
British Skydiving Safety & Training Committee (STC)

Terms of Reference (ToR)

1. Name

Safety & Training Committee (STC).

2. Status

A main Committee of Council¹ reporting to the Council.

3. Purpose

On behalf of, and as directed by, the Council, to deal with matters relating to safety and training within skydiving. STC is the principal forum for the consideration of technical matters within the sport.

4. Composition

- a. Chair elected by Council, who shall be an Advanced Instructor (AI) or Instructor Examiner (IE) who has held a British Skydiving Advanced Instructor rating within the previous five years, and shall ideally, but not necessarily, be a member of Council or a member of British Skydiving technical staff.
 - b. The Chair may appoint a Vice Chair, with the same qualification requirements as for Chair, to act in their absence.
 - c. Members of STC shall comprise all Parachute Training Organisations (PTOs) Chief Instructors (CIs) of British Skydiving Affiliated PTOs, together with the Chair of the Riggers' Subcommittee if not otherwise a member. Membership shall not include CIs of other organisations attached to, or associated with, British Skydiving PTOs.
 - d. The only co-opted member of STC shall be the Chair of the Riggers' Subcommittee, if not already a member of STC.
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5. Voting

- a. Quorum²: 7 voting members present.
- b. Motions³ are carried by a simple majority. Proposals to be considered by STC must be submitted on Form 354.
- c. The Chair of the Riggers' Subcommittee may not vote at STC meetings if they are a co-opted member of STC.
- d. Where voting rights are disputed, the Chair of STC will decide on their validity.
- e. During meetings, the Chair will manage counterproposals in response to any proposals regarded as unacceptable or unsatisfactory.
- f. The Chair has a second or casting vote in a tie.
- g. CIs unable to attend a meeting may appoint an Advanced Instructor or Examiner to represent them in discussion, but not to vote (see provision for proxy voting for absent members, below).

¹ The Board is the Executive Committee for the ratification of STC decisions.

² The minimum number of members of the STC committee that must be present at any of its meetings to make the proceedings of that meeting valid.

³ A formal proposal put forward for discussion or decision by the committee / Subcommittee

- h. The Chair of STC may request an e-vote⁴ on any motions which may require prompt action from STC members without the need to call a meeting in person or virtually. Approval of the vote is taken from the Quorum of STC members voting on the item of business as per paragraph 5(a) above.
- i. Conflicts of interest⁵ are managed by the Chair. Conflicts of interest include close family and related businesses that may benefit from the decision. Conflicts of interest have a time frame of 3 years after a relationship that might have been conflicted has ended.
- j. In the case of any proposals causing a situation where members of STC are conflicted, the proposed item of business will be elevated to the higher Executive Committee.
- k. The Executive Committee for STC is Council (Board of Directors).

Decisions made by STC will require ratification by its Executive Committee (Council), either by approval of the STC minutes or by the presentation of STC decisions by the Chair of STC or their representative. However, because of the need for prompt action in some circumstances, the decisions of STC have immediate effect and be subject to ratification at the next following Council meeting. British Skydiving rules for proxy votes apply, viz: A vote by proxy is the right of a voting member of STC 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, 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.

6. Responsibilities

- a. All matters relating to the training and qualification of skydivers, instructors, riggers, display jumpers and pilots.
- b. Formulation and ongoing updating/revision of the British Skydiving Operations Manual.
- c. Considering formal applications for variations from, or amendments to, the requirements of the British Skydiving Operations Manual.
- d. Disciplinary matters involving skydiving operations including alleged breaches of the provisions or requirements of the British Skydiving Operations Manual.
- e. Election of Chair of Riggers' Sub-Committee.

7. Subsidiary bodies

Reporting in:

- a. Riggers' Subcommittee - Chaired by an STC annually elected Advanced Rigger who is a member, or co-opted member of STC (see Form 211A).
- b. Specialist Interest Groups (SIGs): Pilots, Display Teams - Chaired by the Chair of STC or their nominee.
- c. Ad hoc⁶ Panels of Inquiry and Boards of Inquiry as may from time to time constituted by STC.
- d. Ad hoc Disciplinary Tribunals as may from time to time constituted by STC.
- e. Ad hoc working groups may from time to time be constituted by STC.

See section on Panels of Inquiry, Boards of Inquiry and Disciplinary Tribunals

8. Additional Details

⁴ The application of electronic technology to cast and count votes for a motion, proposal or decision without the need to call for a meeting.

⁵ A situation in which someone cannot make a fair decision because of personal interests - family, friendships, financial, or social factors - could compromise their judgment, decisions, or actions and could be personally affected by the result.

⁶ When necessary or needed.

- a. There will be at least six STC meetings per annum unless agreed differently by the Council.
- b. Meetings shall be held either in person, normally at British Skydiving HQ or through virtual⁷ means.
- c. All meetings shall be notified in advance, with an agenda, to all eligible STC members.
- d. Any items of business must be notified to the British Skydiving HQ in writing at least three weeks before a meeting.
- e. Where possible, the agenda and supporting papers will be published within the Safety & Training Committee SharePoint folder within two weeks of the meeting and the link distributed to all members.
- f. Additional agenda items may be considered only at the Chair's discretion.
- g. Only minor items may be included as AOB for discussion after the meeting agenda has been published none of which affect any previously made rulings etc, or nothing which requires any CI 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 CIs 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.)
- h. Only members of STC, British Skydiving Council, the Chair of STC, the Chief Executive Officer (CEO), Head of Safety, Training & Competitions (HoSTC), Safety & Training Officer (STO) may put forward items for discussion.
- i. British Skydiving members may observe at STC meetings 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.
- j. Non-British Skydiving members may only attend with the permission of the Chair.
- k. At the Chair's discretion, any item may be discussed as an in camera⁸ session. In addition, any individual who may be the subject of a disciplinary matter shall have the right to have the matter dealt with an in camera session.
- l. Approval of minutes: The draft minutes for any meeting shall be emailed to all committee members. Only those members present at the meeting and named in the minutes, can respond with any comments, corrections, or omissions by a set date. Approval of the minutes requires 51% of voting members present to agree that they are a true and accurate record of the meeting. In the event of failure to reach an agreement of 51% by the set date, the minutes shall be agreed and voted on at the following STC meeting.

9. Panels of Inquiry, Boards of Inquiry and Disciplinary Tribunals

Form 256B, Boards and Panel of Inquiry Procedures, sets out the role of Panels of Inquiry, Boards of Inquiry and Disciplinary Tribunals and should be consulted as the primary source. The following is a summary of the process in relation to cases involving safety and training. Reports to STC from bodies established under the Disciplinary Procedure may include (i) recommendations, as appropriate, on matters of safety and training (and/or wider matters for the British Council); and (ii) a statement of any disciplinary action arising from the disciplinary procedure.

- a. Panels of Inquiry
 - i. Panels of Inquiry relating to STC matters may be called by STC, the Chair of STC, the Chief Executive Officer, Head of Safety, Training & Competitions, Safety & Training Officer or Council.
 - ii. The task of a Panel of Inquiry shall be to investigate issues as directed and to report on them and, if necessary, formulate recommendations for consideration by STC and/or Council.

⁷ A virtual meeting is a meeting done online without a physical location.

⁸ In camera means to go into a private, confidential, or closed session for those committee members present, however, allowances can be made to include any parties the Chair requires for the specific issues being discussed.

- iii. The Panel will be appointed (with due regard to its impartiality) by the Chair of STC (or in their absence, by the Chief Executive Officer, the Head of safety, Training & Competitions or Safety & Training Officer).
- iv. A Panel shall be comprised of a minimum of three members. Ideally all members shall be Advanced Instructor or Instructor Examiners but in any event one member must be a current voting member of STC and one other must have held an Advanced Instructor rating within the previous five years. One member shall be appointed by the Chair of STC, the CEO, HOSTC or the STO as Chair of the Panel of Inquiry. It will report to STC as appropriate.

b. Boards of Inquiry

- i. A Board of Inquiry will automatically be convened following a fatality and may also be convened following a serious injury if such action is felt necessary by STC, the Chair of STC, the Head of Safety, Training & Competitions, Safety & Training Officer or Council.
- ii. The people responsible for the automatic convention of a Board of Inquiry following a fatality shall be the Chief Executive Officer, the Head of Safety, Training & Competitions and/or the Safety & Training Officer.
- iii. A Board of Inquiry shall consist of a minimum of two members, who shall be any of the Head of Safety, Training & Competitions, Safety & Training Officer, the Chair of STC, or any British Skydiving Instructor Examiner nominated by any one of them.
- iv. The task of a Board of Inquiry shall be to investigate and report the circumstances of a fatality or serious injury and to make any recommendations if felt necessary. It will report to STC.

c. Disciplinary Tribunals

If, during the investigation by a Board of Inquiry, a Panel of Inquiry, or if an allegation is received, where a breach of the requirements of the British Skydiving Operations Manual has taken place, or is suspected, a Tribunal may be formed to hear the evidence (see Form 256B – Boards and Panels of Inquiry Procedures).

10. Annual review of this document

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