

BGA SUB COMMITTEE TERMS OF REFERENCE APRIL 2007

Introduction

Sub committees and working groups (SC&WG) and the Executive Committee ("EC") of the British Gliding Association ("BGA") are established under the Articles of Association of the BGA. With effect from April 2007 the following SC&WG are established:

- (1) Airspace
- (2) Communications and Marketing
- (3) Competitions and Awards
- (4) Development
- (5) Instructors
- (6) Safety
- (7) Staff and Administration
- (8) Financial Advisory
- (9) Technical
- (10) Regulatory

These terms of reference have been agreed by the EC. With the exception of the Instructors Committee, the terms of reference have a common template for all matters other than the specific aim(s) and scope of activities of each sub committee.

The terms of reference for the Instructors Committee include additional or substitute clauses to the common template.

In addition there is a team of BGA Accident Investigators, headed by the Senior Accident Investigator. The Accident Investigators do not comprise a sub committee as such. Their terms of reference are also included in this document for completeness.

In the text the male gender is deemed to read as the female gender where applicable. Where the term Sub-committee is used, this should be read as meaning "Sub-committee and/or Working Group".

Composition of sub committees

The Chairman of each sub committee is appointed by the EC. His appointment is subject to annual renewal by the EC, and is subject to a maximum term of 5 years. Chairmen are subject to consideration for re-appointment at the first available meeting of the EC following the Annual General Meeting of the BGA.

In the event of a change of Chairman of a sub committee, the whole membership of a sub committee shall be subject to review as to their appointments, and it shall be the responsibility of the new Chairman of a sub committee to appoint new members and / or re-appoint retiring members as he thinks fit subject to submitting their names to the EC for approval.

The Chairman of each sub committee shall appoint suitably qualified persons from the gliding movement (and exceptionally suitably qualified persons from outside the gliding movement) to work as a committee. Sub committees should comprise a minimum of five members, including the Chairman, wherever possible. The Chairman of each sub committee may terminate any appointment at any time, and shall consider for re-appointment all committee members before the first available meeting following his own appointment or re-appointment. The EC reserves the right to terminate any sub committee member's appointment if it believes that is in the best interests of the BGA.

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The Chairman of each sub committee needs to be mindful of the long term needs of the BGA in terms of continuity of knowledge and experience within sub committees and the gliding movement generally. He should therefore keep membership of his sub committee under review with the aim of encouraging new members to join his sub committee and gain that essential transfer of knowledge and experience from longer-standing and experienced members.

In accordance with the intent of Article 50 of the BGA's Articles of Association, all appointments to sub committees shall be presented, by the Chairman of a sub committee, to the EC for approval.

The Chairman of each sub committee shall appoint one of the members of the sub committee as vice chairman to stand in the Chairman's place when unavailable.

In accordance with the BGA Articles of Association, the Chairman of the BGA is automatically a member of each BGA sub committee, but shall not be counted for the purposes of achieving a minimum membership number on the sub committee.

Policy development

Sub committee chairmen and their committee members are responsible to the EC for the development of policy proposals within their sphere of activities. All proposals for changes to BGA policies, rules, regulations, qualifications, standards and operations shall be presented in writing to the EC for review, adoption, rejection or modification.

Accountability

The Chairman and members of each sub committee are accountable to the EC for their decisions and the implementation of strategies and policies pertinent to the aims and objectives of each sub committee.

Responsibility

The Chairman of each sub committee shall chair the committee and is responsible to the EC for the conduct of the meetings of the committee and for the conduct of the committee members in carrying out their roles on the committee.

The Chairman of each sub committee is responsible for delivery of the aims and objectives of the sub committee, as agreed through the BGA Strategic and Business Planning process and as agreed from time-to-time with the BGA Chairman and / or the BGA Chief Executive and / or the EC.

The Chairman of each sub committee is responsible for ensuring that appropriate documentation (in paper or electronic form), including but not limited to minutes of meetings, is created and retained in respect of the business and decisions of the sub committee, and in particular that correspondence external to the BGA is retained in a suitably organised filing system. The Chief Executive of the BGA shall be copied on all correspondence that commits the BGA or which is potentially contentious, or is of a policy nature. Minutes of meetings of sub committees shall be presented on a timely basis to the EC for adoption and ratification.

Authority, delegations and expenses

The Chairman of each sub committee has authority to incur revenue expenditure and generate revenue appropriate to the aims and objectives of the committee within the limits of the delegated annual budget (but see also below with regard to employment

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of staff). Any planned or forecast material adverse variances from the budget shall be brought to the attention of, and discussed and approved with the EC, before financial commitments are made.

No capital expenditure commitments can be entered into by the Chairman or members of a sub committee without the express prior written authority of the BGA Chairman, Treasurer or Chief Executive.

The Chairman and the members of each sub committee do **not** have delegated authority to employ personnel, nor to determine their remuneration, nor to take on any onerous or long-term obligations on behalf of the BGA, without the express written authority of the BGA Chairman following due consultation with the EC.

The Chairman and members of each sub committee do not have any powers or authority to terminate the contracts of any BGA staff or contractors, or to take any disciplinary actions without the express written prior approval of the BGA Chairman and the EC.

Members of each sub committee are entitled to re-imbusement of travel and other directly related expenses for duties carried out in respect of their authorised activities, at rates agreed from time-to-time by the EC.

Budget

Each sub committee's annual budget of revenue and expenditure for each year commencing 1st October shall be agreed by the EC, following due consultation and the approval of the overall BGA budget by the BGA member clubs at the Annual General Meeting.

Meetings

Each sub committee shall meet as and when required to deal with the business of the committee, but at least twice a year.

BGA Articles of Association

In the absence of guidance in these Terms of Reference on any aspect of the governance or conduct of each sub committee, the Articles of Association of the BGA shall be deemed to apply. The Chief Executive shall supply each new EC member and Sub Committee Chairman with a copy of the Articles.

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AIMS AND SCOPE OF ACTIVITIES OF THE BGA EXECUTIVE COMMITTEE (EC)

Membership of the EC is defined within the BGA Articles of Association

The EC's aim is to successfully manage the affairs of the BGA. This includes but is not limited to:

- (1) compliance with all applicable legislation as affects the BGA and the governance of the sport of gliding, including matters related to British Gliding Association Ltd.
- (2) ensuring appropriate risk management processes, procedures and mitigation on behalf of the BGA and where appropriate, member clubs collective interests.
- (3) dealing with legal and contentious matters on behalf of the BGA and where appropriate, member clubs collective interests.

In carrying out their duties, the members of the EC shall not without the sanction of a BGA general meeting:

- (a) make or alter the major policy of the Association
- (b) alter the subscriptions or fees payable by members to the Association
- (c) incur expenditure significantly deviating from that sanctioned in the budget agreed at the previous AGM

except in emergency add to abrogate all or any regulations of the Association

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AIMS AND SCOPE OF ACTIVITIES OF EACH SUB COMMITTEE

Airspace Committee ("ASC")

The aim of the ASC is to maximise the amount of usable airspace available to glider pilots to fly in with the minimum of control from the airspace authorities.

The scope of activities and specific tasks of the ASC are:

- (1) To develop policies for recommendation to and endorsement by the EC, and, where necessary under the BGA's constitution, by the members of the BGA in General Meeting, in relation to agreed airspace strategies
- (2) Obtain for glider pilots the maximum freedom for local and cross-country flying which also achieves the current safety regulation standards as set out within the CAA.
- (3) Retain the agreed local and national airspace Letters of Agreement (LOA's) and seek to increase the number of LOA's by direct approaches to both the CAA and MOD. Seek to obtain exemptions from airspace restrictions that are inappropriate to gliding operations and that will directly benefit cross-country gliding.
- (4) Monitor plans by Air Traffic Control units and airfield operators for increasing controlled airspace and become actively involved to ensure that our needs are fully understood and recognised.
- (5) Examine regulated airspace and where it does not meet the current CAA aircraft performance criteria make active representation to the appropriate CAA department for changes.
- (6) Ensure that there is appropriate experienced representation on CAA committees that are specific to Sporting aviation that encompass gliding operations.
- (7) Education of Air Traffic Units, both Civil and Military, in gliding operations by encouraging personal visits from clubs and/or members of the Airspace committee.
- (8) Education of all BGA clubs in airspace matters through articles in Sailplane & Gliding and through the Regional members of the Airspace Committee.
- (9) To liaise with other gliding organisations in Europe to keep abreast of developments in thinking on airspace matters in order to influence the outcome of proposals, to the benefit of gliding.

Communications and Marketing Committee (“CMC”)

The aim of the CMC is to provide advice and practical support to the EC in developing and implementing communication and marketing strategies for the BGA.

The scope of activities and specific tasks of the CMC are:

1. To develop policies for recommendation to and endorsement by the EC, and, where necessary under the BGA constitution, by the members of the BGA in General Meeting, in relation to agreed marketing and communications strategies and to monitor and review the effectiveness of these policies in the light of changing circumstances.
2. To assist in developing policies in consultation with the CE and Editor for improving the circulation and profitability of Sailplane and Gliding and to recommend these to the EC.
3. To continue to implement the agreed communications plan, to develop communications policy in conjunction with the Communications Officer and the CE, for recommendation to and endorsement by the EC
4. To continue to refine and review a Promotional Plan; secure endorsement of the plan by the EC and to develop PR and marketing strategies for the national promotion of gliding
5. To set the objectives of the (part-time) Communications Officer and to review and monitor his performance
6. To develop policies in conjunction with the CE and Webmaster in respect of the enhancement of the website and future S&G web presence and to continue to monitor the effectiveness of the electronic communications of the BGA.
7. To continue to advise and assist member clubs in their marketing strategy and to develop a best practice policy for endorsement by the EC
8. To develop and implement a plan for attracting one or more sponsors for the BGA in order to raise the positive profile of gliding in the UK and to enhance its financial viability.

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Competitions and Awards Committee (“Comps Committee”)

The Comps Committee is responsible to the EC for the policy and administration of all BGA-recognised competitive, record, badge and annual award flying activities in the UK, and for the selection criteria, procedures and management of British team entries to international competitions. In the international context the Comps Committee needs to ensure that the UK position on all relevant policy issues are represented fully and coherently at the appropriate forums.

The aim of the Comps Committee is to maintain and develop competitive gliding.

The scope of activities and specific tasks of the Comps Committee are:

- (1) To develop policies for recommendation and endorsement by the EC, and, where necessary under the BGA's constitution, by the members of the BGA in General Meeting, in relation to competition and awards matters
- (2) to ensure all FAI and IGC regulations, codes, rules etc are appropriately interpreted and adopted for UK gliding activities within the remit of the committee.
- (3) to develop and promulgate suitable rules for UK competitions (including the British Overseas Nationals), within the context of the latest IGC rules, and to review and update these as necessary.
- (4) to establish and administer the selection criteria for host clubs for British National Championships and to ensure such events, and Qualifying (“Regional”) competitions, are run in accordance with the rules agreed by the committee.
- (5) to encourage, promote and take interest in all forms of competitive gliding including, where appropriate, those which fall outside the scope of established competitions identified in (3) above.
- (6) to develop and operate suitable and fair selection procedures for British Teams for international gliding competitions, including the annual rating and priority lists on which selection is based.
- (7) in a timely manner to recommend to the EC the prioritisation of proposed participation in international gliding competitions, applying the criteria of best chances of success for the expenditure involved.
- (8) to supervise the administration of British Team or individual entries to recognised international gliding competitions.
- (9) to recommend to the EC the appointment of a British Team manager or managers, and to establish the terms of reference for Team Manager(s).
- (10) to prepare annual budgets of British Team activities for a minimum four year period, for review and agreement by the EC.
- (11) to be accountable for the control and monitoring of the application of agreed budgets for British Team activities and report at least annually to the EC on actual expenditure against budget.

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- (12) to be responsible for the validation of all record and badge claims. Delegation of badge claims may be made to the BGA Badges Officer.
- (13) to recommend annually to the EC the awards of BGA trophies in a timely manner.
- (14) to liase closely with the BGA appointed delegates to the IGC so as to ensure that BGA positions on policies in the international arena are well understood and promoted.

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Development Committee (“DC”)

The aim of the DC is to support and secure the successful development of gliding clubs in the UK

The scope of activities and specific tasks of the DC are:

- (1) To develop policies for recommendation and endorsement by the EC, and, where necessary under the BGA’s constitution, by the members of the BGA in General Meeting, in relation to development matters
- (2) To advise and assist founder groups of glider pilots in the organisation of new clubs and / or new sites
- (3) To provide assistance to existing full member clubs experiencing difficulties in retaining their existing sites
- (4) To provide better liaison between the BGA and its member clubs in relation to encouraging efficient and business-like management and development of club facilities and activities
- (5) Subject to the BGA not requiring registration under the Financial Services Act, to advise new and existing member clubs on financing including sources of grants and loans
- (6) To investigate problems and issues affecting the growth and development of gliding and make recommendations for their solution
- (7) To promote ideas considered constructive for the future growth and development of gliding.
- (8) To establish and maintain close links with other sub committees of the BGA, and in particular the Communications & Marketing Committee.
- (9) To determine and direct the programme of work of the BGA Development Officer

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Financial Advisory Committee (“FAC”)

Membership of the FAC shall be the BGA Treasurer, Company Secretary and Chief Executive. Co-opted subject matter experts will be invited to advise the committee where required to meet the FAC aim.

The FAC aim is to ensure the successful management and administration of BGA finances.

The FAC is responsible for:

- (1) developing, implementing and reviewing BGA financial management, controls and processes
- (2) implementing and reviewing appropriate BGA insurances

In carrying out their duties, the members of the FAC shall not commit the BGA to any material obligation or legally binding position without ratification (evidenced in notes or Minutes) of their proposals by the EC.

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Safety Committee (“SC”)

The aim of the SC is to maintain and develop policies for the achievement of safe gliding and soaring in the UK and to influence those in gliding so as to bring about a reduction in the accident rate.

The scope of activities and specific tasks of the SC are:

- (1) To develop safety related policies for recommendation and endorsement by the EC and, where necessary under the BGA constitution by the BGA membership in a General Meeting.
- (2) To promote a safety culture throughout gliding in the UK and to educate and inform glider pilots on flight safety issues.
- (3) To collate and analyse, publish and retain statistical records all reported accidents and incidents as currently defined by BGA Operational Regulations.
- (4) To produce and publish statistics from (3) above, subject to constraints below.
- (5) To interpret the statistics, and in particular determine whether there are trends in types of accidents or incidents.
- (6) To produce and publish safety information, and make recommendations based on the findings of (5) above, or on any other relevant information.
- (7) To liaise with other BGA committees, particularly to achieve (10) .
- (8) To appoint suitably experienced people as BGA Regional Safety Officers and co-ordinate their activities.
- (9) In an advisory capacity, to carry out BGA club safety-reviews and advise clubs about safety matters.
- (10) To receive and consider recommendations from BGA Accident Investigators' reports on serious or fatal accidents, and to report to the EC on the adoption of any recommendations

The Chairman of the SC must use judgement, after consultation as appropriate with the BGA's Senior Accident Investigator, BGA Chief Executive and BGA Chairman, in deciding whether information in relation to serious or fatal accidents, particularly where legal consequences may be involved, can be disseminated or published, and if so on what time-scale.

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Staff Administration Committee (“SAC”)

Membership of the SAC shall comprise the BGA Vice Chairman, BGA Treasurer and one other Executive Committee member. The Chief Executive should normally be in attendance.

The SAC's aim is to achieve successful administration of the BGA staff in compliance with the law and within acceptable risks.

The SAC is responsible for:

- (1) the efficient management of the BGA office, through the Chief Executive of the BGA, including oversight of the existing office occupancy arrangements
- (2) compliance with employment legislation
- (3) developing, establishing and reviewing the terms and conditions, including but not limited to remuneration, benefits and pensions, and performance criteria for staff and contractors
- (4) disciplinary matters
- (5) dealing with any grievances from staff beyond the normal day-to-day staff matters handled by the Chief Executive

In carrying out their duties, the members of the SAC shall not commit the BGA to any material obligation or legally binding position without ratification (evidenced in notes or Minutes) of their proposals by the EC. Normal salary reviews shall be carried out by the SAC without reference to the EC on individual salaries or other benefits.

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Technical Committee (“TC”)

The aim of the TC is to maintain and develop a self-regulated and cost effective UK airworthiness system for gliders (and motor gliders / self launching gliders under CAA delegation) with safety as the prime objective.

The scope of activities and specific tasks of the TC are:

- (1) To develop policies for recommendation to and endorsement by the EC, and, where necessary under the BGA's constitution, by the members of the BGA in General Meeting, in relation to agreed technical matters and strategies.
- (2) To develop, establish, maintain and manage a system of technical standards for the airworthiness of gliders / sailplanes and self-sustaining sailplanes on the BGA register of gliders.
- (3) To develop, in consultation with the CAA, and maintain and manage a delegated system of technical standards for self-launching motor gliders (“G” registered) and specified G- registered tug aircraft.
- (4) To investigate the airworthiness of new designs of gliders / sailplanes for the purpose of recommending or rejecting their acceptance on to the BGA register of gliders.
- (5) To promulgate technical advice and information to owners and operators.
- (6) To determine the broad objectives of the programme of work of the BGA's Chief Technical Officer.
- (7) To recommend to the EC, and then manage, the structure of qualifications for BGA glider inspectors and the process for their examination, appointment, renewal and continued suitability.
- (8) To appoint appropriate persons under the CAA delegated authority for the maintenance of self-launching motor gliders and for tugs under the BGA's “M3” status.
- (9) To contribute to the development of gliders / sailplanes, both structurally and aerodynamically, and to further the development of instrumentation systems.
- (10) To receive and consider recommendations from BGA Accident Investigators' reports on serious or fatal accidents, and to report to the EC on the adoption of any recommendations relevant to technical matters

Instructors Committee (“IC”)

The following additional clauses are specific to the IC.

Composition

The maximum number of members of the IC shall be 25, including the Chairman.

Sub committee members may serve a term of not more than 5 years. At the end of each year sub committee members' appointments are subject to renewal by the Chairman. At the end of a 5-year term a member of the sub committee shall retire and may only be re-appointed with the agreement of the EC. No person, other than the Chairman of the BGA, may have a right to serve upon the IC by virtue of his position within the BGA or the gliding movement at large.

Meetings

The IC shall meet as and when required to deal with the business of the committee, but at least two times a year. Meetings shall take place not less than 21 days before the next meeting of the EC and minutes of the IC meetings shall be in the hands of the BGA CE at least 10 days before the EC meeting for adoption / endorsement.

BGA Articles of Association

The Chairman of the IC shall be aware of the provisions of the BGA Articles of Association.

The aim of the IC is to maintain and develop a self-regulated and cost effective framework for instruction in gliding in the UK with safety as the prime objective

The scope of activities and specific tasks of the IC are:

- (1) To develop policies for recommendation to and endorsement by the EC, and, where necessary under the BGA's constitution, by the members of the BGA in General Meeting, in relation to flying and instructional matters
- (2) To promote the highest standards of instruction and glider flying and airmanship; to establish, develop and improve the standards of glider flying in the UK through the management of standards of instruction (glider flying training) and coaching
- (3) To determine the recommended or mandated methods of glider flying training
- (4) Agree the annual programme of work for the BGA's National coaches and to assist in the supervision of coaching activities, achievements and standards
- (5) To approve the appointment of all club Chief Flying Instructors
- (6) To recommend the structure of Instructor qualifications to the EC
- (7) To approve the appointment or removal of Regional Examiners, Senior Regional Examiners and instructor coaches and to monitor the performance and standards of the same by suitable checks on a regular basis but not less than once biennially

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- (8) To liaise regularly with the BGA Safety Committee in order to take account of recommendations for the improvement of safety resulting from the reports of investigations into glider accidents
- (9) In consultation with Senior Regional Examiners, to suspend the ratings of instructors or examiners involved in accidents, and to restore their ratings where appropriate following investigation of, and a report on, the accident
- (11) To liaise with, and take advice from the BGA's Medical Adviser with regard to the medical standards appropriate to gliding instructors
- (12) To liaise with other BGA sub committees as appropriate, and with the CAA where appropriate.
- (13) To approve or, if considered inappropriate, reject new sites for BGA clubs or new clubs applying for membership of the BGA. In the case of proposed rejections, refer the recommendation to the EC, with reasons.
- (14) To appoint SLMG examiners and recommend CAA examiner appointments.
- (15) Approve ratings for foreign instructors after standardisation.
- (16) Organise the Junior Championships training programme.
- (17) To receive and consider recommendations from BGA Accident Investigators' reports on serious or fatal accidents, and to report to the EC on the adoption of any recommendations

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Regulatory Group (“RG”)

The aim of the RG is to achieve the optimum regulatory framework for the safe and economic operation of gliding in the UK, by representation of the interests of glider pilots, glider owners, gliding clubs and supporting personnel and through negotiation with the relevant National and European authorities.

The scope of activities and specific tasks of the RG are:

- (1) In pursuance of the aims of the BGA, to develop strategies and policies in relation to regulatory issues for the BGA Executive Committee to consider and endorse where appropriate.
- (2) To provide co-ordination of the external regulatory activities of all BGA sub committees and in particular those dealing with airspace, technical (airworthiness, maintenance, registration), pilot licensing, engineering licensing and operations.
- (3) To provide BGA leadership, in consultation with the BGA Executive Committee, for interface and negotiations, directly or indirectly, on regulatory matters with the various regulatory authorities in the UK and Europe including, inter alia, UK CAA, NATMAC, UK Department for Transport, UK Parliament, European Commission, Eurocontrol, European Parliament and the European Aviation Safety Agency (EASA).
- (4) To assist the BGA Executive Committee in identifying suitably qualified personnel to provide BGA representation, elected or otherwise, on the Boards or working groups of the European Gliding Union, Europe Air Sports, the Technical Committee of the Royal Aero Club of the UK, and any other UK group that legitimately represents the interests of recreational and sporting aviation in the regulatory field.
- (5) In consultation with the BGA Executive Committee, to keep under review, and where appropriate develop, appropriate rules, standards and codes of practice, within any applicable national or EU legal framework, and where approved by the EC for application throughout the UK gliding membership.
- (6) To liaise with the relevant BGA experts to obtain the necessary safety and accident data in an appropriate format for use in regulatory matters.

Membership of the RG shall comprise of a minimum of 5 members and a maximum of 10 members:

- (a) A Chairman appointed by the BGA Executive Committee
- (b) A Deputy Chairman appointed by the RG Chairman who may be one of the following regulatory group members
- (c) The BGA Vice Chairman
- (d) The BGA Chief Executive
- (e) The BGA Chief Technical Officer

In addition the Chairman of the RG may appoint to the RG any other suitable person as he / she believes is necessary for the fulfilment of the aims of the RG.

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TERMS OF REFERENCE OF BGA ACCIDENT INVESTIGATORS

1. The BGA Accident Investigation Team (“AIT”) is established for the purposes of the investigation of fatal and serious injury accidents to gliders and motor gliders operating within the club structure of the BGA in the UK. Subsequent to each investigation a report is to be prepared, to the format of the Air Accidents Investigation Branch (“AAIB”) of the Department for Transport (“DfT”), and recommendations may be made to the EC. The AIT may also be called upon to investigate non-fatal and non-serious injury accident at the request of the EC or a BGA sub committee.
2. The BGA AIT will consist of a Senior Investigator and sufficient investigators to ensure adequate investigation cover throughout the UK. The Senior Investigator is appointed by the Chairman of the BGA, on behalf of the EC. Other members of the AIT, recommended for appointment by the Senior Investigator, are also appointed by the Chairman of the BGA, who has the responsibility to the AAIB for the conduct of investigations.
3. The BGA AIT will operate under the authority of the AAIB. AIT members will undergo a course of training at the AAIB at Farnborough.
4. The BGA AIT investigators will report to the Senior Accident Investigator who then reports to the EC, via the Chairman of the BGA. The AIT is independent of all BGA sub-committees. The BGA AIT is able to call on the resources of the BGA including the Safety, Technical and Instructor Committees if required to assist in investigations.
5. Members of the AIT are entitled to re-imbusement of travel and other directly related expenses, including necessary accommodation, meals, communication costs and other incidental expenses incurred in carrying out their duties as an Investigator, at rates agreed from time-to-time by the EC. Expense claims are to be backed up by receipts or proof of purchase where possible.

Original Signed

Chairman

April 2007

Original Signed

Chief Executive