



**Australian Parachute Federation Ltd**

# **Procedures Manual**



This document is binding on all members. It contains procedures and information on policy of the APF Board and is subject to change.

It should be read in conjunction with APF Constitution and other APF regulatory documents.

**EFFECTIVE: 3 AUGUST 2016, V6**

**STATUS: MANDATORY**

This document is offered as a free download to APF members.  
Alternatively, contact the APF Office for a paper copy at a cost of \$5.00



**Warning**

***Parachuting and flying in parachuting aircraft can be dangerous.***

**IMPORTANT: Version Control**

It is important that members refer to the current version of this manual. This Manual is current only at the time of download from the [APF website](#), with date of issue and version number are shown on the cover page and incorporated into the footer on each page.

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## About this Manual

This Procedures Manual (Manual) contains mandated procedures necessary to implement APF policy.

This includes all binding operational decisions of the APF Board, which are not otherwise recorded in legislative documents such as the Constitution, Operational Regulations, Regulatory Schedules, Sporting Code, Service Bulletins, operational manuals or policy documents. It contains decisions from the September 1982 Board meeting through to the date of issue.

In November 2005, the Board adopted the title "Policy and Procedures Manual", replacing the original Standing Minutes. In December 2014, it was renamed "Procedures Manual". Whilst some policy statements may remain herein, separate individual policy documents may be obtained by download from the APF website or contacting the APF Office.

If any conflict arises between documents, then the APF Constitution, individual approved policies, and the Operational Regulations and Regulatory Schedules take priority. However, the Board may sometimes make binding decisions, with immediate effect.

The Board may also deem it appropriate to repeal or change decisions in the Procedures Manual.

Copies of superseded issues are archived as an audit trail for legal and/or knowledge preservation purposes.

## Revision

The date of this revision shown in the footer of each page.

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## **PART 1: POLICIES OF THE APF**

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### **1.1 APF Policy**

APF Policy is issued or confirmed by the Board. All regulatory manuals, Rules and Regulations must be approved by the APF Board (at a Board Meeting or via a postal vote) before being issued as APF Policy. *[See also the document hierarchy in Part 3.]*

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### **1.2 Powers of the APF Chairperson**

*[See other documentation or corporation laws for details.]*

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### **1.3 APF Logo**

Members must not use the APF logo in a way that could mislead people about the user's association with the APF.

*Note: See also the APF's Code of Ethics and the Club Regulations.*

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### **1.4 BASE Jumping**

The APF Board is not involved with BASE jumping. Our official position is:

"The parameters of the Australian Parachute Federation lie in sport parachuting operations from aircraft. While we are aware that parachuting descents are made from objects other than aircraft, our rules do not cover these descents and we are not in a position to control them."

*Note: The ASM may include BASE jumping, providing the APF does not appear to condone the activity.*

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### **1.5 Sexual Harassment Policy**

The APF's Sexual Harassment policy is available from the APF website or the APF Office. The Chief Executive Officer is responsible for the policy and its administration. Each area Council should appoint a contact officer as a local first point of contact.

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### **1.6 Risk Management**

The APF's Risk Management Policy is available from the APF website or the APF Office. The Chief Executive Officer is responsible for the policy and its administration.

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### **1.7 Member Protection Policy**

The APF has committed to a Member Protection Policy as recommended by the Australian Sports Commission. A copy of this policy is available from the APF website of the APF Office.

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### **1.8 Board Papers Retention and Disposal Policy**

The APF's policy on Retention and Disposal of APF Board papers is available from the APF Office. The Chief Executive Officer is responsible for the policy and its administration.

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### **1.9 Electronic Messages Policy**

The APF's policy on Electronic Messages as Records is available from the APF Office. The Chief Executive Officer is responsible for the policy and its administration.

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### **1.10 The Australian Army Parachuting Association (AAPA)**

The AAPA is accepted as a student training organisation, subject to each operation being authorised by the relevant Council to operate their 'adventure training' courses at civil DZs in their area.

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### **1.11 Asiania Parachute Federation**

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The APF is a member of the Asiania Federation, and delegates are elected at the annual APF Board meeting.

### **1.12 International Parachute Commission**

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The APF's delegates to the IPC are authorised to take up positions on the various sub-committees where possible.

### **1.13 Changes to APF Policies**

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Part 3 of this Manual describes the APF procedures for making changes to the APF constitution, policies, regulations and other key documents, as well as other proposals by members for change.

### **1.14 Board Contracts**

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Rule 4 of the APF Constitution references powers the APF has under the Corporations Act. Solely for furthering the Objects of the APF under rule 3 of the Constitution, section 124 of the Act sets out the legal capacity and powers of a company limited by guarantee.

The Board may enter contracts and other business relationships with companies. The APF's annual report includes its key relationships with external organisations and individuals.

### **1.15 Drug and Alcohol Testing**

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The APF supports drug testing at National Championships and is committed to its relationship with Australian Sports Anti-Doping Authority (ASADA). [APF Anti-Doping Policy - Asada Resource List](#)

CASA conducts random drug and alcohol testing independently of the APF and members are required to comply with CASA requirements. APF may need to be involved where members return positive test results.

## **PART 2: FINANCIAL GUIDELINES**

This is not an exhaustive list of APF fees and financial allocations. There are also financial references in other parts of this document, such as Funding Committee in rule 6.4 of this Procedures Manual and the Team Funding guidelines in part 10.

### **2.1 Financial Reporting**

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The APF's financial reporting date is 31st December.

### **2.2 Funds Management**

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#### **2.2.1 Delegation of Management**

In accordance with the Corporations Act, the APF Board shall ensure that APF money is used solely for furthering the Objects of the APF under rule 3 of the Constitution. The Chief Executive Officer is appointed to manage funds on a day-to-day basis, within the limits approved by the Board, and reviewed annually.

#### **2.2.2 The Fiona McEachern Sport Development Fund ("Fi Fund")**

The APF established the Fi Fund to sponsor a broad range of skydiving events, projects and individuals. It focusses support on grass roots members running grass roots events. See Part 7 of this Manual for more information and the APF website for Fi Fund guidelines and instructions on how to apply for sport development funding.

#### **2.2.3 The Australian Parachute Team Advancement Company (APTAC)**

APTAC is an independent trustee established to "promote the sport of parachuting to the extent that it falls within the control of the Australian Parachute Federation."

APTAC's Board of Directors who are appointed by the APF Board at its Annual General Meeting administer APTAC trusts.

##### **(a) Phil Hindley Project Development Trust**

Project development funding may be provided through this Trust. The APF Board, who at its discretion may approve funding allocation for special projects administers this Trust. See Part 7 of this Manual for more information.

Special project funding may be provided through this Trust. The APF Board, at its sole discretion may approve funding for worthwhile projects that are of national interest

##### **(b) Australian Parachute Team Trust**

APTAC may determine allocations to the APF from time to time for the purpose of team funding. APTAC decisions are made independently of the APF or any other parties. Grants from APTAC of this nature are to be used for training for World Championship or World Cup events in accordance with the APF performance based funding guidelines which are administered by the National Coach and National Competitions Officer. See Part 7 of this Manual for more information.

### **2.3 Table of Fees**

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A table of fees for APF services, licences, membership, certifications, ratings, etc, is set by the Board and subject to annual review.

### **2.4 Conference Attendance Funding**

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The APF will pay travel fares within Australia, accommodation, breakfast and conference registration fees, for attendance at APF Annual Conference, for the following APF officials:



- One Board delegate from each area Council
- Each National Officer
- A Safety and Training Officer (or an STA with prior approval)
- APF Office staff
- Others as approved by the CEO.

## **2.5 Board and Committee meetings**

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The APF will pay all travel fares within Australia, accommodation and breakfast for attendance at Board and approved committee meetings for those members that constitute the Board and other committees.

## **2.6 Risk Audit Funding**

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### **2.5.1 Funding per Audit**

- (a) Audits are generally conducted by STOs who are paid employees; however, audits may also be required that are outside the normal scope of employment and may be reimbursed.
- (b) The CEO or Safety and Training Manager may authorise a Safety and Training Advisor (STA) to conduct an audit, e.g. due to local knowledge, or when an STO is unavailable, or in remote areas, or to avoid conflict of interest. Where an STA has been authorised to conduct an audit, the STA will be paid in accordance with the prescribed amount.
- (c) Each Auditor may invoice the APF Office for travel and accommodation if required, at the applicable rate.
- (d) The costs incurred from any unscheduled audits are to be charged to the operator.

### **2.5.2 Corporate Audits**

The CEO may authorise a Corporate Audit if deemed necessary by either the Board or CEO. The CEO may allocate funding to personnel authorised to conduct the audit.

## PART 3: LEGAL, STATUTORY AND ETHICAL PROCESSES AND STANDARDS

### 3.1 Document Hierarchy

In addition to Australian statute and common law, the document hierarchy ranks in order of precedence the various Board-endorsed documentation that stakeholders will encounter. To the extent that any document lower in the hierarchy is inconsistent with a higher document, the higher document prevails.



#### 3.1.1 APF Constitution

The APF Constitution is the governing document of the APF voted into existence by the members of the APF. The Constitution outlines the governance of the APF in its entirety.

#### 3.1.2 Deed of Agreement, Instruments and Operational Regulations

The Deed of Agreement between the CASA and the APF provides CASA authority to the APF to administer parachuting activities in Australia in an organised and transparent manner.

In the absence of aviation regulations, the CASA Instruments further detail the authority and approval of the APF and its members to conduct parachuting activities.

The APF Operational Regulations are the regulations approved by CASA under-the Deed of Agreement. These regulate the conduct of parachute activities.

#### 3.1.3 APF Regulatory Schedules, Policies and other Rules and Regulations

- (a) The APF Regulatory Schedules are the rules and regulations within the scope of the Deed of Agreement, CASA Instruments and the APF Constitution. These schedules are approved by the Board to govern the conduct of parachute activities.
- (b) A policy is a mandatory statement of principle guiding the APF's operations and decision-making, which has APF-wide application. APF policies are agreed upon by the Board and signed by the Chairman of the Board. A schedule or other document appended to a policy forms part of that policy. Adherence to Policy is mandatory.
- (c) The APF Board delegates various responsibilities to sub-committees. The rules that govern APF Committees are contained in Charters or Terms of Delegation.

#### 3.1.4 Safety Management System (SMS) and Mandatory Manuals

The APF's organisational SMS and Club SMS template are mandatory documents, as are documents titled as "Manuals", which are mandatory.

### 3.1.5 Other APF documents

APF advisory and educational publications, procedural documents and guides, reports and records are available on the [APF website](#) and for information about them, contact the APF Office.

## 3.2 Procedure for Members to Raise Issues and Initiate Change

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### 3.2.1 Changes to Policies, Regulations, Procedures

Members wishing to suggest changes should follow the procedure described in 3.2.2 Motions from Membership, or in 3.2.3 Notice of Proposed Rule Making (NPRM).

### 3.2.2 Motions from Membership

The Board has adopted a Procedure for members to raise issues and make suggestions for change. This 3-stage process is based on the originator developing a written submission on the proposed change. The submission must contain sufficient information for assessment by the relevant personnel. The process incorporates NPRM in cases where it is prescribed.

#### **Summary of Procedure**

This procedure can be summarized into 3 main stages:

1. Member identifies issue and develops a written proposal for change
2. Initial analysis of issue by appropriate personnel or committee
3. Issue discussed, assessed and decision on change.

*These steps are described in the 2-part flowchart.*

### 3.2.3 Notice of Proposed Rule Making (NPRM)

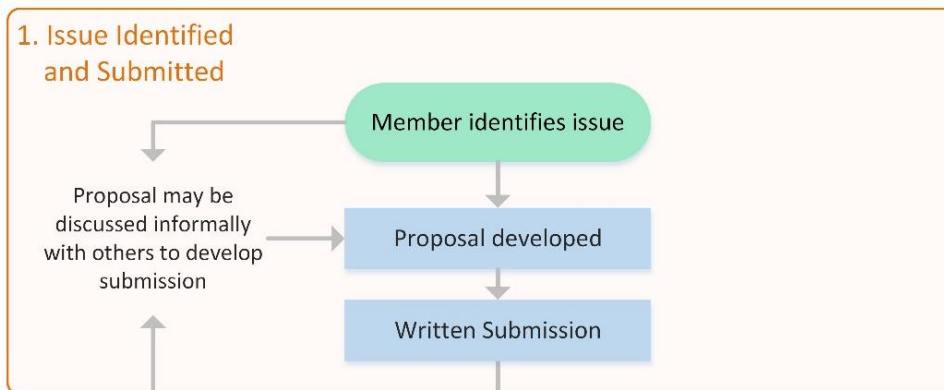
The NPRM process allows consideration of proposed changes to the Operational Regulations and if advantageous, other key documents. Input may be sought from members via the APF website and regular email updates. The Technical and Safety Committee also considers the proposed changes and a legal opinion may be sought before submission to CASA of the Operations Regulations, and approval by the Board.

The NPRM process may include the following steps:

1. Proposal of introduction or alteration;
2. Technical and Safety Committee review;
3. Membership consultation;
4. Consideration on feedback from consultation phase;
5. Final Technical and Safety Committee review;
6. CASA review (Operational Regulations only);
7. Board (and/or Governance Committee) review and approval;  
[May also require member vote at AMG if on Constitution]
8. Dissemination to the membership, stakeholder and interested parties; and
9. Rules and Regulations become effective.

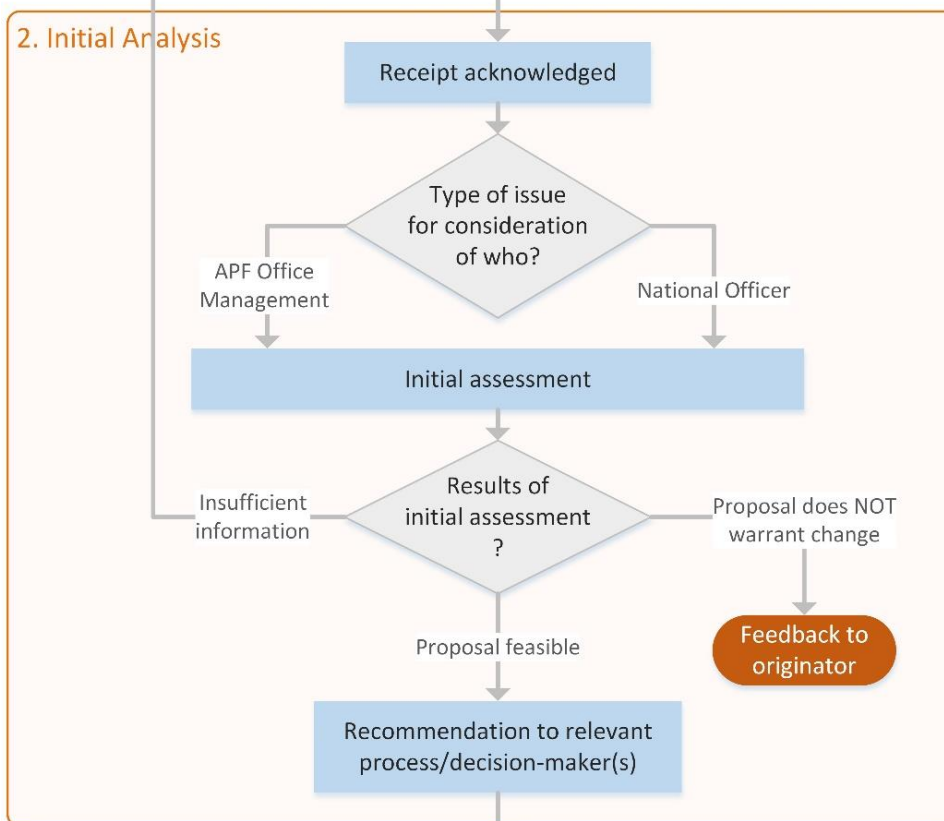
**Note:** Not all rule changes or corrections must go through all these steps. The APF Board, its Governance Committee, the CEO and the Technical and Safety Committee may also make some rule changes without the need to go through every step.

## Procedure for Members to Raise Issues



“Members” may also be Board Directors, National Managers, National Officers, etc.

- Submission to contain:
- The subject area and/or associated regulation, policy, advisory material or procedure
  - The course of action recommended
  - The impact on safety
  - A comprehensive justification
  - Improvements to efficiency
  - Any other achievable benefits or costs.



Proposal may be assessed by individual Managers, National Officers &/or Technical & Safety Committee.

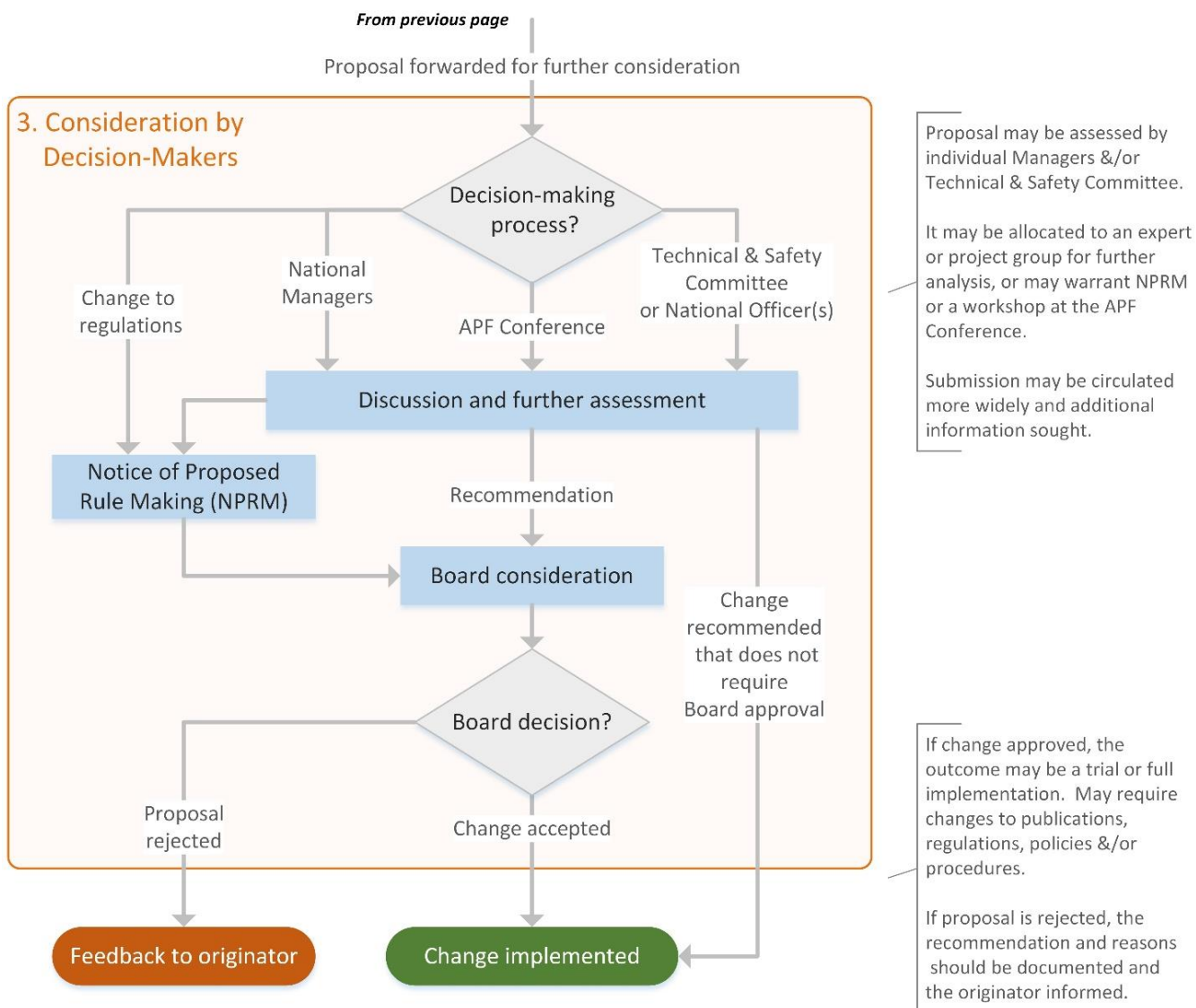
It may be allocated to an expert or project group for further analysis, or may warrant NPRM or a workshop at the APF Conference.

Submission may be circulated more widely and additional information sought.

If considered feasible, the proposal is advanced for consideration by decision-makers and if necessary, To the Board for final discussion and approval.

Proposal forwarded for further consideration

See next page



### 3.3 Ethical Standards

The APF requires all members and officials to uphold ethical standards of conduct when engaged in parachuting activities and professional positions for the APF. These standards are described by:

- Code of Ethics;
- ‘Fit and proper person’ requirements; and
- Directors' Code of Conduct.

These form part of APF Rules and Regulations. See APF policy on conduct and discipline for detail on the first two, and Board and Committee Rules and Regulations on the latter. The Misconduct Procedures Manual deals with breaches of APF Rules and Regulations.

#### 3.3.1 Code of Ethics

The APF’s ‘Code of Ethics’ is reproduced in the front of the Operational Regulations. It applies to all members, including Club officers.

#### 3.3.2 Directors' Code of Conduct

The ‘Directors' Code of Conduct’ is provided to all Directors upon their election (as part of their induction).

### 3.3.3 Fit and Proper Person

'Fit and proper person' obligations involve either statutory requirements by government of corporate officers, or regulatory, as required of rating holders by the Operational Regulations:

(a) **Statutory Requirements**

The CEO and Directors may be required to make 'fit and proper person' declarations related to their corporate control over APF functions covered by statute or other government standards (e.g. Corporate law for company directors, or ASQA requirements for the APF to become and RTO).

(b) **Regulatory Requirements**

The Operational Regulations require rating holders such as instructors, coaches, riggers and packers to be 'fit and proper' and 'of good repute'.

### 3.4 Claims Management

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(a) All insurance claims must be reported immediately upon receipt to the APF Office.

(b) Details of the APF's claims management procedure are available from the APF Office. It aims to assist members and Clubs in dealing with a claim and outlines how the APF will deal with the claim on behalf of the members.

(c) Cover may be excluded if:

- (i) a Member or an appointee or representative of an APF Club is found to have breached the regulations or requirements of R.S. 58, 4; and/or
- (ii) a Member has acted in a grossly negligent or incompetent manner or had reckless disregard to APF member requirements.

## **PART 4: BOARD-APPOINTED DELEGATES AND APF GENERAL MEETINGS**

### **4.1 Board-Appointed Delegates**

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The Board of Directors are responsible for electing and administering:

- Parachuting Protection Company (PPC) Directors
- Australian Parachute Team Advancement Company (APTAC) Directors
- ASAC Delegates
- ASIANIA Delegates
- IPC Delegates
- PIA Delegates.

### **4.2 APF General Meetings**

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The Company Secretary, supported by the Chief Executive Officer, is assigned the following responsibilities for APF General Meetings:

- Ensure notice of meeting is circulated.
- Receive notices of motion for the meeting and ensure they are put to the meeting, if they meet constitutional requirements.
- Receive proxy notices from members not present at the meeting, no later than 24 hours before the time of the meeting.
- Receive postal votes from members not present at the meeting, by postal or electronic means signed by the Member on an APF Postal Vote Form, no later than 24 hours before the time of the meeting.
- Ensure draft minutes of the meeting are sent to APF Board members, APF Clubs and Councils within 28 days of the meeting.

## **PART 5: APF OFFICE PROCEDURES**

### **5.1 APF Office Staff**

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For details of APF Office positions, refer to the APF's Annual report.

The CEO has discretion to decide on office staff remuneration and appointments without recourse to the Board, but within budget limits set by the Board.

### **5.2 Payments and Charges**

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#### **5.2.1 Cheques**

The people authorised to sign and/or countersign cheques and other negotiable instruments are any two of the following: Board Members, the Chief Executive Officer, Accounts Officer, the Executive Assistant, the Safety & Training Manager, Operations Manager or the Technical Manager.

#### **5.2.2 Affixing of the Common Seal**

The people authorised to affix the Common Seal of the APF are: APF Board members, the Chief Executive Officer.

### **5.3 Membership Services**

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*Note: Part of this Manual contains Board decisions about Student Membership Applications which are binding on all Clubs.*

#### **5.3.1 Membership Applications**

In addition to the requirements of the APF Constitution and regulations, applications and renewals must be made on the official forms or online via the APF website.

#### **5.3.2 Membership Year**

The Membership year finishes on 30 June. There is no grace period for receipt of annual membership fees.

#### **5.3.3 Electronic Renewal Notices**

The APF Office must provide each member with an Electronic Renewal notice 30 days before the membership year is due to expire.

#### **5.3.4 Paper Reminder Register**

Members may make request to the APF Office, to be added to a 'paper' membership reminder register.

#### **5.3.5 Associate Membership**

Non-jumpers may pay a price set by the Board to receive the Australian Skydiving Magazine but no other benefits or entitlements of APF membership.

#### **5.3.6 Jump Pilot Associate Membership**

APF Jump Pilots may pay a price set by the Board and will be made Jump Pilot Associate Members before being issued their APF Jump Pilot Authorisation. This membership must be renewed annually and does not entitle the holder to jumping, voting or insurance privileges.

#### **5.3.7 Life Membership**

Life Membership is available for purchase by individual members and Clubs, providing the applicant pays 20 times the current annual non-discounted fee.



### **5.3.8 Membership Register**

The APF Membership Register is maintained by the APF Office, and is the responsibility of the CEO. When a member resigns, or otherwise ceases to be a member, the Register must be notated accordingly.

### **5.3.9 Inspection of Books and Documents**

Members may inspect most APF records and documents at the APF Office, by arrangement, during office hours. The Chief Executive Officer is appointed as the custodian of all records relating to the APF and may restrict viewing of confidential information. (Note: APF Privacy Policy, available on the APF website, covers personal information.)

### **5.3.10 APF Mailing List**

The APF Mailing List may be sold to members at the discretion of the CEO, in accordance with the APF Privacy Policy. An individual member's details must not be included on this list if they have indicated such on their renewal form or at any other time in writing to the APF Office.

### **5.3.11 APF Publications**

APF Publications are available for download via the APF website or on request from the APF Office. They are available to members, free of charge. When Clubs supply these publications to members, they must not impose a charge. (May 05)

### **5.3.12 Electronic Messages**

The APF's policy on Electronic Messages as Records is available from the APF Office. The Chief Executive Officer is responsible for the policy and its administration.

### **5.3.13 APF members and competitors travelling overseas**

APF members issued with an APF Sporting Licence also hold an FAI/international Sporting Licence. However, FAI allows a parachutist to hold only one International Sporting Licence, i.e. issued by only one country. APF members must relinquish any existing foreign-issued International Sporting Licence prior to APF issue.

APF members competing in FAI-sanctioned international competitions or record attempts must ensure their membership is current and that their APF International Sporting Licence details are listed on the FAI Sporting Licence Database. Confirmation may be obtained by contacting the APF Office. This is the only approved method for FAI Sporting Licence eligibility in FAI-sanctioned international competitions and record attempts.

For more detail, see the APF Sporting Code.

### **5.3.14 Non-APF Operations**

APF members will not be indemnified by the APF for any parachuting activities at non-APF parachuting operations or non-APF sanctioned displays.

### **5.3.15 Trauma Counselling Program**

A Trauma Counselling program coordinated by the APF Office is available to APF members who have witnessed or been affected by, a parachuting related accident, to a maximum of six visits. Details of the Trauma Counselling program are available from the APF Office.

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## **PART 6: SAFETY AND INCIDENTS**

### **6.1 Safety**

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#### **6.1.1 Safety Decisions**

The APF Board or the Technical and Safety Committee may make safety-related decisions at any time, with immediate binding effect on all members. The APF Office must ensure such decisions are promulgated to the membership.

#### **6.1.2 Technical Directives**

Where there is some urgency to implement changes, a safety-related decision or a new or changed regulation may take the form of a Technical Directive.

### **6.2 Incidents**

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#### **6.2.1 Incident and Fatality Notifications**

R.S. 55 states: 'Incident notification' refers to documenting and communicating incidents from the field on notification forms. 'Incident reporting' is the system overseen by APF and includes APF Office compilation of 'Incident Reports'.

Incident and fatality notifications, including Statements of Fact, are to be treated as internal working documents, to be supplied to appropriate members only at the discretion of the APF's Safety and Training Manager or CEO.

*Note: See Regulatory Schedule 55 for more information.*

#### **6.2.2 Reports Requirements**

Incident and fatality reports being circulated must contain the words: "CONFIDENTIAL EMBARGO. This information is provided in the interests of accident prevention and is intended to facilitate safety studies within appropriate organisations. These reports must not be published without the prior approval of the APF's Safety and Training Manager or CEO.

#### **6.2.3 Inquest Representation**

When an official Coronial Inquest into a parachuting-related death is held, the CEO or Safety and Training Manager or their delegate will represent the APF.

#### **6.2.4 Incident Investigation Costs**

When incident investigations are required, the investigating officer/s may invoice the APF Office the prescribed fee (if not undertaken by an APF employee) plus travel and accommodation if required, at the applicable rate.

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## **PART 7: COMPETITION, FUNDING, SPORT DEVELOPMENT AND JUDGING**

### **7.1 APF Sporting Code**

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All State and National Competitions must be conducted in accordance with the APF Sporting Code.

### **7.2 Australian National Championships**

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#### **7.2.1 Appointment of Nationals Organiser**

The Board empowers the Technical and Safety Committee to determine where the Australian National Championships (**Nationals**) will be held based on bids received and to appoint a Nationals Organiser. The APF Board reserves the right for the APF to hold the Nationals.

#### **7.2.2 Nationals Controller**

The National Competitions Officer or National Coach may act as the “Nationals Controller”. If either cannot attend, an appropriate replacement may be appointed to act on their behalf.

#### **7.2.3 Marketing and Media**

The National Development Officer and Technical and Safety Committee are authorised to deal with issues surrounding media rights, naming rights and potential sponsors of the Nationals.

#### **7.2.4 Nationals Survey**

Each year the National Development Officer will survey people who attended the National Championships.

### **7.3 International Competition**

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#### **7.3.1 Australian Team guidelines**

Members of the Australian Team must sign a Memorandum of Agreement with the APF, binding the competitor and those travelling with them to agreed standards of behaviour while representing the APF.

#### **7.3.2 Head of Delegation / Team Manager**

The National Coach in conjunction with the Director Competition makes the appointments of Head of Delegation, Team Managers and Coach.

#### **7.3.3 Asiana Parachute Federation**

The APF is a member of the Asiana Federation, and delegates are elected and administered by the Board of Directors.

#### **7.3.4 International Parachute Commission (IPC)**

The APF’s delegates to the IPC are authorised to take up positions on the various sub-committees where possible and are elected and administered by the Board of Directors.

### **7.4 Fiona McEachern Sport Development Fund (“Fi Fund”)**

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Fi Fund details are available on the APF website.

#### **7.4.1 Funding Recipients**

Any recipients of APF funding must be current APF members, who owe no debt to the APF or any area Council.

#### **7.4.2 Sport development funding is broken into three (3) categories:**

**Level One** – applications are submitted to the National Development Officer (NDO) and are reviewed and decided upon by the NDO and National Coach (NC) or Chief Executive Officer (CEO).

**Level Two** – applications are submitted to the NDO and are reviewed and decided upon by the Funding Committee, following a recommendation from the NDO and NC or CEO.

**Level Three** – applications are submitted to the NDO and are reviewed by the NC or CEO and decided upon by the Board of Directors, following a recommendation from the Funding Committee.

### **7.5 Phil Hindley Project Development Fund**

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Where project proposals do not fall under Fi-Fund's funding categories, and may not be funded under the APF's normal annual budget, the Board may approve discretionary funding for such projects of national interest from the Phil Hindley Project Development Fund.

Members with project proposals should contact the CEO or National Development Officer to discuss making a written submission.

### **7.6 Team Funding**

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#### **7.6.1 APTAC Funds Distribution**

Within one month of the completion of all Nationals, the NC must consult with the Director Competitions and make a recommendation for the distribution of APTAC funds that have been made available. The Board authorises the Technical and Safety Committee to consider and approve the recommendations.

#### **7.6.2 Additional Grants**

Any conditional assistance, such as government grants, will be applied according to the conditions attached. If unconditional grants are received, they'll be allocated to the APF Team Fund. (Nov 06)

#### **7.6.3 Performance-Based Funding Guidelines**

Performance-Based Funding Guidelines are approved by the Technical and Safety Committee and are reviewed from time to time.

#### **7.6.4 Team Fund**

The Team Fund assists Australian competitors and officials at FAI World Championship events. The fund is built from several sources, which may include donations from members, and other amounts when deemed appropriate by the APF Board.

Any funds raised for the APF Team Fund should be shared-appropriately in accordance with the rules of delegation. Any money that is excess in a particular year should be retained in the Team Fund for future team funding.

*Note: The Team Fund should not be confused with the APTAC Team Trust.*

#### **7.6.5 Fundraising**

APF fundraising initiatives for the Team Fund are conducted under the supervision of the APF CEO and the Technical and Safety Committee.

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## 7.7 Team Provisions for World Championships

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The APF provides entry fees and uniforms for athletes, judges, training judges and officials selected to represent Australia at World Championship events. Uniforms are provided for athletes selected to compete at all international events. These are APF budget items. (Nov 06)

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## 7.8 Australian Parachute Team Uniform

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The Team Uniform will consist of at least the following:

- 2 X Polo shirt "Australian Parachute Team (year)" with the APF logo on the front;
- Either tracksuit, or pants and long sleeve shirt/jumper/jacket with "Australian Parachute Team (year)" with the APF logo on the front and "AUSTRALIA" on the back;
- Hat/Cap with Australian Parachute Team logo;
- Sports equipment bags;

Each competitor is issued with 3 spare 'Australian Parachute Team (year)' badges.

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## 7.9 Equipment

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The APF's competition and judging equipment will be maintained on an Equipment Register at the APF Office and is under the care and control of the National Coach.

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## 7.10 Judging

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Honorary annual membership to the APF is granted to the following people at the discretion of the Director of Judges:

- All non-jumping judges.
- All jumping judges who've judged at least 3 appropriate meets during the previous 12-month period.

## **PART 8: CLUB REQUIREMENTS**

*Note: Several issues binding Clubs are defined in part 9 of the APF Constitution.*

### **8.1 Student Membership**

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#### **8.1 Membership Period**

Student Membership is valid for 2-3 months calculated from the date of completion to the end of the month plus two more months. For example, a membership registered 01/03/05 is valid until 31/05/05. A card signed on 28/02/14 is valid until 30/04/14.

#### **8.2 Student Membership Application Forms**

Student Membership Application Forms must only be supplied to Clubs and are not transferable between organisations.

#### **8.3 Cancelled Student Membership Application Forms**

The APF will replace physical **cancelled student membership applications** when they are returned to the APF with the perforated sticker section attached and within the following time: Issue date + 2 full months to end of month + 10 days, e.g. Joining date 12/04/14 = Expiry date 30/06/14 + 10 days.

#### **8.4 Agent Returns**

Timelines for Clubs to return completed Membership Application Forms are listed in R.S. 58.

### **8.2 Club Fees**

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#### **8.2.1 Fee arrears**

When a Club is in arrears with its returns of APF fees, the CEO is authorised to take any or all of the following action:

- Suspension of the organisation's membership of the APF,
- Suspension of the Organisation's authority to act as a Training Organisation,
- Imposition of a late payment fee.

#### **8.2.2 Non-Financial Clubs**

In the event a Club has allowed its membership to lapse for a period of twelve months, then the Club will be removed from the membership register. In the event that the Club wishes to renew at a later date, it must first obtain the permission of its local Council before being permitted to operate again.

### **8.3 Club Audits of DZ Activity and Inactivity**

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Clubs must not apply for approval of Restricted DZs that will not be used on a regular basis, particularly where the purpose involves preventing other parachuting operations from occurring at those or nearby locations. Land banking will not be permitted.

Clubs may be approved to jump into various nominated drop zones and landing areas: at training drop zones (unrestricted and restricted) and for displays. The associated definitions of a Parachuting Display and a Restricted DZ are based on operational time in use, i.e. seven operational days in any one month and 3 months in any one calendar year. This time-based element helps define 'regular use' and is used to differentiate between an 'active' DZ and an 'inactive' DZ (unrestricted and restricted).

Clubs are generally audited annually, which includes the DZs approved for operations and any restrictions. During the annual audit, or from time to time as required, the APF auditor will assess the level of activity at each approved DZ listed for each Club. If it is found that the level of activity of an approved Club DZ in a 12-month period is less than the defined amount (seven operational days in any one month and 3 months in any one calendar year), then the approval for that DZ may be withdrawn.

R.S. 58, 10.2 covers applications for proposed DZs when these are within a specific distance of an existing “active” DZ of another club. If Club A with existing approval has not been regularly using an approved DZ (inactive as per definition), then APF may approve the application from Club B to use that DZ and may withdraw approval for Club A. Club A will be notified of such.

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## **PART 9: APF CONFERENCE**

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### **9.1 APF Conference Aims**

The APF Conference provides a forum for the exchange of ideas and expertise at all levels of the sport. It aims to promote the highest levels of safety and quality Instruction. The CEO is responsible for conferences.

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### **9.2 Types of APF Conferences**

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#### **9.2.1 APF Symposiums**

APF Symposiums shall be held every biennially (every 2 years). The duration of the symposium shall be for 3 days and will include guest speakers, exhibitors, forums and workshops, awards ceremony, and AGM.

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#### **9.2.2 APF Safety Forums**

APF Safety Forums shall be held in alternative years to the symposium (every 2 years). Safety Forums are to include safety and instructional workshops. The duration of the Safety Forums shall be either one or two days and may be held at one location or split into regional workshops.

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### **9.3 Conference Location and Timing**

The CEO, in consultation with the Technical and Safety Committee and with support from National Development Officer (NDO), will decide the date and location of the conference. The CEO and NDO will be responsible for hosting and coordinating the event.

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### **9.4 Alignment with Annual General Meeting (AGM)**

The AGM is held during the annual Conference to encourage participation from as many members as is possible, and to enable time for proxies to be handed in.

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### **9.5 National Officers' Responsibilities**

In consultation with the CEO and the Conference Coordination Team, the National Officers must assist with the choice of topics and agenda items for the annual Conference. They should form expert groups or committees to explore relevant topics or emerging issues.

The National Officers must ensure that recommendations brought forward for presentation and discussion at the Conference, are the result of the appropriate preparation, research and relevant stakeholder input.

Workshops and forums discuss various issues, determined by the National Officers, which may include proposals from members. The forums may make recommendations to the APF Board or Technical and Safety Committee for consideration at their next meeting. See also section 3.3.

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### **9.6 Conference Organiser**

The CEO shall ensure a Conference Organiser has been nominated who will be responsible for:

- Ensuring that the Venue bookings and dates are confirmed and advised to the membership;
- Registration forms are distributed to the membership;
- Delegation and oversight of all related tasks including developing budget and managing timelines;
- Liaison with National Officers and expert committees for Agenda items.

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### **9.7 Host Council Area**

The Council area where the Conference is planned is encouraged to provide assistance to the Conference Organiser. This assistance might include provision of volunteers who can help throughout the event.