
British Skydiving Riggers' Subcommittee **Terms of Reference (ToR)**

1. Name

Riggers' Subcommittee.

2. Status

A Subcommittee of the Safety & Training Committee¹ (STC)

3. Purpose

On behalf of STC, to deal with matters relating to Equipment and Rigging within skydiving.

4. Composition

- a. 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).
 - b. The Chair of STC will automatically be Co-opted to the Riggers' Subcommittee if not already a member.
 - c. Co-opted members of the Riggers' Subcommittee will have no vote.
 - d. The Chair of the Riggers Subcommittee may appoint a Vice Chair (who must hold the appropriate qualifications) to act in their absence.
 - e. Membership of the Riggers' Subcommittee shall comprise all Rigger Examiners (REs), Advanced Riggers (ARs) and Parachute Riggers (PRs).
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5. Voting

- a. The quorum² is four members eligible to vote on the item/s at the time being under consideration, as follows:
 - b. Rigger Examiners (REs), Advanced Riggers (ARs) and Parachute Riggers (PRs) may vote. Only REs and ARs may vote on items relating to:
 1. Items relating to the requirements for work carried out by ARs and above (container and reserve repair, modification, manufacture and equipment acceptance).
 2. On the training/qualification requirements for all Advanced Packers (AP) and Parachute Riggers (PR) as per the requirements in the British Skydiving Operations Manual³.
 3. Disciplinary matters.
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¹ STC deals with matters relating to safety and Training within skydiving. STC is the Executive Committee and principal forum for the consideration of technical matters within the sport.

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

³ The requirements for AP training are laid out in Form 169, as per Section 6, Equipment, Paragraph 8, Parachute Packing, Sub- para 8.3, Reserve Parachutes, N.B.4. The requirements for the training of Parachute Riggers are laid out in Section 14, Rigging, Paragraphs 2, Basic Rigger (BR), Paragraph 3, Parachute Rigger (PR), Paragraph 4, Advanced Rigger (AR).

- c. Parachute Riggers (PR) can vote on the following matters of business:
 - i. Permissions and Extensions to AP and BR ratings.
 - ii. Hosting and delivery of AP and Rigging courses.
 - iii. Various guidelines or changes to British Skydiving Forms and Manuals relating to their technical understanding.
 - iv. Changes to the Operations Manual with regard to packing of main and reserve canopies.
- d. Motions⁴ are carried by a simple majority. Proposals to be considered by the Riggers Subcommittee must be submitted on Form 353.
- 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. Where these voting rights are disputed the Chair will decide on their validity.
- h. The Chair of the Riggers Subcommittee may request an e-vote⁵ on any motions which may require prompt action from the Riggers' Subcommittee members without the need to call a meeting in person or virtually. Approval of the e-vote is taken from the Quorum of members eligible to vote on the item of business as per paragraph 5(a) above.
- i. Conflicts of interest⁶ 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. Any proposals where all Riggers' Subcommittee voting members encounter a conflict of interest on any the proposed item of business will be elevated to the higher Executive Committee.
- k. The Executive Committee for the Riggers' Subcommittee is STC.

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, 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.

4. Responsibilities

- a. Approval and acceptance of parachute equipment and modifications as required under Section 6 of the British Skydiving Operations Manual.
- b. Formulation and revision of Rigging' Manuals.
- c. Formulation and revision of the Safety Notice Index.
- d. Formulation and revision of Rigging Training Syllabus.
- e. Formulation and revision of the Packing and Advanced Packing Training Syllabus.
- f. Discussion of equipment safety issues and taking actions where required.
- g. Packing and rigging disciplinary matters in accordance with the British Skydiving's Disciplinary Procedures.

⁴ A formal proposal put forward for debate or decision by the subcommittee.

⁵ The application of electronic technology to cast and count votes for a motion, proposal or decision without the need to call for a meeting.

⁶ 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.

- h. Establishing projects that may improve the safety of equipment.

Decisions made by the Riggers' Subcommittee will require ratification by its Executive Committee (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 or the Chair of STC or their representative.

5. Additional Details

- a. There shall normally be a minimum of four meetings per annum which may usually take place on the same day as an STC meeting. These can be changed at the discretion of the Chair, in agreement with British Skydiving Technical Staff.
- b. Meetings shall be held either in person, normally at British Skydiving HQ or through virtual⁷ means.
- c. 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.
- d. Non-British Skydiving members may attend only with the permission of the Chair.
- e. At the Chair's discretion, any item may be discussed as an in camera⁸ session. In addition, any individual who may be subject of a disciplinary matter will have the right to have the matter dealt within an in camera session.
- f. Meetings must be notified in advance, with an agenda, to eligible members.
- g. Any items of business must be notified to the British Skydiving HQ in writing at least three weeks before a meeting. Additional agenda items may only be accepted at the Chair's discretion.
- h. Where possible, the agenda and supporting papers will be published within the Riggers' Subcommittee SharePoint folder within two weeks of the meeting and the link distributed to all members.
- i. 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 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.)
- j. 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.
- k. Only members of the Riggers' Subcommittee, British Skydiving Council, Chair of STC, the Chief Executive Officer, and the Safety & Training Officers may table items for discussion, though any member may put in writing a request for an item to be placed on the agenda.
- 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 Riggers' Subcommittee meeting.

6. Annual review of this document

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 subcommittee members present, however, allowances can be made to include any parties the Chair requires for the specific issues being discussed.

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