



# Association & Club Affiliation Requirements

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## Club Affiliation Requirements

A club will be affiliated with the HGFA through its State or Regional Association, upon acceptance of the affiliation by the State or Regional Association, relevant to where the club is operational. A Club Affiliation Application must also be submitted to the appropriate State or Regional Association for this to occur. The HGFA Club Affiliation Application form available on line at the HGFA website.(Document AFF-03).

## State/Regional Association Affiliation Requirements

A State or Regional Association will be affiliated with the HGFA, upon acceptance and approval by the HGFA Committee of Management.

A State/Regional Association Affiliation Application must be submitted to the HGFA Committee of Management for this to occur. The HGFA State/Regional Association Affiliation Application form available on line at the HGFA website. - (Document AFF-01).

## Eligibility Requirements

To be eligible for affiliation a club or State/Regional Association, 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 State/Regional Association is formed, it may be affiliated and have its name included on the HGFA insurance policy:
3. Where a new Club/Association 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;
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;



### **Roles & Responsibilities of Affiliates Cont:**

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/appoint safety officers to assist with the supervision and control of operations;
15. Ensure accidents involving their members and others are reported, and that investigations and proposals for appropriate actions to reduce hazards, are initiated;
16. 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;

### **Annual Reporting:**

**An Affiliated Club** is required to renew their affiliation each year, after the clubs AGM. The clubs affiliation renewal application (AFF-03) is to include an annual report to its State or Regional Association and the HGFA, on the matters listed below.

- 1 Name and contact details for club executive and officials for the next year, including the Senior Safety Officers, other safety officers, volunteers and any instructors associated with the club.
- 2 List of flying HGFA members and non flying or non-HGFA members.
- 3 A simple financial report for the past year showing an income and expenditure summary.
- 4 An overview of the clubs main flying activities, the sites under the club's control and other sites regularly used, including planned projects for the coming year.

**State/Regional Associations** are required to renew their affiliation each year, after their AGM. The State/Regional Associations affiliation renewal application (AFF-01) is to include an annual report to the HGFA Committee & Management, on the matters listed below. This report is also to be presented/available to all members, at the next HGFA AGM.

- 1 Name and contact details for the association's executive and officials for the next year.
- 2 List of current affiliated clubs, identifying member numbers flying or non-flying.
- 3 A simple financial report for the past year showing an income and expenditure summary.
- 4 An overview of the association's main activities, achievements and of any planned projects the association may be focussing upon in the coming year.

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



## **Affiliation Benefits**

The federation will provide assistance in the establishment and on going management of affiliated clubs, State & Regional Associations.

This is primarily achieved through supporting affiliated clubs/associations 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/association, in pursuing its goals and in helping the national body achieve its objectives for members and these club/associations.

As an affiliated club/association, 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/association 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/associations contact details are included on the Insurance policy endorsement list and in the HGFA contact list, as published on the HGFA website and in the HGFA Sky Sailor magazine and only the newsletters of affiliated club/associations shall be published in the national magazine.

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

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