
British Skydiving Riggers' Subcommittee **Terms of Reference (ToR)**

1. Name

Riggers' Subcommittee.

2. Status

A Subcommittee of the Safety & Training Committee¹ (STC)

3. Purpose

On behalf of STC, to deal with matters relating to Equipment and Rigging within skydiving.

4. Composition

- a. At the last meeting of each year, STC will formally elect the Riggers' Chair for the following year. Nominees for Riggers' Chair 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. The Chair of the Riggers' Subcommittee will be co-opted to STC, if not already a member. Co-opted members of STC are not entitled to vote (see Form 211A).
 - b. The Chair may appoint a Vice Chair (who must hold the appropriate qualifications) to act in their absence.
 - c. Membership of the Riggers' Subcommittee shall comprise all Rigger Examiners (REs), Advanced Riggers (ARs) and Parachute Riggers (PRs).
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5. Voting

- a. The quorum² is four members eligible to vote on the item/s at the time being under consideration, as follows:
 - b. Rigger Examiners (REs), Advanced Riggers (ARs) and Parachute Riggers (PRs) may vote. Only REs and ARs may vote on items relating to:
 1. items relating to the requirements for work carried out by ARs and above (container and reserve repair, modification, manufacture, and equipment acceptance);
 2. on the training/qualification requirements for all riggers, as stated in the British Skydiving Operations Manual; Section 14 Paras 2, 3 and 4 respectively.
 3. Disciplinary matters.
 - c. Motions³ are carried by a simple majority.
 - d. The Chair has a second or casting vote in a tie.
 - e. Where these voting rights are disputed the Chair will decide on their validity.
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¹ STC deals with matters relating to safety and training within skydiving. STC is the principal forum for the consideration of technical matters within the sport.

² The minimum number of members of the Riggers' Subcommittee that must be present at any of its meetings to make the proceedings of that meeting valid.

³ A formal proposal put forward for debate or decision by the subcommittee.

- f. The Chair of the Riggers Subcommittee may request an e-vote⁴ on any motions which may require prompt action from the Riggers' Subcommittee members without the need to call a meeting in person or virtually.
- g. Conflicts of interest are managed by the Chair.

British Skydiving rules for proxy votes apply, viz: A vote by proxy is the right of a voting member of the Riggers' Subcommittee to exercise their vote 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 Chair of the meeting as their proxy to cast their vote at the meeting. The proxy vote must be made in writing, by e-mail from a recognised or verifiable e-mail address of the voting Member. The Chair of the meeting is then duly obliged to cast the absent member's vote in accordance with their written instructions.

4. Responsibilities

- a. Approval and acceptance of parachute equipment and modifications as required under Section 6 of the British Skydiving Operations Manual.
- b. Formulation and revision of Rigging' Manuals.
- c. Formulation and revision of the Safety Notice Index.
- d. Formulation and revision of Rigging Training Syllabus.
- e. Formulation and revision of the Packing and Advanced Packing Training Syllabus.
- f. Discussion of equipment safety issues and taking actions where required.
- g. Packing and rigging disciplinary matters in accordance with the British Skydiving's Disciplinary Procedures.
- h. Establishing projects that may improve the safety of equipment.

Decisions made by the Riggers' Subcommittee will require ratification by STC, either by approval of the Minutes of a Riggers' Subcommittee meeting, or by the presentation of a Riggers' Subcommittee decision by the Chair of the Riggers' Subcommittee to STC.

5. Subsidiary bodies

Reporting in:

- a. There shall normally be a minimum of four meetings per annum which will usually take place on the same day as an STC meeting. These can be changed at the discretion of the Chair, in agreement with British Skydiving Technical Staff.
- b. Meetings shall be held either in person, normally at British Skydiving HQ or through virtual⁵ means.
- c. British Skydiving members may observe at meetings of the Riggers' Subcommittee and also have the right to speak, but the Chair may choose the moment and order in which those who wish to do so may speak, only curtailing contribution(s) when it becomes apparent that the same point or argument is being repeated by different speakers.
- d. Non-British Skydiving members may attend only with the permission of the Chair.
- e. At the Chair's discretion, any item may be discussed as an in camera⁶ session. In addition, any individual who may be subject of a disciplinary matter will have the right to have the matter dealt with in camera session.

⁴ The application of electronic technology to cast and count votes for a motion, proposal or decision without the need to call for a meeting.

⁵ A virtual meeting is a meeting done online without a physical location.

⁶ In camera means to go into a private, confidential, or closed session for those subcommittee members present, however, allowances can be made to include any parties the Chair requires for the specific issues being discussed.

- f. Meetings must be notified in advance, with an agenda, to eligible members.
- g. Any items of business must be notified to the British Skydiving HQ in writing at least two weeks before a meeting. Additional agenda items may only be accepted at the Chair's discretion.
- h. Only minor items may be included as AOB, none of which affect 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 meeting.)
- i. The dates by which agenda items for the next meeting should reach the British Skydiving HQ, shall be included at the end of the minutes of the last meeting.
- j. Only members of the Riggers' Subcommittee, British Skydiving Council, Chair of STC, the Chief Executive Officer, and the Safety & Training Officers may table items for discussion, though any member may put in writing a request for an item to be placed on the agenda.

6. Annual review of this document

This document will be reviewed annually, and any proposed variations shall be subject to ratification by Council to maintain consistency across committees as applicable.
