



Club & State/Regional Association Affiliation Guidelines

AFF-02_V20190326

Affiliation:

For a club or State/Regional Association (SRA) to be listed on the HGFA Associations Liability Insurance policy, the club/SRA must be affiliated with the HGFA and must renew its affiliation each year, in line with the HGFA insurance renewals. As such, **affiliation renewals must be lodged by the 31st of May each year.**

Automatic reminders will be sent to the primary email address listed for the Club/SRA, 60 days prior to this date. Club/SRA executives MUST make sure that their primary email address is and remains up to date in the HGFA database.

Club Affiliation Requirements

A club must be affiliated with both the HGFA and its State/Regional Association (SRA). Upon acceptance of affiliation by the appropriate SRA, affiliation with the HGFA may proceed. A Club Affiliation Application (AFF-03) must be submitted to the appropriate SRA for this to occur, along with the HGFA affiliation application form (AFF-01) being submitted to the HGFA.

State/Regional Association Affiliation Requirements

A SRA will be affiliated with the HGFA, upon acceptance and approval by the HGFA Committee of Management. An affiliation application (AFF-01) must be submitted to the HGFA Committee of Management for this to occur. Applications forwarded to ops@hgfa.asn.au

[The Club/SRA Affiliation Application/Renewal forms are available on line at the HGFA website. - \(Document AFF-01 & AFF-03\).](#)

Eligibility Requirements

To be eligible for affiliation a club or SRA, shall be capable of fulfilling the conditions herein and agrees to actively promote the sports as administered by the Hang Gliding Federation of Australia.

Conditions of Affiliation

1. An affiliate shall be incorporated under relevant state legislation.
2. When a new club or SRA is formed, it may be affiliated and have its name included on the HGFA insurance policy:
3. Where a new Club or SRA and its future activities extend across state boundaries, incorporation should occur within the state in which the majority of founding members reside.
4. Any club operating under the administration of a student union or educational authority as part of a university, tertiary college or other campus may not require incorporation but in addition to fulfilling its principal roles, shall ensure that:
 - i Arrangements are made with suitable HGFA certified instructors for access by all club members for ab-initio training and advice.
 - ii Equipment is regularly inspected by an HGFA certified instructor, authorised dealer or supplier of the equipment, or directly by the equipment manufacturer.
5. Affiliation will only be approved where 25% or less of the club members belong solely to an Australian federal aviation organisation, other than the HGFA. (eg; GFA, ABF, RAA) The other 75% of the clubs membership must be financial members of the HGFA.



The Roles & Responsibilities of Affiliates:

1. To encourage its members to operate in a safe and responsible manner, in accordance with operational and legal requirements as specified in the HGFA Operations Manual & the HGFA Member Code of Conduct.
2. To be responsible to the HGFA Operations Manager for the supervision and control of operations of hang gliders, paragliders, paramotors and weightshift microlights, at sites within their area (as designated by the HGFA Operations Manager);
3. To maintain ongoing management, assessment and publication of changes to launch and landing sites within their auspices.
4. To call for the adjudication of the HGFA Operations Manager in any dispute or other matter arising among clubs and/or associations and/or a person and/or other organisations, regarding any safety, site management or operational matters. Where the person in dispute is the Operations Manager, his/her decisions are subject to appeal.
5. To, as far as possible, correctly represent the views of members regarding the management and administration of the HGFA.
6. To encourage and foster the local development of the sports administered by HGFA;
7. To provide a social focus and a point of contact for local and visiting pilots.
8. Encourage the appointment of a delegate, if requested, for attendance at any regional, state or national meeting or conference;
9. Organise and implement safety or operational seminars as suggested by the HGFA Operations Manager or directed by the Civil Aviation Safety Authority;
10. Provide a mutually supportive community of pilots, with potential for the safer development of the individuals' flying skills;
11. Ensure equitable, yearly funding across all disciplines administered by the HGFA;
12. Encourage and foster development of the sports administered by HGFA;
13. Assist in the establishment, development, retention and management of sites;
14. Nominate SRA AIRS Managers to assist with the investigation of accidents and incidents along with propagation of safety messages and development of safe operational protocols with the administrating club.
15. Nominate/appoint safety officers to assist with the supervision and control of operations;
16. Ensure accidents involving their members and others are reported, and that investigations and proposals for appropriate actions to reduce hazards, are initiated;
17. Specify, for sites for which they have accepted a management role, the local action that is to be taken; to ensure that all available assistance is provided to rescue pilots who are involved in accidents on or in the vicinity of the site; and to ensure that suitable and prompt medical treatment is available to treat any injuries sustained by persons, on or in the vicinity of the site;
18. To maintain and regularly update all Club/SRA details within the Club Management section of the Members Area. This can be done by any listed member of the Club/SRA executive.

NOTE: HGFA insurances are renewed each year, including the Associations Liability coverage. Failure to renew each year, as an affiliated club/association, will expose the office bearers, other committee members & member-volunteers, to any legal actions initiated against the affiliated club/association, as the HGFA Associations Liability insurance only covers up-to-date and current affiliated clubs.



Annual Reporting:

An Affiliated Club is required to lodge an annual report with its SRA detailing information as required or specified by the SRA:

Affiliated SRA's are required to lodge the SRA's annual report with the HGFA Committee of Management, 30 days prior to the HGFA's AGM. Details and information contained within their report, pertaining to the financial year (1st July to 30th June) prior to their last AGM. Information to include:

- 1 A financial report for the past financial year, showing an income and expenditure summary.
- 2 An overview of the association's main activities, achievements.
- 3 Planned projects, events or workshops for the coming year.

Affiliation Benefits

The HGFA will provide assistance in the establishment and on going management of affiliated clubs and SRA's.

This is primarily achieved through supporting affiliated Clubs/SRA's in creating or protecting flying sites, by negotiating with public authorities such as CASA (controlled airspace exemptions) National parks, Municipal or Shire Councils and through the provision of HGFA manuals and documents that will assist the club/SRA, in pursuing its goals and in helping the national body achieve its objectives for members and these Club's/SRA's.

As an affiliated Club/SRA, office bearers, members & member-volunteers, automatically receive personal protection from any legal actions initiated against the affiliated club/association.

Personal accident insurance coverage is provided by the HGFA insurance scheme for all affiliated Club/SRA volunteers (HGFA members only) when involved in seminars, displays or site improvement working bees, when HGFA national office has been notified before the event or the event has been published as part of the HGFA calendar of events.

Only affiliated Club/SRA contact details are included on the Insurance policy endorsement list and in the HGFA contact list, as published on the HGFA website and in other HGFA publications.

(Only affiliated Club's/SRA's are eligible to enter teams in inter-club, state or national championships where team competition is included.)

Assistance is available for Club/SRA events and general sport promotion, in the form of; promotional material, display posters and HGFA banner; videos on loan, and advice on media promotion.