

2 Organisation and Administration

2.1 The Hang Gliding Federation of Australia

The Hang Gliding Federation of Australia (HGFA) Incorporated is a non-profit organisation consisting of regional bodies and affiliated Associations, Clubs and individuals whose aims and objectives are to foster and encourage the operation of hang gliders, paragliders and weightshift microlights for educational and recreational sporting purposes.

The broad objectives of HGFA are:

- (a) To represent generally the views of persons connected with hang gliding and allied sports within Australia;
- (b) To **coordinate** and **promote** the development, progress and advancement of hang gliding and allied sports;
- (c) To **acquire** and **disseminate** information and advice on hang gliding and allied sports in all their aspects;
- (d) To **promote** competitions, contests, tests and records for hang gliding and allied sports throughout Australia;
- (e) To **consider, coordinate, promote** and **procure** reforms and improvements in the laws affecting hang gliding and allied sports;
- (f) To **impart** training, coaching and instruction in hang gliding and allied sports; and
- (g) To **promote, coordinate** and **regulate** safety oversight standards, safety procedures, engineering standards and procedures, flying and proficiency standards and all other matters relating to the safety and protection of members, participants, spectators and property.
- (h) **Safety** Promotion, **Safety** Education, **Safety** enforcement.

2.2 The Role of State and Regional Associations

The principal roles of state and regional associations are to:

- (a) provide **assistance** to the Operations Manager in the management and administration of the affairs of HGFA;
- (b) **assist** and coordinate, as necessary, the activities of affiliated clubs in:
 - (i) control of operations;
 - (ii) retention and development of sites;
 - (iii) the liaison with local, state and regional governmental bodies;
- (c) to **encourage** and **foster** the development of:
 - (i) the sports administered by HGFA; and
 - (ii) local clubs to control the operational aspects of these sports.

2.2.1 The Role of Affiliated Clubs

The principal roles of affiliated clubs are to:

- (a) **affiliate and liaise** with their State/Regional Association in the interest of their members, and HGFA members, for the better supervision and control of operations of hang gliders, paragliders and weightshift microlights at sites within their area;
- (b) be **responsible** to the HGFA Operations Manager for the supervision and control of operations of hang gliders, paragliders and or weightshift microlights at sites within their area;
- (c) be **responsible** to members for the retention and development of sites;
- (d) **encourage** and foster the local development of the HGFA sports;
- (e) **appoint** Safety Officers and Duty Pilots to assist with the supervision and control of operations in accordance with HGFA requirements;
- (f) **ensure** that accidents where operations are under the club's control are reported, investigated and that appropriate actions are taken to reduce hazards and prevent similar occurrences;
- (g) **represent** to the appropriate state or regional association, the views of members with the management and administration of the affairs of HGFA; and
- (h) **provide** a social focus and a point of contact for local and visiting pilot

2.3 Membership of the HGFA

HGFA membership is available to all persons. Various classes of membership are available to suit differing needs as summarised in the table below and detailed in the table and paragraphs that follow.

Table 1: HGFA Membership Classes

Membership Type	Full or Life Member	Associate Members				Affiliate Members
		Trainee Member	Introductory Trainee Member	Visiting Pilot Member (VPM)	Family	
Requirements for acceptance	HGFA Release Warning and Assumption of Risk form complete					Membership of an organisation affiliated with HGFA
	Nomination form complete	Application form complete				
	Agree to rules and regulations					
	Paid membership fees to HGFA* * Life members not required to pay fees.			Proven overseas pilot certification and paid fees to HGFA	Paid membership fees to HGFA*	
	Nomination or Application approved			Satisfactory credentials		
Privileges	Voting Rights		Undergo flight experience with an HGFA instructor	Issue of interim pilot certificates and endorsements	Voting Rights	As detailed in the Operations Manual of the Affiliated Organisation
	Third party liability insurance cover					
	Online access to the HGFA Member's database and online services via the HGFA website.			Issue of visiting pilots information	Online access to the HGFA Member's database and online services via the HGFA website.	
	Issues of official publication					
Period of validity	Period for which fees are paid*	Twelve months or until fixed renewal date.	Three days within a three month period	Two, four, or six months depending on fees paid	Period for which fees are paid*	As determined by affiliated organisation
Renewal requirement	Payment of fees to HGFA by due date*			Fees paid to HGFA	Payment of fees to HGFA by due date*	
			Not renewable	Renewable once a year		

NOTE: The table is a summary of requirements only. See following sections for full details.

2.3.1 Full Membership

2.3.1.1 Requirements for Acceptance

Full HGFA membership is available to all natural persons:

- (a) who have agreed to be bound by the constitution, rules and regulations of the Federation;
- (b) who have completed and submitted the HGFA Release, Assumption of Risk and Warning form to the office of the HGFA;
- (c) who have completed and submitted the appropriate membership application form to the office of the HGFA;
- (d) who have paid the prescribed membership fees to the office of HGFA; and
- (e) whose application has been approved by the Executive Committee or as delegated by the Executive Committee.

2.3.1.2 Privileges

Full HGFA membership entitles a person to:

- (a) Operation under the exemptions published under CAO 95.8, CAO 95.10, and CAO 95.32;
- (b) Voting rights in determining the affairs of the HGFA;
- (c) The issue of Pilot Certificates, endorsements, awards and sporting licences where a person has satisfied the requirements for issue and renewal for such pilot certificates, endorsements and awards;
- (d) Third party liability insurance covering activities relating to the operation of hang gliders, paragliders and or weightshift microlights;
- (e) Online access to the HGFA online Member's database;
- (f) A copy of each issue of the official publication of the Federation.

2.3.1.3 Period of Validity

Membership is valid for the period for which a member has paid the prescribed membership fees unless membership is suspended or the member is expelled from the Federation.

The HGFA Release, Assumption of Risk and Warning form will remain on file and valid for any future period of time during which the signatory is a HGFA Member.

2.3.1.4 Requirements for Renewal

An applicant for renewal of membership shall submit a completed membership renewal form and full payment for membership fees to the HGFA office by the required payment date to continue to hold membership privileges.

Additional fees may be payable for the reinstatement of privileges if membership lapses more than 60 days after the due date for membership fees.

Note 1: Where an applicant for Full Membership is a bona fide member of a family, residing at the same address as another family member who is a full member of HGFA; the applicant may apply for "Family Discount" which is provided at a reduced fee.

Note 2: Overseas Pilots holding HGFA Full membership can seek to obtain HGFA issued qualifications by submitting to the HGFA office documentation showing current membership of a similar organisation affiliated with the FAI, together with proof of holding a pilot certificate from that organisation. The HGFA will then check your current HGFA membership or send a Full membership application for you to join. A check-flight form will sent and will require you to have a check-flight under the supervision of an HGFA qualified Chief Flight Instructor who will assess your skills and knowledge; and make recommendation as to your pilot rating according to Australian requirements. This will include knowledge of Australian aviation regulations. The check-flight process is at the candidate's expense.

2.3.2 Life Membership

2.3.2.1 Requirements for Acceptance

Life membership is available to members:

- (a) who have been nominated for Life Membership by a member of the association in writing;
- (b) who have agreed to be bound by the constitution and the rules and regulations of the Federations; and
- (c) whose nomination has been approved by the HGFA Management Committee.

2.3.2.2 Privileges

Life membership entitles a person to:

- (a) voting rights in determining the affairs of the HGFA;
- (b) the issue of Pilot Certificates and endorsements where a person has satisfied the requirements for issue and or renewal for such pilots certificate and or endorsement;
- (c) third party liability insurance covering activities relating to the operation of hang gliders, paragliders and or weightshift microlights

2.3.2.3 Period of Validity

Life membership is valid for the life of the member unless membership is suspended, or the Life member is expelled or resigns from the Federation.

2.3.2.4 Requirements for Renewal

There are no renewal requirements for Life Membership.

2.3.3 Trainee Membership

2.3.3.1 Requirements for Acceptance

HGFA Trainee membership is available to persons undertaking instruction from an approved HGFA instructor:

- (a) whose name appears on the prescribed form;
- (b) Has attained the age of 15 years and where the applicant is under the age of 18 years, written parental consent is granted.
- (c) who has agreed to be bound by the constitution and the rules and regulations of the Federation;
- (d) who has completed and submitted the HGFA Release, Assumption of Risk and Warning form to the office of the HGFA;
- (e) who has paid the prescribed membership fees to the HGFA office.

2.3.3.2 Privileges

HGFA Trainee membership entitles a person to:

- (a) the issue of a Student Pilot certificate to undertake pilot training towards the issue of a HGFA pilot certificate;
- (b) on completing training the application for issue of a HGFA pilot certificate by their CFI. Such issue being subject to the trainee member becoming a full member of the HGFA;
- (c) third party liability insurance covering activities relating to the operation of hang gliders, paragliders and or weightshift Microlights; and

2.3.3.3 Period of Validity

Trainee Membership is valid for a period up to twelve calendar months from the date appearing on the application form, terminating on the last day of that last calendar month unless:

- (a) HGFA membership is suspended;
- (b) the member is expelled from the Federation; or
- (c) the trainee member has completed their training and paid full membership of the HGFA and been issued a HGFA pilot certificate.

2.3.3.4 Requirements for Renewal

Trainee Memberships are NOT renewable and may not be reissued.

2.3.4 Introductory Trainee Membership

2.3.4.1 Requirements for Acceptance

Introductory trainee membership is available to persons receiving instruction from approved HGFA instructors and:

- (a) whose name appears on the prescribed form; and
- (b) who has completed and submitted a HGFA Release, Assumption of Risk and Warning form; and
- (c) who has agreed to be bound by the constitution and the rules and regulations of the Federation; and
- (d) who has paid the prescribed membership fees to an approved HGFA instructor.

2.3.4.2 Privileges

Introductory trainee membership entitles a person to:

- (a) third party liability insurance covering activities relating to the operation of hang gliders, paragliders and or weightshift microlights; and
- (b) undertake introductory pilot training under the direct supervision of an approved HGFA Chief Flight Instructor, for assessment for Trainee Membership and the issue of a HGFA Student pilot certificate; and
- (c) Tandem flight operations where the approved HGFA Instructor is the pilot in command of each flight.

2.3.4.3 Period of Validity

Introductory trainee membership is valid for participation in HGFA activities for 48 hours from the date and time appearing on the membership application, unless membership is suspended or a member is expelled from the Federation.

2.3.4.4 Requirements for Renewal

Introductory trainee membership is NOT renewable.

2.3.5 Visiting Pilot Membership

2.3.5.1 Requirements for Acceptance

Visiting Pilot membership is available to a visiting foreign pilot:

- (a) whose name appears on the prescribed form;
- (b) who has agreed to be bound by the rules and regulations of the Federation;
- (c) who has presented satisfactory documentation establishing their credentials and experience regarding their ability to act as pilot in command of a hang glider, paraglider and or weightshift microlight;
- (d) who has provided a completed HGFA Release, Assumption of Risk and Warning Form;
- (e) if requested by a safety officer, the Operations Manager, or competitions committee – passed a check flight assessing suitability including understanding Australian Airspace;
- (f) who has paid the prescribed membership fee to the HGFA; and
- (g) Where required be able to use an appropriate radio and communicate in english.

VPMs must hold a current overseas membership of a national hang gliding or paragliding organisation and a current overseas pilot license.

2.3.5.2 Privileges

Visiting Pilot HGFA membership entitles a person to:

- (a) initial issue of the HGFA Visiting Pilot information;
- (b) the issue of interim pilot certificates and endorsements where a person has satisfied the requirements for issue for such pilot certificate and or endorsement; and
- (c) third party liability insurance covering activities relating to the operation of hang gliders, paragliders and or weightshift microlights within Australia.

2.3.5.3 Period of Validity

Visiting Pilot Membership is valid for a period of two, four or six calendar months from the date appearing on the application form. The period of validity is dependent on the amount of fees paid, unless the visiting pilot terminates their visit to Australia, or membership is suspended, or the member is expelled from the Federation.

2.3.5.4 Requirements for Renewal

An applicant for renewal of membership shall forward full payment for membership fees to the HGFA office by the required payment date. Visiting Pilot Membership may only be renewed once in any one calendar year unless authorised for renewal in writing by the Operations Manager.

2.3.6 Associate or Affiliate Membership

2.3.6.1 Requirements for Acceptance

Associate or Affiliate membership is available to persons who are members of an organisation that is affiliated or associated with the HGFA.

2.3.6.2 Privileges

The privileges of associate or affiliate membership will be set out in writing upon approval of the membership being approved by the HGFA Committee of Management or its delegate.

2.3.6.3 Period of Validity

Unless membership is suspended, or a member is expelled from the Federation or the affiliated organisation, associate or affiliate membership is valid for the period set out in the HGFA constitution.

2.3.6.4 Requirements for Renewal

Renewal requirements for associate or affiliate membership will be set out in the "Privileges Of Membership" document. (See 2.3.6.2)

2.4 Suspension or Cancellation of Pilot Certificates

2.4.1 Expiry of Membership and Certificates

- (a) Where a member fails to renew his or her membership, or advises the Federation of his or her desire to withdraw from membership of the Federation, his or her membership shall be automatically invalid and certificates suspended;
- (b) Renewal of pilot certificates automatically cancelled due to expiry of membership may be accomplished by:
 - (i) Payment of the prescribed membership fee to HGFA; and
 - (ii) Where membership has been expired for more than ninety days the pilot must complete a flight review with a HGFA Flight Instructor or higher.

2.4.2 Contravention of Rules, Discipline of Members

The following text is taken from the current constitution (1996, amended July 2013), part 5, "Disciplining of Members".

2.4.2.1 Where the Operations Manager has received a complaint or, is of the opinion that a member of the Federation:

- (a) has failed to comply with a provision of these rules [the Constitution]; or
- (b) has acted in a manner prejudicial to the interests of the Federation; or
- (c) has breached any law, regulation, by-law or order relating to the operation of any aircraft; or
- (d) has failed to comply with any provision of the Operations Manual; or
- (e) has breached the rules relating to aircraft, of a Club associated with the HGFA or Regional Association; or
- (f) has breached any directive, training syllabus or guidelines issued by the Operations Manager; or
- (g) has acted in a manner dangerous to themselves or others in the course of the aviation activity, the Operations Manager may:

- (i) suspend any Certificates, Licences or privileges issued by the Federation, pending a hearing before a Disciplinary Tribunal as stipulated in Part 5 of the HGFA constitution. This suspension is immediate, flight privilege being removed until completion of the Disciplinary Tribunal process and implementation of any recommended disciplinary measures.
- (ii) notify the Committee who shall appoint a Disciplinary Tribunal consisting of 3 members of the Federation.

2.4.2.2 Where a Disciplinary Tribunal is appointed by the Committee, the Operations Manager shall:

- (h) Prepare a complaint setting out the nature of the allegations made against the member.
- (i) Forward by post to the member, at the member's address in the Federation records:
 - (i) a copy of the complaint;
 - (ii) any documentation upon which the Operations Manager relies to support the complaint; and
 - (iii) a request to the member to forward to the Operations Manager any defence and documentation in support within 14 days of the date of the letter.
- (j) On the expiry of the period of 14 days, the Operations Manager shall forward to the Disciplinary Tribunal a copy of the complaint together with copies of any documentation received by him from the member in response.
- (k) There shall be no oral hearing, nor right of appearance either in person or by legal representative before the Disciplinary Tribunal.
- (l) Unless the member specifically requests in writing that the question of penalty shall be dealt with separately from any finding of guilt, the member shall be deemed to have agreed that both issues of guilt and penalty will be heard together.
- (m) The Disciplinary Tribunal shall consider the material placed before it by the member and the Operations Manager and may confer by telephone with each other and make a decision without having to meet in one place.
- (n) The Tribunal may by resolution:
 - (i) Cancel, suspend, or vary certificates, licences, or privileges issued by the Federation.
 - (ii) Suspend the member from membership of the Federation for a specific period.
 - (iii) Expel the member from the Federation.
- (o) The Operations Manager shall notify the member in writing of any resolution, and such resolution shall take effect from the date upon which the notice would, in the ordinary course of post, have been received by the member.

2.4.2.3 Right of Appeal of Disciplined Member

- (a) A member may appeal to the Appeal Tribunal of the Federation against a resolution of the Disciplinary Tribunal within 7 days after notice of the resolution is served on the member, by lodging with the Operations Manager a notice to that effect together with the Appeal fee as determined from time to time by the Committee.
- (b) Upon receipt of the notice of appeal, the Committee shall nominate 3 members of the Federation (not being members of the Disciplinary Tribunal).
- (c) The Appeal shall be by way of a new hearing on all issues of fact and law.
- (d) The member and the Operations Manager may lodge with the Federation such other written material as each desires in respect of the appeal within 14 days of lodging the notice of appeal.
- (e) There shall be no oral hearing or right of appearance either in person or by legal representative before the Appeal Tribunal.
- (f) The Appeal Tribunal shall consider the material placed before the Disciplinary Tribunal and such other material placed before it by the Operations Manager and the member, and may confer by telephone with each other and make a decision without having to meet in one place.
- (g) The Appeal Tribunal shall have the same powers as the Disciplinary Tribunal set out above.
- (h) The Operations Manager shall notify the member in writing of any resolution of the Appeal Tribunal. It shall take effect on the date when the notice, in the ordinary course of post, would have been received by the member.
- (i) Pending any appeal to the Appeal Tribunal, any penalty imposed by the Disciplinary Tribunal shall remain in force.

2.4.2.4 No Liability to Damages

No member who has been dealt with under Part 5 of the HGFA Constitution, shall have any claim against the Federation, its employees or any member notwithstanding that;

- (a) The proceedings may subsequently be found to be void or invalid, or
- (b) That the finding is quashed, or
- (c) That an appeal by the Member may be upheld and notwithstanding any negligence, breach of contract or other right to damages.

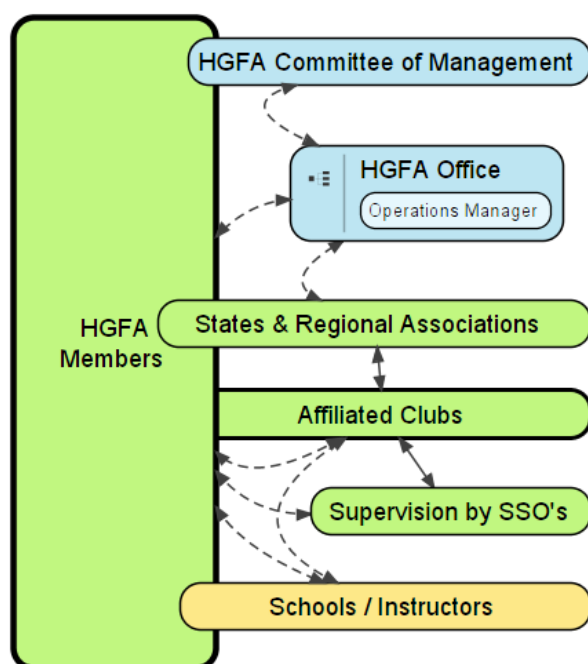
2.5 The Organisation of the HGFA

2.5.1 HGFA Executive Officers

There are two principle officers, the Operations Manager and the Administrative Manager, employed by the HGFA to manage and delegate the responsibilities listed below.

Full details of the terms of reference for these officers, sub-contractors, and sub committees are included in The HGFA Management Procedures Manual. (SMS-04 - See [1.3](#) - Operational Documents Register)

Figure 1: HGFA Organisation chart



2.5.1.1 Operations Manager

The Duties and responsibilities of the Operations Manager are to:

- (a) Be responsible for the overall control and supervision of disciplines governed by the HGFA.
- (b) Implement the procedures of this Operations Manual
- (c) Govern and enforce compliance to this Operations Manual.
- (d) Ensure that these operations satisfy the requirements of the Civil Aviation Safety Regulations, the relevant Civil Aviation Orders, Civil Aviation Regulation 1988 and the Transport Safety Investigation (TSI) Act. 2003
- (e) Approve and issue Student Pilot Certificates, or delegate the authority for the issue of Student Pilot Certificates.
- (f) Upon recommendation from a CFI, approve or delegate the authority for the issue of Pilot Certificates.

- (g) Upon recommendation from a CFI or Instructor Examiner, approve or delegate the authority for the issue of Instructor certificates.
- (h) Approve or delegate the authority for the renewal of Instructor certificates.
- (i) Regularly monitor trends in training and general flying practices and recommend changes/amendments to this manual, training syllabi and instructor manuals.
- (j) Undertake investigation of accidents, incidents and/or occurrences involving HGFA members or aircraft, when requested by CASA, police or the ATSB
- (k) Be responsible for maintaining a high level of training practices and methods, overall flying standards and pilot competency under the control of the HGFA.

2.5.2 Committees

There are four standing technical committees as detailed in the paragraphs that follow.

Ad hoc subcommittees are established from time to time to address specific issues.

- (a) HGFA Committee of Management.
- (b) Safety and Operations Committee.
- (c) Competitions Committee.
- (d) Training Committee.

All routine work performed by these committees is on a voluntary basis, although on occasions work of a special nature is performed under contract other than work performed by the Operations Manager.

2.5.2.1 HGFA Committee of Management

The HGFA Committee of Management consists of twelve member representatives elected by HGFA members in accordance with the provisions of the HGFA constitution. The Committee elects a President, Treasurer and Secretary who together with the Operations Manager form the Executive Committee.

The basic objectives and functions of the Committee of Management are to:

- (a) ensure that the Federation operates in accordance with its Constitution, statutory obligations and in the best interests of its members;
- (b) ensure that standards and procedures are in place that allow hang gliding and related sports reasonable access to airspace and that the sport is conducted in a manner that provides an acceptable level of safety;
- (c) approve plans for the continued viable development of hang gliding and related sports;
- (d) review CASA's operational audits and take steps to satisfy post-audit requirements; and
- (e) carry out their safety role as defined in the Safety Management System, (Doc. SMS-05 - See [1.3](#) - Operational Documents Register). Full details of the responsibilities of the Committee of Management and the elected office holders are included in the HGFA Management Procedures Manual (Doc. SMS-04 - See [1.3](#) - Operational Documents Register).

The Committee of Management is assisted in its tasks by the Operations Manager, Office Manager and a number of Officers and Technical Committees.

In general these Officers and Technical Committees have delegated authority to discharge the tasks for which they are responsible with a minimum of supervision and or approval from the Committee of Management. This delegation is set out in written terms of reference.

2.5.2.2 Safety and Operations Committee

The basic objectives and functions of the Safety and Operations Committee are to:

- (a) assist with the development and implementation of procedures and instructions necessary to ensure the safe operation of hang gliders, paragliders and weightshift microlights;
- (b) foster and encourage the safe operation of hang gliders, paragliders and weightshift microlights for educational, recreational and research purposes;

- (c) assist the Operations Manager in the overall control and supervision of the requirements of the relevant Civil Aviation Orders as they relate to hang gliders, paragliders and weightshift microlights;
- (d) develop and implement airworthiness standards for hang gliders, paragliders and non-certified weightshift microlights;
- (e) develop and implement airworthiness standards for accessories and equipment associated with hang gliders, paragliders and weightshift microlights;
- (f) assist the Operations Manager in the development, implementation, maintenance and promotion of systems for the instruction and training for hang gliding, paragliding and weightshift microlighting pilots of all skill levels; and
- (g) Carry out their safety role as defined in the Safety Management System, SMS-05. (See [1.3](#) - Operational Documents Register)

2.5.2.3 Training Committee

The basic objectives and functions of the Training Committee are to:

- (a) assist the Operations Manager in the development, implementation, maintenance and promotion of systems for the instruction and training for hang gliding, paragliding and weightshift microlighting;
- (b) assist the Operations Manager in the development, implementation, maintenance and promotion of systems for the advanced skills training for hang gliding, paragliding and weightshift microlighting; and
- (c) promote the participation of women and other target groups in the sports of hang gliding, paragliding and weightshift microlighting and identify the special needs of these groups and develop strategies to aim at fulfilling these needs.

2.5.2.4 Competitions Committee

The basic objectives and functions of the Competition Committee are to:

- (a) manage, promote and coordinate the competitive and participatory aspects of the sports of hang gliding, paragliding and weightshift microlighting with due regard to safety; and
- (b) coordinate and promote the competitive aspects of the sport(s) at regional, national and international levels; and
- (c) maintain communication with the FAI, the HGFA Management Committee and HGFA members.
- (d) Monitor, enforce, or facilitate membership currency and qualification verification of participating pilots.

2.5.3 CIVL Delegate

The basic function of the CIVL delegate is to represent the views of HGFA and Australian pilots at meetings of the Commission International de VolLibre.

The relevance to hang gliding of this committee is mainly due to its role in the setting of standards and requirements for international competitions and record attempts.