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**RIGGERS' SUB-COMMITTEE**

**TERMS OF REFERENCE AND RULES OF PROCEDURE**

**1. PURPOSE**

Riggers' Sub-Committee is a sub-committee of the Safety and Training Committee (STC) whose purpose is, on behalf of STC, to deal with matters relating to Equipment and Rigging within sport parachuting. Its work will include the following:-

- 1.1. Approval and acceptance of parachute equipment and modifications as required under Section 6 of the BPA Operations Manual.
- 1.2. The Formulation and revision of the Rigger's Manual.
- 1.3. The Formulation and revision of the Safety Notice Index.
- 1.4. The Formulation and revision of Rigging Training Syllabus.
- 1.5. The Formulation and revision of the Packing Training Syllabus.
- 1.6. To discuss equipment safety issues and take actions where required.
- 1.7. To be responsible for packing and rigging disciplinary matters.
- 1.8. To establish projects that may progress the safety of equipment.

Decisions made by the Riggers' Sub-Committee will require ratification by STC, either by approval of the Minutes of a Rigger' Sub-Committee meeting, or by the presentation of a Rigger' Sub-Committee decision by the Chairman of the Rigger's Sub-Committee to STC.

**2. COMPOSITION**

**2.1. CHAIRMAN**

The Chairman will be appointed annually, at the first meeting of the year, by sub-committee members. He/she should ideally, but not necessarily be a Rigger Examiner (RE), but in any event must be a full BPA member who holds a BPA Advanced Rigger rating.

The Chairman may appoint a Vice Chairman (who must hold the appropriate qualifications) to act in his/her absence.

**2.2 MEMBERS**

Sub-Committee membership will comprise of all Parachute Riggers (PRs).

**3. VOTING**

Rigger Examiners (REs), Advanced Riggers (ARs) and also Parachute Riggers (PRs) who have held their rating for a minimum of two years may vote, though only REs and ARs may vote on changes to the work limitations of the PR rating and also to change the training requirements of the AR rating as stated in the BPA operations Manual, Section 14 Paras 3 and 4 respectively. Only REs and ARs may vote on disciplinary matters.

Where these voting rights are disputed the Chairman will decide on their validity.

The Chairman may not vote on any matter, except in the case of a split decision, when he/she then has a casting vote.

### 3.1. PROXY VOTING

A vote by proxy is the right of a voting Member of the Council of the Association, or one of its Subcommittees, to exercise their vote when they are unable to attend the meeting 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 Chairman of the meeting as their proxy to cast their vote at the meeting. The vote must be made in writing, which includes fax, and by e-mail from a recognised or verifiable e-mail address of the voting Member. The Chairman of the meeting is then duly obliged to cast the absent Member's vote in accordance with his or her written instructions.

## 4. FREQUENCY

There should be approximately six meetings per annum and will usually take place on the same day as an STC meeting.

## 5. OBSERVERS

BPA members may observe at any Rigger's Sub-Committee meeting, but may only address a meeting with the permission of the Chairman.

Non BPA members may only attend with the permission of the Chairman.

At the Chairman's discretion any item may be discussed in closed session. In addition any individual who may be subject of a disciplinary matter will have the right to have the matter dealt with in closed session..

## 6. QUORUM

A Rigger's Sub-Committee will be quorate when there are three voting members (plus a Chairman) present.

## 7. MEETINGS AND AGENDA

Meetings must be notified in advance, with an agenda, to eligible members.

Any items of business must be notified to the BPA office in writing at least two weeks before a meeting. Additional agenda items may only be accepted at the Chairman's discretion.

Only minor items may be included as A.O.B., none of which effect 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 meetin).*

The dates that future agenda items should reach the BPA office by, should be included at the of the meeting minutes.

Only members of the Rigger's Sub-Committee The BPA Council, The Chairman of STC, The NCSO or The TO may table items for discussion, though any member may put in writing a request for an item to be placed on the agenda.