
British Skydiving Riggers' Subcommittee

Terms of Reference (ToR)

1. Name

Riggers' Subcommittee.

2. Status

A subcommittee of the Safety & Training Committee¹ (STC). This subcommittee is advisory and decision-making within the limits stated, but all decisions requiring changes to policy require STC ratification.

3. Purpose

On behalf of STC, to provide expert oversight and guidance on equipment safety, rigging practices and training to support safe skydiving operations.

4. Composition

4.1 Membership consists of:

- 4.1.1 All Rigger Examiners (REs) - voting members
- 4.1.2 All Advanced Riggers (ARs) - voting members
- 4.1.3 Chair - voting member nominated by the Riggers subcommittee and ratified by STC. They may serve as a maximum of three consecutive terms unless STC approves an extension. The Chair should hold AR qualification and ideally be a RE. They are automatically co-opted to STC if not already a member.
- 4.1.4 Vice Chair - voting member who can serve a one-year term with no more than three additional consecutive terms. They are appointed by the subcommittee Chair and ratified by the Riggers subcommittee.
- 4.1.5 Co-opted members - non-voting and appointed for a one-year renewable term.
- 4.1.6 Chair of STC - ex officio member and non-voting.
- 4.1.7 Observers - British Skydiving members who are non-voting and may only speak at the discretion of the Chair.

4.2 Those who are not members of British Skydiving can only attend with permission from the chair.

5. Voting

5.1 The quorum² is four voting members eligible to vote.

5.2 The Chair shall not have an ordinary vote but shall have a casting vote in the event of a tie.

5.3 If due to declared conflicts, fewer than four voting members remain eligible, the item must be escalated to STC.

5.4 Items that might be discussed or voted on (but aren't limited too):

- 5.4.1 Matters relating to requirements for work carried out by all Riggers and Advanced Packers.
- 5.4.2 Various guidelines or changes to British Skydiving Forms and Manuals relating to their technical understanding.
- 5.4.3 Changes to the Operations Manual with regards to packing of main and reserve canopies.

¹ STC deals with matters relating to safety and Training within skydiving. STC is the Executive Committee and 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.

- 5.5 Proposals to be considered by the Riggers' Subcommittee may be submitted on Form 353 and will be sent out to consultation before going onto the agenda.
- 5.6 Motions³ are carried by a simple majority
- 5.7 Where voting rights are disputed, the Chair will decide on their validity.
- 5.8 Any counter-proposals or alternative suggestions must be submitted in writing and clearly marked as such. Counter-proposals will be reviewed at the discretion of the Chair and may be accepted, rejected, or used as the basis for further discussion. No counter-proposal shall be considered binding until formally agreed in writing and must be discussed first.
- 5.9 The Committee may make decisions via **electronic vote (e-vote)** outside scheduled meetings where a matter requires urgent approval before the next meeting or is suitable for consideration without live discussion. An e-vote may be initiated by the Chair and sent out by the office who will circulate:
- 5.9.1 the motion to be considered,
 - 5.9.2 any relevant supporting documentation, and
 - 5.9.3 a deadline by which votes must be submitted.
- 5.10 Only voting members of the Committee may participate in an e-vote. All votes must be submitted in written form through an approved communication channel (e.g., email or approved digital voting system).
- 5.11 A decision will be approved where 51% or more e-votes cast are in favour of the motion. Only votes received before the stated deadline will be counted.
- 5.12 Decisions made by e-vote are binding and carry the same authority as decisions made at a scheduled meeting.
- 5.13 The quorum for an e-vote is the same as for a meeting.
- 5.14 **Conflicts of interest** are managed by the Chair. Whenever a member of the Committee has a personal, financial or material interest, whether directly or indirectly, in a matter to be discussed at a meeting and whenever such a person has an interest in another organisation whose interests are reasonably likely to conflict with those of the Association in relation they must:
- 5.14.1 Declare the interest before the discussion on that item begins.
 - 5.14.2 Withdraw from that part of the meeting unless expressly invited by the Chair of the meeting to remain.
 - 5.14.3 Not be counted in the quorum for that part of the meeting.
 - 5.14.4 Withdraw during the vote and have no vote on the matter.
- 5.15 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.
- 5.16 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.

6. Responsibilities

6.1 The responsibilities of the Riggers' subcommittee are as follows:

- 6.1.1 Approval and acceptance of parachute equipment and modifications as required under Section 6 of the British Skydiving Operations Manual.
- 6.1.2 Providing oversight of rigging training, rigging practices and the development and implementation of safety standards and safety management within the sport.
- 6.1.3 Formulation and revision of Rigging' Manuals.
- 6.1.4 Formulation and revision of the Safety Notice Index.
- 6.1.5 Formulation and revision of Rigging Training Syllabus.
- 6.1.6 Formulation and revision of the Packing and Advanced Packing Training Syllabus.
- 6.1.7 Discussion of equipment safety issues and taking actions where required.

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

- 6.1.8 Packing and rigging disciplinary matters in accordance with the British Skydiving's Disciplinary Procedures.
- 6.1.9 Establishing projects that may improve the safety of equipment.
- 6.1.10 Ensuring recommendations align with British Skydiving's strategy and safety obligations.

6.2 Any decisions made will require ratification by STC either by approval of the Minutes of a Riggers' Subcommittee meeting, or by the presentation of a Subcommittee decision by the Chair of the Riggers' Subcommittee or the Chair of STC or their representative.

7. Additional Details

- 7.1 There shall normally be a minimum of four meetings per annum. Meetings shall be held either in person at British Skydiving HQ or through virtual⁴ means.
- 7.2 An emergency meeting may be convened by the Chair with no less than 48 hours' notice and must meet the established quorum requirement of 4 members to proceed.
- 7.3 At the Chair's discretion, any item may be discussed as an in camera⁵ session. In addition, any individual who may be subject of a disciplinary matter will have the right to have the matter dealt within an in-camera session.
- 7.4 Meetings must be notified in advance, with an agenda, to eligible members.
- 7.5 Where possible, the agenda and supporting papers will be published within the Riggers' Subcommittee SharePoint folder by the Riggers Secretary within two weeks of the meeting and the link distributed to all members.
- 7.6 Any items of business must be notified to the British Skydiving HQ and the Chair in writing at least three weeks before a meeting. Additional agenda items may only be accepted at the Chair's discretion once the deadline has passed.
- 7.7 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. The Chair will be required to approve draft agendas before going out to the rest of the committee.
- 7.8 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 and submit proposals, though any member may put in writing a request for an item to be placed on the agenda.
- 7.9 The Chair, supported by the Committee Secretary, shall review and approve all items for inclusion on the agenda to ensure relevance, appropriate prioritisation and alignment with the Committee's remit.
- 7.10 Where a motion has been duly considered and rejected, it may not be brought back to committee within six months unless new information is presented or the committee agrees by majority to revisit the decision.
- 7.11 The draft minutes for any meeting shall be emailed to all committee members to be approved. Only those members present at the meeting and named in the minutes can respond with any comments, corrections, or omissions by a set date. Approval of the minutes requires 51% of voting members present to agree that they are a true and accurate record of the meeting. In the event of failure to reach an agreement of 51% by the set date, the minutes shall be agreed and voted on at the following Riggers' Subcommittee meeting.
- 7.12 If a member disagrees with a procedural ruling of the Chair, they may request that the ruling be reviewed by STC. This request must be submitted in writing within seven days of the meeting.
- 7.13 In the event of any conflict or inconsistency between this Terms of Reference and the Articles of Association of British Skydiving, the Articles shall prevail.

8. Annual review of this document

⁴ A virtual meeting is a meeting done online without a physical location.

⁵ 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.

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