggers' Subcommittee meeting Minutes of 29 September 2022.](#)

It was proposed by Richard Wheatley, seconded by Jason Webster that the Minutes of the Riggers' Subcommittee meeting of 29 September 2022 be accepted.

Carried Unanimously

- c. The Chair stated that as there are no further Riggers' Subcommittee meetings scheduled for 2022, the following three requests required STC approval:
- i. [Re-instatement of Advanced Rigger rating – Derek Thomas](#)

Derek Thomas has been involved in rigging for his whole life, but somehow let his Advanced Rigger (AR) rating lapse in March 2021. Derek has remained current in rigging, at Elite Rigging in Florida.

Over the last few years Pete Sizer (Chair Riggers' Subcommittee) has met with Derek several times and is certain that he fulfils the requirement to be an AR.

Pete Sizer is therefore proposing that Rick Boardman (Rigger Examiner) evaluates Derek at Elite Rigging and if he is happy that Derek is current on rigging, and British Skydiving rules associated, he may endorse Derek's AR rating.

Following consideration, it was proposed by Richard Wheatley, seconded by Jason Thompson that the above request be accepted.

For: 15 Against: 0 Abstentions: 1 (Pete Sizer)

Carried

ii. 12-month extension to Basic Rigger rating – Brik Padfield

Brik Padfield completed the Basic Rigger (BR) course this year but will not be ready for the Parachute Rigger (PR) examination this December, and therefore requests an extension of 12 months to allow for examination next winter. This request is supported by Pete Sizer.

It was proposed by Iain Anderson, seconded by Richard Wheatley that the above request be accepted.

For: 15 Against: 0 Abstentions: 1 (Pete Sizer)

Carried

iii. Request to conduct a Rigging Course – George Panagopoulos

A request has been received from George Panagopoulos (RE) to conduct a Rigging Course at Skydive Buzz, Dunkeswell from 5 – 9 December 2022.

It was proposed by Jason Webster, seconded by Andrew Duncan that the above request be accepted.

For: 15 Against: 0 Abstentions: 1 (Pete Sizer)

Carried

6 ELECTION OF CHAIR OF RIGGERS' SUBCOMMITTEE FOR 2023

The Chair reported that one candidate, Pete Sizer, had been nominated for Chair of the Riggers' Subcommittee for 2023. He stated that Pete Sizer's Candidate Statement had been included with the STC Agenda.

The Chair stated that Pete Sizer is the current Chair of the Riggers' Subcommittee and had been nominated by Mally Richardson, and seconded by Carl Williams.

It was therefore, proposed by Mally Richardson (proxy), seconded by Carl Williams (proxy) that Pete Sizer is re-elected as Chair of the Riggers' Subcommittee for 2023.

For: 17 (incl 2 by proxy) Against: 0 Abstentions: 1 (Pete Sizer)

Carried

7 INCIDENT/INJURY REPORTS – RESUMÉ

The Chair reported that a resumé of incidents had been included with the Agenda:

- a. There have been 2 Student injury reports received since the last STC meeting. Both male. A static line student injured their knee on landing due to a high flare and not adopting a PLF position. When questioned after, the student stated they got confused as they believed the instruction given was directed at another student with a similar coloured canopy. An AFF Level 2 student dislocated their shoulder in freefall during a practice pull. The student landed safely. It was discovered after, that the student had a previous injury that had not been disclosed.
- b. Two reports of injuries to 'A' Licensed skydivers or above have been received. Both male. A skydiver with 700 jumps taking part in a 4-way FF jump approached the base a little too quickly and a minor collision occurred, the jumper landed safely without further problems, however, they complained later of discomfort to their leg, which was caused by some muscle damage. Another skydiver with 1,600 jumps turned low for landing, resulting in a hard landing and a cracked rib.
- c. Three reports have been received of Student malfunctions/deployment problems. 2 males and 1 female. A static line student had a poor exit and caught their right arm in the rigging lines as the canopy deployed. The student then cutaway using their left hand. Once the cutaway pad was released, the arm untangled, and the reserve fully deployed. Two AFF students carried out the safety counts too quickly, before their canopies had fully deployed, and thought they'd had malfunctions, both carried out their emergency procedures. One a Level 1 student, the other was on their Level 8 jump.
- d. There have been 16 malfunction/deployment problem reports received for Licensed skydivers. 15 males and 1 female. 9 of the reports were of twists that the jumpers were unable to clear and carried out their reserve drills. One was on a wingsuit jump. The jump numbers ranged from 203 jumps to 10,500, five of the jumpers had in excess of 2,500 jumps. One report was a jumper with 245 jumps who had crossed rigging lines. Another with 121 jumps had crossed risers. Another skydiver with 101 jumps had end cell closure and could not clear them. One skydiver with 182 jumps lost their cutaway handle on exit, did not realise until deploying the main and the RSL deployed the reserve. The jumper did not know what caused the cutaway pad to get dislodged. A skydiver with 872 jumps carrying out a wingsuit jump, had stability problems, caused by suit pressurisation zips, the jumper could not locate the main canopy toggle and deployed the reserve at 3,200ft. A skydiver with 749 jumps deployed their main and upon opening the reserve also deployed, the canopies went into a down-plane, the jumper cutaway the main. It was later discovered that the reserve loop had broken (see agenda item 5 – Rigging Matters – Equipment Incident resumé).
- e. There has been one Tandem injury report received since the last STC meeting, A Tandem Student dislocated their shoulder in freefall as the student brought their arms out after being tapped on the shoulder by the Instructor.
- f. There have been 12 Tandem malfunction/deployment problem reports received. 4 of the reports were for canopies rotating or spinning, either caused by twists or tension knots. 3 more reports were of tension knots resulting in cutaways. That is more than half the reports received involved tension knots. More care should be taken clearing twists in steering lines when packing. A report was received for a bag-lock, the TI deployed the reserve. Another report was for an end cell closure, caused by lines wrapped around part of the canopy. One report was of a TI pulling the primary at the normal height, nothing happened, pulled the secondary and nothing happened, tried squeezing the container with elbows, again nothing happened, the TI then deployed the reserve, both canopies inflated.

A report was received of a new TI on their seventh Tandem jump after qualifying. The TI was unstable on exit and the drogue became entangled with the Instructor's leg. The TI carried out their emergency procedures and landed safely with the student. The TI's Chief Instructor suspended the TI's probationary period, and the TI was given additional exit training and timing for throwing the drogue by a Tandem Examiner. The TI then carried out a jump with an experienced TI acting as student. The Tandem probationary period was then 'reset'. The TI has successfully completed more than 17 jumps since, all videoed.

A report has been received that following a Tandem descent it was noted that the AAD of the Tandem equipment appeared to show the unit was OFF. The equipment had been used for only the one jump. It was the TI's fourth Tandem jump of the day, the other 3 being on a different set of kit. On inspection, the Cypres AAD unit appeared to flash it's red LED without any input/push of the button. The kit was removed from service. The AAD was removed and returned to the manufacturer for testing. Statements were taken from those involved. In the TI's statement the TI was sure that they had turned the AAD on. The TI has completed over 2,000 Tandem jumps with over 324 in the last 3 months. The statement from the flight line checker was inconclusive.

In an email from the unit manufacturer, Airtec, they note no fault with the unit was found. They add that "there was no jump scenario recorded in the memory for this day". They also noted in an email relating to their inspection of this unit that there have some problems with the glass-plates of the display that they sometimes get loose and then the numbers disappear, adding in the same email that they would put a new control unit on that AAD.

The conclusion by the CI is that there isn't enough clear evidence to absolutely say whether the unit was not turned on or if the unit had a faulty screen. The fact that an erroneous light activation was seen by two, very qualified TIs does open an element of doubt. It was however the CI's belief that the most likely scenario is that the AAD unit was either not turned on or it was seen to initially go through its start up process but not then observed to the end. The TI was fully co-operative and open in his assistance and approach. The jump was completed without incident or injury. The TI has no previous recorded safety breaches. There was a clear question as to the quality of the flight line check that the TI received. It is well understood that it is easy to 'See what you expect to see' during these routine processes but this clearly reminds the checking person of the importance of this process in identifying safety issues. The CI had instigated the following actions.

1. Every TI is to be checked by at least a British Skydiving Instructor.
2. A new 'Tandem Flight line check' sheet has been produced. Those checking TI's must now sign this additional sheet at the time of checking the TI.
3. The Tandem Instructor and staff reminded of responsibilities during Tandem program and check process.

Both the Tandem Instructor and the Flight Line checker have also been written to by the STO reminding them of their responsibilities. The COO has also visited the PTO to discuss the incident.

- g. A report has been received of a double AAD fire, A recently qualified AFF Instructor and a Level 4 student. The Instructor/student pair had a good exit. On release the student began to turn. They became over focused on stopping the turn and lost altitude awareness. They did not follow their training and pull at an appropriate height. The Instructor was unable to get to the student. Despite several 'pull' signals being given, the student didn't recognise this until about 2000 feet. At this stage, the student followed rapidly by the Instructor deployed their main parachutes. The AAD's of both jumpers also then fired, resulting in both jumpers having a 'Two out' situation. The AFFI landing normally on the PLA with both canopies one in front of the other. The student landed on the PLA with both canopies in a side by side/ down-plane configuration. The canopies flew initially side-by-side but just prior to landing these separated slightly. The student suffered from a fracture to the Tibia during the landing.

Although there is no existing probationary period for a newly qualified AFF Instructor it is normal practise at the PTO for such an AFFI to complete a series of 2 Instructor (Level 1-3) jumps before starting to complete the 1-1 jumps. At this stage, when a suitable student is identified then the new AFFI will complete Levels 4-7 with them. This was the process followed in this case. The newly qualified AFFI had completed several L1-3 jumps and had completed L1-3 with this student. The pair were ideally suited from a fall rate, performance, and body shape prospective.

The Chief Instructor has taken the following actions:

1. The AFFI has been reminded of their responsibility to be altitude aware. For the AFFI to also have an AAD fire in addition to the student showed a lack of focus on their own safety
2. The AFFI to return / resume supervised, L1-L3 jumps.
3. The incident jump was reviewed by two British Skydiving (AFF) Examiners.
4. Instructional staff at the PTO be reminded/trained of the importance of being altitude aware and deployment of their own parachute at a suitable height.
5. Instructional staff be reminded/trained that students don't always follow their training and that the training provided on the ground is of huge importance. Primary safety teaching such as altitude awareness in a loss of control situation is of paramount importance.

The Chair stated that the above two incidents are good examples of how the incidents were dealt with at the PTOs by the CI and how the incidents were included are part of the PTO'S Safety Management Systems.

- h. Nine 'off-landing' reports have been received, One for a Tandem pair, 5 Students, 1 static line and 4 AFF (3 on consolidation jumps), and 3 Licensed jumpers.
- i. Four reports have been received of items coming off on exit, or in freefall. 3 camera radios and a camera battery.

Additional Incident Reports

The Chair reported that since the STC agenda had been circulated, the following Incident/Injury reports had been received:

Two student injury reports have been received, both to AFF Level 7 students. One student felt a pain in their shoulder having just carried out a back-loop, causing tendon damage, the student had a previous shoulder injury. The second student sprained their ankle flaring too high for landing. Two malfunction reports have been received of two Licenced skydivers with twists in their main canopy rigging lines. Another experienced jumper had a pilot chute in-tow, caused by the pilot chute being knotted. A report has also been received of twists in the lines of a Tandem canopy. Finally, an off-landing report has been received of a student on their second static line jump, who was unable to make it back to the PLA after clearing twists. The student landed in a tree and had to be rescued by the fire service, uninjured. Two reports have been received of Go-Pro cameras detaching from magnetic chin mounts.

8. PERMISSIONS

The Chair reported that there has been two Permission requests, both from Wayne Shorthouse, Team Leader of the Red Devils Army Parachute Display Team.

- a. The first request is for the Red Devils to carry out a display into an arena which falls outside the usual British Skydiving requirements.

The proposed display is due to be held at Epsom Racecourse on 3 June 2023. The display landing arena has a total area of 10,000 square metres (more than the 5000 square metre British Skydiving requirements).

However, the width of the arena is 30 metres (less than 50 metre width laid down in the Operations Manual).

The size of the display landing area was cleared by STC from 2012 and previous for the Red Devils under certain proposed caveats. The caveats are the same as 2012 / 2014 / 2015 / 2016 are as follows:

- i. 15 knots crosswind limit in the arena for all jumpers.
- ii. No landing of any CF in the arena.
- iii. Each parachutist must have completed a minimum of 700 jumps to take part in the display.

- iv. Each parachutist must have completed a minimum of 30 parachute displays.

All participants will be current full time team members and will have completed a pre-display season training camp.

The team are requested to carry out this jump each year and Wayne Shorthouse would like to request STC Permission to carry out this display jump whilst he is Team Leader without having to put clearance into STC for the future, under the same caveats and as long as there are no changes to the location. If there are changes, they would come back to STC.

Richard Wheatley asked whether STC should put a time limit of 5 years on this request rather than it being indefinite, as it was not known how long Wayne Shorthouse will remain as Team Leader.

Those present felt that as this cannot be determined at this time, it was pointed out that the request specifies, that if there is a change of Team Leader for the Red Devils or there are any changes to the requirements for this particular display in the future, a permission request would then come back to STC for consideration.

Following consideration, it was proposed by Pete Sizer, seconded by Jason Webster that the above request as submitted by Wayne Shorthouse be accepted.

Carried Unanimously

- b. The second request is permission for Wayne Shorthouse to be in overall charge of night and water displays carried out by the Red Devils Army Parachute Display Team instead of an Advanced Instructor. Wayne's requests states that he has been a demo jumper with the Red Devils for the last 12 years and has undertaken numerous job roles within the team.

Wayne Shorthouse has conducted over 300 displays, including 100 night jumps (displays and Military jumps) and 40 water displays, and numerous ground parties as DZ safety officer. He has over 4,000 jumps.

Wayne's current qualifications are:

- Team leader for the Red Devils and have been in post since 2019, part of the role includes coordinating the team training for the Red Devils each season.
- Tandem Instructor - with numerous military DIT teaching qualifications and numerous NEBOSH Health and Safety qualifications and the Army's Safety Environment Management System (SEMS) which is reviewed every 6 months.
- He is responsible for planning the Red Devils APDT display each season – both in the UK and overseas and have been doing this since 2017.
- Since 2017 he has been the team's jump master. He holds this title for both night and water displays
- Prior to his current role, he was the Red Devils Canopy Formation Stack Pilot. In which he had this responsibility for three seasons.

Wayne Shorthouse request states that he believes he has the required knowledge and experience to supervise as an Advanced Instructor would for water and night displays conducted by the Red Devils, ensuring this is done within the guidelines of the British Skydiving Operations Manual and without the need for an AI to be present.

Following consideration, some concern was raised by a number of STC members present that this request could open the floodgates for similar requests.

The COO pointed out that when this rule was made, it was made on the basis that an AI is the most experienced skydiver. He felt it was very unlikely the majority of AIs in the UK had completed as many night or water jumps as Wayne Shorthouse.

Those present felt that as STC has already given the same exemption to another Display Team, perhaps the Committee need to look at how relevant that requirement is now to have an AI present when running a night display or water jump and whether it should be based on jump numbers and experience level.

This would need further deliberation, and a proposal for STC to consider.

Following further discussion, it was proposed by Pete Sizer, seconded by Nick Robinson that the above request be accepted.

For: 13 Against: 0 Abstentions: 3 (Bryn Chaffe, Alex Busby-Hicks, Gary Small)

Carried

- c. The Chair reported that since the last STC meeting, the COO/STO have extended the following Advanced Packer probationary/supervision periods for six months:

Tom Curran, Scott Becker, Cameron Gunn and Gordon Orrock.

9. INSTRUCTOR COURSES

The Chair reported that there has been one Instructor Course held since the last STC meeting. Instructor Course 4-2022, at Skydive Langar, from 7-10 November. The Association wished to thank Skydive Langar for hosting the course.

The course report had been uploaded to the STC Sharepoint folder earlier this week and is for information only.

10. STC & RIGGERS' SUBCOMMITTEE TERMS OF REFERENCE - ANNUAL REVIEW

The Chair reported that it is Council policy that the Terms of Reference for all the Committees of Council are reviewed annually, towards the end of the year.

He stated that both the Terms of Reference for STC (Form 160) and the Riggers' Subcommittee (Form 194) had been included with the STC Agenda. There have been no suggested changes this year.

It was proposed by Pete Sizer, seconded by Gary Small that no changes at this time be made to the Terms of Reference for STC or the Riggers' Subcommittee.

Carried Unanimously

11. A.O.B

- a. The Chair asked CIs, if they have anyone, they wish to nominate for the Mike Forge Trophy (New Skydiver of the Year), they should send details of their nomination to the Chief Operating Officer before the end of the year.
- b. The Chair reported that the PTO Annual Return and revised Re-Affiliation form would be circulated in early December. He asked PTOs if they would kindly complete and return the forms as soon as possible once they had finished jumping for 2022. He stated that the Annual Return forms were the most urgent. The Re-Affiliation forms could be sent back a little later.

- c. The Chair extended his thanks to STC members for their support throughout this year and wished them a Merry Christmas and a Happy New Year. He stated that it is our intention to host a Safety Day for Instructors and for Riggers and Advanced Packers on Friday 27 January 2023, prior to the AGM and Expo on Saturday 28 January.

11. DATE OF NEXT MEETING

Thursday 9 February 2023 at **14:00**
Virtually by Teams.

The meeting closed at 19:50 (duration 00:50)

Distribution: Chair British Skydiving, Council, CIs, All Riggers, Advanced Packers, CAA, Editor – Skydive the Mag, File

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