

Administrative Rules and Procedures

Table of Contents

1.1 Australian Aerobatic Club ACN 001 052 688..... 2
 1.2 International Relationship..... 2
 1.3 Relationship with Chapters 2
 1.4 AGM and Election..... 4
 1.5 Reporting Requirements..... 4
 1.6 Patrons 4
 1.7 Scholarships 4
 1.8 Annual Activity Programme..... 5
 1.9 AAC Financial Accounts 5
 1.10 Australian Teams..... 6
 1.11 International Judges 7
 1.12 Insurance 7
 1.13 Duty Statements..... 8
 1.14 Membership 8

Appendices:

Appendix 1-1..... AAC Memorandum and Articles of Association
 Appendix 1-2..... AAC Company Extract
 Appendix 1-3..... FAI Sporting Delegation
 Appendix 1-4..... Committee Duty Statements
 Appendix 1-5..... Bookkeeper/Secretary Job Description
 Appendix 1-6..... Contest Organisation Checklist and Timeline
 Appendix 1-7..... AGM Proformas
 Appendix 1-8..... Serious Incident Response Plan
 Appendix 1-9..... AAC Code of Conduct

1.1 Australian Aerobatic Club ACN 001 052 688

- 1.1.1 The activities of the Club are defined and governed by the Memorandum and Articles of Association, which is attached in Appendix 1-1.
- 1.1.2 The Australian Aerobatic Club (AAC) is a registered Company Limited by Guarantee with an elected Committee who are also the Company Directors. The AAC has ASIC permission to not use 'Ltd' in its name, and is a Small Company Limited by Guarantee (SCLBG) due to its low turnover and nature of activities. An abbreviated Company Extract is provided at Appendix 1-2.
- 1.1.3 Being a SCLBG allows a relaxation of the normal Company rules. Specifically the AAC does not have to lodge audited accounts nor have an approved auditor audit the club's financial activities annually. Our auditor is Behrens Rowley and Partners of Sydney. At the 2012 AGM the membership voted to not get our accounts audited in future, but rather have them reviewed by an accountant prior to presentation at the AGM.

1.2 International Relationship

- 1.2.1 Though our Memorandum lists many activities which the AAC may undertake, the primary focus in recent decades has been the sport of competitive aerobatics. This sport is governed internationally by the Federation Aeronautique Internationale (FAI) through its Commission Internationale Voltige Aerienn (CIVA). In turn, the National Aero Club (NAC) of each country represents the FAI locally – in our case the Air Sport Australia Confederation (ASAC).
- 1.2.2 ASAC authorises the AAC to manage the sport domestically and issue FAI licences via a delegation, shown at Appendix 1-3. We pay an annual remittance, based on membership numbers, to ASAC and on to the FAI.
- 1.2.3 In return for being associated with the FAI we generally follow FAI competition procedure and make use of the Aresti aerobatic notation in our documentation. Our pilots and judges also have the opportunity to compete or judge, respectively, at FAI sanctioned events such as the World Aerobatic Championships (WAC), World Advanced Aerobatic Championships (WAAC), Yak 52 World Championships (YakWAC) and Intermediate Championships.

1.3 Relationship with Chapters

- 1.3.1 The State-based Chapters are affiliated with the AAC, but as independent statutory bodies incorporated under the law of their respective State. As such, they have their own Directors and management Committee, and the AAC can only recommend how they conduct their business.
- 1.3.2 It is in the best interest of the sport, however, if all Chapters and the AAC work together. Sharing of resources towards common objectives, agreed with the AAC, in order to foster greater membership numbers and promote greater participation.
- 1.3.3 The primary objectives of the AAC are:
- a) Maintain and expand the annual competition calendar,
 - b) Increase participation in the sport by both pilots and non-pilots,
 - c) Foster the development of young aerobatic pilots,
 - d) Facilitate the development of competitive world-level aerobatic pilots,
 - e) Develop competent domestic and international standard judges,
 - f) Increase membership numbers,
 - g) Maintain our excellent safety record.
- 1.3.4 Current active chapters are:
- a) Australian Aerobatic Club (New South Wales) Incorporated,
 - b) Australian Aerobatic Club (Queensland Chapter) Ltd.,
 - c) Australian Aerobatic Club Adelaide Chapter Inc.
 - d) Australian Aerobatic Club Victorian Chapter Inc., and
 - e) West Australian Chapter Australian Aerobatic Club Inc.
- 1.3.5 The National AAC Committee is comprised of three Executive and several ordinary Members, per the Memorandum and Articles of Association, as follows:
- a) President,
 - b) Treasurer,
 - c) Club Captain, and
 - d) Six ordinary members.
- 1.3.6 The number of ordinary members on Committee may be increased by resolution at a General Meeting.

- 1.3.7 A Club Secretary or Honorary Secretary may be appointed by the Committee and if appointed becomes, ex officio, a member of the Committee.
- 1.3.8 The AAC Memorandum and Articles of Association do not stipulate Chapter representation on the AAC Committee. However, for unity of purpose it is recommended that Chapter Presidents nominate for election to the AAC Committee, or are invited to attend committee meetings.
- 1.3.9 These AAC Regulations are also for the use of Chapters without restriction. Local Supplementary Rules may be issued by Chapters to tailor the document, where deemed necessary, to meet particular local needs. Any reference to the AAC should be extended to include the local Chapter where this is not specifically noted.

1.4 AGM and Election

- 1.4.1 The AAC financial year is 1st January – 31st December. Membership renewals are due 1st January each year (Articles of Association para. 10).
- 1.4.2 The AGM, if possible, should be held within one month of the finish of the financial year (December 31). The practical effect of this is that all financial members of the previous year are eligible to vote in the election of the Committee and on any business conducted at the AGM, without issues of current membership status.

1.5 Reporting Requirements

- 1.5.1 Being a Small Company Limited by Guarantee, as of 2012 the AAC is no longer required to lodge audited accounts and annual reports to ASIC.
- 1.5.2 Our current Auditor is Behrens Rowley Chartered Accountants, Sydney, NSW.

1.6 Patrons

- 1.6.1 The AAC has no patrons at present. IAW section 13, paragraph (a) of the Articles of Association the Club may have no more than six patrons. Nominations for Patrons should be sent in written form to the Committee for consideration. Pertinent information supporting the nomination should also be supplied.

1.7 Scholarships

- 1.7.1 Australian Women Pilots Association (AWPA) RAAF Aerobatic and Formation Scholarship. The AWPA awards an annual scholarship to a female pilot for the purpose of gaining an aerobatic or formation endorsement. Though not associated with this scholarship, our members' family or friends may wish to apply for it via the AWPA.

1.8 Annual Activity Programme

- 1.8.1 The Australian Aerobatic calendar is typically as follows:

Feb/March	-	Victorian State Championship
March/April	-	South Australian State Championship
Jun/Jul	-	Queensland State Championship
Sep/Oct	-	New South Wales State Championship
Sep/Oct	-	West Australian State Championship
Oct/Nov	-	Australian Aerobatic Championship & Annual Awards Dinner.

- 1.8.2 Individual Chapters usually schedule a series of training days or weekends throughout the year to enable further judge and pilot progression.
- 1.8.3 Throughout the year, Aerobatic Training Camps may be run by senior members of the Club to assist others to progress in the sport. Fees levied for these training camps go into the AAC WAC account.

1.9 AAC Financial Accounts

- 1.9.1 The AAC maintains three accounts: a working cheque account for daily usage, an investment savings account and a WAC account. The President and Treasurer are signatories to all accounts, while the Club Captain is also a signatory to the WAC Account.
- 1.9.2 All memberships, merchandise, and competition income and expenditure will flow through the working account. If the balance of this account significantly exceeds forecast requirements then money will be transferred to the investment accounts. Similarly, if large expenditures are expected from the working account money will be brought back from the investment account to cover them.
- 1.9.3 The WAC account is a stand-alone fund for supporting any Australian Team. Money raised through Team Sponsorship, Boot Camp fees, donations or in other ways to support an Australian Team should be

deposited into this account. Use of this money should be for improving the team performance at International competitions, such as employing a Team Coach. Normal individual flying and incidental expenses are not to be paid from this account.

- 1.9.4 Financial statements are to be prepared for tabling at each scheduled Committee meeting. The club financial accounts will be closed on 31 December each year and put in order for review by the auditor or qualified accountant ready for the following AGM.
- 1.9.5 Following the AGM, the incoming Committee should consider the accounts thoroughly and make a budget for that year.

1.10 Australian Teams

- 1.10.1 The AAC has not regularly sent Australian Teams, or individuals, to World Championship events, though activity has increased in the last few years.
- 1.10.2 The nature of our sport is such that without State support or major sponsorship, only a few individuals will be able to fund their expeditions to World level events regularly, or employ expert coaches. The monetary contribution the AAC has usually made is relatively minor. However, if we are to maintain contact with the world standard we need to get more exposure to it, both in flying and judging. Otherwise there is little point continuing our association with the FAI.
- 1.10.3 Thus, it is proposed that whenever possible the AAC should support members wishing, and able, to travel to compete at World Championship events. Support may be as simple as naming them as a member of the Australian Aerobatic Team so they may better approach sponsors, and paying some percentage of the entry fees.
- 1.10.4 By getting this experience at the earliest opportunity those pilots will improve and the knowledge will percolate through the Club. If members travel with the moral, if not financial, support of the Club, they are more likely to remain motivated in the sport. This goodwill will be repaid to the club over time. Furthermore, less experienced members will be motivated to keep progressing within the sport as they will see that it is possible to compete at world level in a reasonable period of time.
- 1.10.5 The Selection Criteria in Appendix 2-3 of Section 2 should be used as a guide, for pilots and AAC management to aspire to. Hopefully at some future time the AAC will have the numbers of competitive pilots at the highest levels such that the full Criteria will need to be applied.

Until that time an expansive and inclusive sport development approach should be applied, rather than a pure domestic results based approach.

- 1.10.6 Announcement of the Team should be made at the annual presentation dinner for the CIVA events to be held the following year. This will provide time for appointment of a Coach, Team training, trip planning, fundraising and general organisation required for such an endeavour.
- 1.10.7 The AAC will facilitate the sending of teams to international events by subsidising the entry fees and using available contacts to find aircraft and coaches etc. However, *it is primarily the responsibility of the Team Members to do what is required to organise, prepare and fund the venture, as a Team.*
- 1.10.8 Money raised by senior members running Training Camps may be used to import experienced coaches, or to engage a coach overseas for the lead up and period of international competitions.

1.11 International Judges

- 1.11.1 The AAC Captain of Flying will review the ACRO-derived Judge Performance Data (JPD) from State and National Championships for all Judges annually. If appropriate, recommendation to CIVA can be made for listing the best performing judges as International Judges.
- 1.11.2 CIVA has performance standards for judges and runs training courses to maintain and standardise judging.
- 1.11.3 To enable the AAC to assess judge performance, State Chapters will forward the raw ACRO competition file to the AAC Captain of Flying after each competition. These files will form part of the AAC historical archive and be referred to as required by committee.

1.12 Insurance

- 1.12.1 The AAC maintains a \$20M Air Display Liability insurance policy with QBE for use by the AAC and its Chapters. Management Liability insurance for Directors and Officials is also maintained with Chartis Insurance to assist in defending any claims against individuals acting in an Official capacity with the club.
- 1.12.2 The premiums are divided pro-rata between the Chapters and AAC (i.e. the AAC pays 50% and the remaining 50% is divided pro rata between the Chapters based on membership numbers).

- 1.12.3 It is beholden upon all AAC and Chapter officials to be professional and knowledgeable in all their activities on behalf of the Club. Negligence will preclude them from insurance cover.

1.13 Duty Statements

- 1.13.1 The AAC MoA give brief direction on the conduct of the Committee and meetings. Further guidance on the duties associated with the various Committee positions is provided at Appendix 1-5.
- 1.13.2 To assist the Treasurer and Committee in the timely completion of essential tasks, the AAC may engage a bookkeeper/Secretary on a mutually agreeable basis. A sample Job Description is provided at Appendix 1-6.

1.14 Membership

- 1.14.1 AAC Articles of Association paragraphs 6 to 10 describes the membership process. AAC Memberships available are: Member, Life or Honorary. The Chapters may also have Social or Associate membership options as well as normal (full) Chapter membership.
- 1.14.2 The convention is that AAC members must also be (full) members of a Chapter. The converse is not required. I.e. a person may join a Chapter as either a Social/Associate (if permitted by Chapter rules) or (Full) Chapter Member without joining the AAC also.
- 1.14.3 AAC Life Membership. Members of ten years or more are eligible for Life Membership. Life Memberships must be nominated and voted on at a General Meeting. People who have performed special services for the club may also be nominated. Paragraph 12 of the Articles of Association refers.
- 1.14.4 Honorary Membership. Patrons, Benefactors, Overseas Visitors or Competitors may be proposed as Honorary Members for the period of their visit. Para. 13 of the Articles refers.
- 1.14.5 AAC Member. This is the normal membership option and member must also be a (full) member of a Chapter. The Membership fee includes an FAI licence. Membership card is inscribed: 'Australian Aerobatic Club, (*insert Chapter name*) Chapter, (*insert year*), AAC (*insert AAC No.*). Member is listed on the AAC database.
- 1.14.5 Chapter Member. (Full) Chapter membership. No AAC number is issued. Card inscribed: 'AAC (*insert Chapter name*) Chapter Member (*insert year*)'. Member is listed on the AAC database.

- 1.14.6 Chapter Social/Associate Member. Social or Associate membership of the Chapter only. No AAC number is issued. Card inscribed: 'AAC (*insert Chapter name*) Chapter Social Member (*insert year*)'. Member listed on AAC database.
- 1.14.7 The AAC maintains a central membership database for both the AAC and the Chapters, and administers membership renewals for all. Memberships are for 12 months, commencing 1 January and finishing 31 December.
- 1.14.8 If a membership lapses the AAC number will be reserved and will be re-issued to that same member if they re-join at a later time. Membership and FAI numbers will not be recycled.
- 1.14.9 It is beholden upon all AAC and Chapter members to be professional and sportsmanlike in their conduct and to act in accordance with the AAC Code of Conduct (Refer Appendix 1-9). If a member's failure to adhere to the AAC Code of Conduct is reported to the AAC Committee, the matter will be investigated and disciplinary action may be taken.