



# AUSTRALIAN PARACHUTE FEDERATION

R7

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## TEMPORARY CHIEF INSTRUCTOR APPLICATION

Proposed Temporary CI Name ..... Date of Birth ...../...../.....  
 CI Physical Address ..... APF No .....  
 CI Postal Address (if different).....  
 CI Email ..... Mobile .....

Training Organisation: .....  
 Current Chief Instructor: .....  
 Proposed period of Temporary CI appointment: Start Date: ...../...../..... Finish Date: ...../...../.....  
*Maximum period of approval is 3 Months*  
 Reason for Changing Appointment:  
 Extended absence of existing CI; or  
 Emergency, illness or personal event; or  
 Unplanned ceasing of the CI's engagement or standing down by the Club.

*To satisfy the requirement for a written request from the Club for the appointment of the applicant as the CI, and for nomination of TOM, a completed 'Form CL1 Club Application, Renewal and Change' will suffice.*

Training Organisation Details:  
 Written notification stating that the personnel, equipment, documentation and facilities that are presently available to the organisation will continue to be utilised (*attached*), or  
 Evidence the applicant has access to all the necessary personnel, equipment, documentation and facilities needed to satisfactorily conduct the parachute training covered in the proposed TOM (*attached*).

*If Senior Pilot is also to change, the proposed CI and Senior Pilot must complete and submit Form J3 for DAO approval.*

**Notes:** *The assessment and approval of new/changed Chief Instructors, Clubs, TOMs, and Senior Pilots are each separate processes. Training operations must not commence until each is approved and the APF Office makes the necessary appointments effective.*

*The applicant should work with Club and APF officers to ensure the APF Office and the National Training Officer receive all the information necessary for assessing the application.*

**Statement by Applicant:** I hereby declare that:

- I have met all APF requirements applicable to this application;
- I agree to abide by the approved TOM for the Club;
- I am committed to providing the necessary direct supervision; and
- I agree to abide by the APF Constitution, Code of Ethics, regulations, policies & procedures, as amended from time to time.

Applicant Signature: ..... Date ...../...../..... Club Affiliation: .....

*Have you considered making a donation to the Australian Parachute Team? Tax deductible donations to support our national teams with training and competition costs may be made to the Australian Sports Foundation. For further information visit [www.apf.com.au](http://www.apf.com.au)*

## NTO and APF Office use only:

Where applicable, have the following been provided:

- CL1 for Club
- J3 for Senior Pilot.

If deemed necessary by NTO or APF Office, evidence of Council's endorsement of the candidate:

- AIE
- Council Chair

Conditions imposed by Council (*if any*): .....

National Training Officer, in conjunction with the APF Office and consultation with area Council officers, confirms that the candidate:

- is 'a fit and proper person and of good repute' to hold the position of Chief Instructor;
- has the ability to conduct training operations safely and effectively;
- has a credible history as a professional instructor, able to handle the responsibilities of the position; and
- is suitable for the peculiarities of the particular Club;

Conditions imposed by NTO (*if any*): .....

**Recommendation by National Training Officer:** I have checked and assessed the above information and confirm that the applicant has met all APF requirements applicable to this application and is recommended for the appointment of Chief Instructor:

Signature: ..... Date...../...../.....

### Approval of the Safety & Training Manager or his/her delegate:

Comments (*if any*): .....

Signature: ..... Date...../...../.....

### Candidate Notification:

- Rejection of application, or  Approval of Application then  Written acceptance received

### Other Notifications:

- Club Nominated Person  Council  AIE

### Updates:

- APF Database  APF website  Any gap in candidate's capabilities has been noted for attention.