
Procedure and Policy for the issuing of FAI Sporting Licences

1. Upon receipt, at British Skydiving HQ, of a Sporting Licence application or renewal of a Sporting Licence (Form 110 – Initial Application/Renewal of Sporting Licence), all fully completed and accompanied by 'necessary documentation', i.e. certified copies of passport (British Citizen) or utility bills etc (British Resident) are date stamped and checked against the requirements of Form 110. These may arrive by post or e-mail.
2. Routine applications, accompanied by appropriate documentation, are processed by British Skydiving staff, with consultation with the Chief Operating Officer (COO) where appropriate. Provided the application and accompanying documents are in order, the Sporting Licence endorsement is added to the applicant's membership record. The applicant is sent out an amended membership card, endorsed as appropriate, along with Sporting Licence label/Stamp (for initial issue) or just the stamp in the case of a renewal. The applicant's details are added to the FAI database maintained at British Skydiving HQ. A copy of the current spreadsheet is e-mailed to the Royal Aero Club on a weekly basis, normally on a Thursday for them to update to FAI website.
3. Once the Sporting Licence administration is completed, the documentation accompanying the application is shredded. Only the application is retained electronically (for a maximum of 12 months).
4. If Form 110 is not accompanied by the necessary documentation, the applicant is contacted, requesting any omitted documentation. The application is not granted until the HQ is in receipt of appropriate documentation.
5. If it is not clear that the documentation submitted by the applicant is suitable and sufficient for the purpose, the application will be referred to an adjudication panel of three persons comprising the Vice-Chair of Comps or their nominee, the Secretary General or their nominee, and one other Council Member.
6. If the applicant is unable to submit the required documentation and their application has been or would be declined on this basis, and the applicant wishes to submit other documentation that they claim to be a reasonable alternative, this shall be considered by the adjudication panel.
7. Exceptionally, the adjudication panel may need to seek independent external advice (such as legal advice) to reach a conclusion on an application.