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## **British Skydiving Safety Committee & Riggers' Sub-Committees Protocols**

### **1. Purpose**

- 1.1 To provide a clear and structured process for supporting applicants who have not previously served on a British skydiving committee. This ensures that all committee members are equipped to contribute effectively to risk management and safety oversight of Sport Skydiving in the UK.
- 1.2 This paper has been written to cover protocol at most formal /structured meetings, although variations may apply to certain British Skydiving Committees. For example, the regulatory and investigatory nature of the Safety & Training Committee (STC) and the Riggers' Subcommittee means that they may routinely from time to time need to take late papers on urgent business.

### **2. Safety Committees**

- a. All matters relating to safety and training of members within British Skydiving, are dealt with by the Safety and Training Committee (STC) on behalf of and as directed by Council, the Board of directors.
- b. The Safety & Training Committee is the main committee formed by volunteers who provide expert advice to British Skydiving, in matters relating to Skydiving Safety. The Committee has a total of fifteen seats (See Appendix A).
- c. The Safety Committee has a Subcommittee which provides expertise on matters related to Skydiving Equipment, Rigging, and training of Riggers.

### **3. Riggers Subcommittee**

- 2.1 The Riggers' Subcommittee considers all matters relating to parachute rigging & parachute equipment safety on behalf of STC. This is a sub-committee of the STC and must have its decisions ratified by STC. The composition of the Riggers Subcommittee is formed by Rigger Examiners (REs), Advanced Riggers (ARs).

### **4. Specialist Interest Groups (SIGs)**

- 4.1 British Skydiving Specialised Interest Groups (SIGs) provide a valuable framework for a support and discussion network for members, who share an interest in a specific aspect of skydiving, 'a specialised interest'. They also provide a structure for Council through its Committees to liaise with members who share that specialised interest. The objectives and procedures for a British Skydiving SIG are laid out in Form 283.
- 4.2 Matters relating to the training of Skydiving Instructors, coaching qualifications and training requirements will be considered through the Instructor Examiner SIG.
- 4.3 Matters relating to Parachute Training Organisation (PTO) Chief Instructors (CIs), are considered by STC, however, STC may on occasions seek feedback and support from all Chief Instructors, to ensure any regulatory functions or implementation of changes, are introduced through consultation with the CI SIG.
- 4.4 Specialised matters relating to aircraft or pilots are dealt with by the STC with appropriate input from pilots and the pilots' SIG.

- 4.5 Skydiving Displays or Display Teams are dealt with by the STC with appropriate input from Display Team Leaders. Team Leaders are invited to attend any SIG meetings which can be called by them or at the discretion of the chair of STC.
- 4.6 Whilst the STC has a Riggers' Subcommittee, formed of RE and AR's, Parachute Riggers (PR's) are included in the SIG framework to further the support of Skydiving Safety.
- 4.7 Meetings of SIGs will be attended by the British Skydiving staff where practicable, including the British Skydiving secretariat where appropriate (secretariat services cannot always be guaranteed).
- 4.8 British Skydiving STC may have representatives of the Parachute Riggers, Pilots and Display Team SIGs within the main committee composition.

## **5. Leadership of the Safety Committees**

- 5.1 Both the main Safety Committee and the Subcommittee are led by Chairs who's responsibility revolves around committee meetings and the discussions and decisions that arise within them.
- 5.2 Both Chairs are responsible for overseeing the core functions of each committee and can be a time-consuming venture that requires extra time for the chair to plan and prepare for meetings.
- 5.3 Chair of the Safety & Training Committee
  - a. Is responsible for ensuring that the business of the Safety and Training Committee (STC) is conducted according to the STC Terms of Reference and Rules of Procedure (Form 160). The Chair of STC is a member of the technical staff, appointed by the CEO, by virtue of their position and responsible for reporting back to the CEO and members of Council on all matters related to Safety. The chair of STC is Co-opted on to Council at the inaugural meeting held at the AGM. The tenure of the Chair will be at the discretion of the CEO.
  - b. The Chair shall appoint a Vice Chair, to act in the capacity of chair in their absence.
- 5.4 Chair of the Riggers' Subcommittee
  - a. Is responsible for all matters relating to rigging & equipment safety which are considered by the Riggers' Subcommittee on behalf of STC and according to the Terms of reference (Form 193). Nominees for Chair of the Riggers' Subcommittee 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.
  - b. The Chair of the Riggers' Subcommittee will have an automatic seat on STC, if not already a member. Tenure for Chair of the riggers Subcommittee is three years. The composition of STC allows up to two Rigger Examiners, including the Chair. The Chair of the Riggers' Subcommittee shall be elected by the Riggers Subcommittee.
  - c. The Chair shall appoint a Vice Chair, to act in the capacity of chair in their absence.

## **6. Protocol for Committee**

- 6.1 Following the standard committee protocols set out below, which are broadly common to most committee-run associations, will help to make the most efficient and effective use of valuable meeting time in reaching informed decisions. The default method of circulation of agendas and papers etc is in electronic form through Microsoft SharePoint. The meaning of the term 'tabling' includes transmission by electronic communication on the day of a meeting.
- 6.2 It is good practice to have a paper (see Form 354 & 353), however short, to accompany each agenda item. Even a sentence or two of explanation for the agenda can be helpful (but note that agendas, unlike supporting papers, are routinely published on the British Skydiving website - so it should not contain any confidential or restricted information or personal data, etc). This enables Committee members to reflect on, and where appropriate to research or consult on, the matter in advance. In turn this should lead to a more focused and, in an ideal world, shorter - discussion around the table before an informed decision is taken.

- 6.3 Supporting papers should, wherever possible, be issued with the agenda (the Secretary will be pleased to advise on the schedule for preparation of the agenda, see para 2.6). In any case, papers should be issued at least several days in advance of the meeting. For example, for a meeting on a Tuesday, papers should normally be issued at the latest by the preceding Friday.
- 6.4 Submitting papers at a meeting, other than in exceptional circumstances, is not good practice. The Chair of a committee and its members may not have time to read them, or to digest, reflect and consult on them and does not normally bode well for a quality discussion and decision.
- 6.5 Substantive items of business should always be set out on the agenda. 'Any other business' (AOB) at the end of the agenda should be used only for pre-notified items that the Chair has agreed to take. Late items of business can be discussed under AOB at the discretion of the Chair but will not justify any immediate change. A detailed proposal shall be submitted as an agenda item at the next meeting to allow for any changes to be approved.
- 6.6 The British Skydiving Safety Committee Secretary deals with correspondence, including papers or proposals which to draft the agenda for the next meeting for the approval of the Chair, including any papers/correspondence received, and arrange to circulate the agenda and any supporting papers/correspondence to all members of the Safety Committee (Please note that others, including the Vice Presidents, Council members and staff will have access to the SharePoint folder. Only when correspondence/papers are circulated through the Secretary is there a proper official record at British Skydiving HQ and can it be deemed to be an official committee paper or correspondence.
- 6.7 A Committee member who wishes an item to be considered for inclusion on the next agenda should notify the Secretary in good time before the next agenda is due. The decision on the content of an agenda lies with the Chair's, though it is of course open for items which require attention.

## **7. Timetable for issue of agendas**

- 7.1 Agendas, together with supporting papers, are normally issued with one to two clear weeks between the date of issue of the agenda and the week of the meeting. Agenda items should be notified to both Chair and Secretary of the meeting as they arise, but preferably by no later than Monday in the week of issue of the agenda. (The Secretary's role is to draft the agenda, the Chair's role is to approve it for issue by the Secretary. The content and order of the agenda is ultimately the responsibility of the Chair.)

## **8. Oral reports from Chair of Riggers' subcommittee to the Safety Committee meeting later the same day**

- 8.1 The Chair of the Riggers' Subcommittee should report orally to STC on the main points that arose at their subcommittee meeting. If they miss out anything significant, other Committee members should help them out!

## **9. Proposals**

- 9.1 The Safety Committee will consider any of the following areas:

- Discussion Papers:
- Review of Training Procedures or Training Syllabus.
- Proposed changes to the Operations Manual.
- Exemption to the Operations Manual Requirements.
- Parachute Landing Area Clearance / Acceptance.
- Permissions / Extensions to member ratings.
- Exemption to Skydiving Display requirements.
- Other

- 9.2 Proposals or tabled papers should:

- a. Clearly identify any proposed changes to the Operations Manual by including the rule they wish to review or change, followed by

- b. Provide justification, through risk identification, safety concerns, practical experience, or changes in technology or equipment.
- c. Suggest a specific new wording to amend the current rule or replace with an update.
- d. Include supporting data, case studies, or incident reports if possible.
- e. Conflicts of interest, which may include close family and related businesses that may benefit from the decision.

### 9.3 Process of review

- a. British Skydiving HQ receives proposal in writing.
- b. Safety & Training Committee members review proposal.
- c. Stakeholders' consultation (PTOs & CIs) goes out.
- d. Consideration and review of feedback.
- e. Proposal is voted on.
- f. Changes become effective.
- g. Changes are published on the website.

## 10. Stakeholder Consultation

10.1 When a new rule or change is proposed, membership and affiliated PTOs can be informed via email, through the relevant SIG or via regular updates. In some cases, the proposed rule/change may initially be sent to all CI for comments and feedback.

10.2 Changes to training requirements of qualifications will be sent out to the relevant SIG or stakeholders for review or feedback before any changes are considered.

## 11. Committee composition

### 11.1 Safety & Training Committee

Chair – British Skydiving Head of Safety Training / Instructor Examiner  
 Member – British Skydiving Safety & Training Officer / Instructor Examiner / Vice Chair  
 Member – British Skydiving Safety & Training Officer / Instructor Examiner  
 Member – British Skydiving Medical Adviser  
 Member – Chair Riggers' Committee / Advanced Rigger / Rigger Examiner  
 Member – Instructor Examiner  
 Member – Instructor Examiner  
 Member – Affiliated PTO Chief Instructor / Joint Services Adventurous Training (JSAT).  
 Member – Affiliated PTO Chief Instructor  
 Member – Affiliated PTO Chief Instructor  
 Member – Affiliated PTO Chief Instructor  
 Member – Affiliated PTO Chief Instructor  
 Member – Advanced Rigger / Rigger Examiner  
 Member – Authorised Pilot / Pilot Examiner  
 Member – Display Team Leader / Can be Military

### 11.2 Riggers Subcommittee

All Advanced Riggers. The composition can be reviewed overtime.

## 12. Appointment of Committee seats

12.1 British Skydiving will publicly announce the committee vacancies through the current STC committee and on the British Skydiving Website, social media channels and emailed to membership, detailing the following information:

- a. Structure of the Committee (seats available).
- b. Expected time commitment.
- c. Tenure duration.

- d. Application process
- e. Deadline for applications.

12.2 Applicants eligibility and qualification requirements. Any member wishing to stand for a seat on the Safety & Training Committee, will apply as a volunteer, by meeting the following criteria:

- a. Submit an application form detailing the following information:
  - Full name and British Skydiving Membership number.
  - British Skydiving qualifications.
  - Description of any safety related responsibilities.
  - A Skydiving resume detailing current or previous roles.
  - A statement of interest detailing why the applicant wants to be part of the Safety Committee, and their perspective on safety challenges in the sport.
  - Declaring any conflict of interest.

#### 12.3 Review and Evaluation Process

- a. A selection panel (Council member, CEO, HOSTC, STOs) review applications based on:
  - Relevant experience and qualifications
  - Demonstrated commitment to skydiving safety
  - Ability to communicate effectively and work with others.
  - Professional reputation within British Skydiving.

#### 12.4 The panel may conduct:

- Verification of ratings and membership status.
- Optional interviews (video or in-person).

#### 12.5 Appointment and Notification

- Successful applicants receive:
  - A formal appointment letter or email
  - A description of term length (commonly 1–3 years)
  - Expected meeting schedules.
- Unsuccessful applicants may receive feedback on their application process and may be encouraged to reapply in the future.

#### 12.6 Appointment Terms

- a. All seats will have a three-year term appointment period, with a maximum tenure of up to nine years. Members will need to re-apply after a three-year period should they wish to continue on the committee.
- b. An evaluation or reappointment process will take place, for anyone wanting to take a vacant seat and will be opened by any qualified member who may want to volunteer on the committee.
- c. A staggered approach to committee seats is required, to preserve continuity, organisational knowledge and stability within the committee and allow for a rotation of committee members. Several seats will start with a one- and two-year term appointment initially.
- d. Any member who completes a nine-year tenure, other than those in ex-officio positions, shall stand down for a maximum period of three years, before being allowed to hold another seat.
- e. Five Seats are automatically awarded to staff, the medical adviser and the Chair of the Riggers Subcommittee. These automatic appointments are by virtue of the position they currently hold within British Skydiving. Four seats have an automatic three-year term starting in 2026, with the Chair of the Riggers subcommittee starting with a two-year term. After two years, the next appointment will automatically move to a three-year term.

- f. Affiliated PTO Chief Instructors will have a two-year term, after which, they will move to a three-year term following an evaluation process.
- g. The JSAT Chief Instructor will be nominated by the Ministry of Defence, to hold an allocated seat, as their representative.
- h. Instructor Examiners, Advanced Rigger / Rigger Examiner, Pilot, Display Team Leader have a one-year term, after which will move to a three-year term following an evaluation process. Eventually, all seats will be under a three-year term appointment.
- i. Should the committee receive fewer nominations than the number of vacancies available after the term, those applicants will be appointed for a further three-year term without a review and evaluation process.
- j. In the event that a vacancy arises due to an insufficient number of nominations, British Skydiving can undertake a targeted recruitment process to fill the position. This may include directly approaching eligible members.

12.7 There is no appointment process to serve on the Riggers' Subcommittee other than holding the required rating.

### **13. Resources**

- a. Form 160 STC Terms of Reference *(In Draft)*
- b. Form 194 Riggers Subcommittee Terms of Reference *(In Draft)*.
- c. Form 283 – SIGs objectives and procedures.
- d. Form 288 Members Code of Conduct.
- e. Form 400 Safety Committee protocols.