



MEMBER CLUB REGULATIONS V1.1

AMENDMENT RECORD

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MEMBER CLUB REGULATIONS - CONTENTS

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1 INTRODUCTION

1.1 **Purpose.** These Member Club Regulations describe the manner in which an LAA Member Club should form, govern its affairs and conduct its activities.

1.2 **Conduct and Safety.** The LAA is committed to safety in all its activities. These Regulations contain guidance for LAA Club officers and members on the requirements for a Member Club to function effectively within the LAA and for members and others to enjoy club activities in a safe and responsible manner.

1.3 **Risk and Liability.** Club officers, club members and anyone involved in a LAA Member Club's activities should be aware of, and where possible protected from, personal liability incurred through their club duties or activities, and should ensure that the LAA is not exposed to unnecessary risk and liability resulting from these activities.

2 CLUB DEFINITION & FORMATION

2.1 **Club Types.** There are two types of club which may be associated with the LAA:

2.1.1 **LAA Member Clubs.** An LAA Member Club is an organisation which is directly linked to the LAA and which it is hoped and expected will advance and encourage membership of the LAA. A Member Club must adopt the LAA model Member Club Constitution or another constitution acceptable to the LAA. Clubs may conduct LAA events and thereby promote the LAA. Clubs must sign-up annually to the Club Charter & Declaration and the club, its officers and members will need to adhere to LAA Rules and Member Club Regulations. In return, Member Clubs will receive support from the LAA. If the number of LAA members within a club falls such that LAA members no longer represent a significant element within that club, then LAA recognition may be withdrawn and membership benefits may be lost.

2.1.2 **Affiliated Clubs.** An Affiliated Club is an independent organisation, affiliated to the LAA because of common or overlapping membership or interests. An Affiliated Club is not required to adopt the LAA model club constitution or follow LAA Rules or these Regulations. An affiliated club must not purport to represent the LAA, conduct LAA-badged events or expose the LAA to any liability from its activities. It will not benefit from direct LAA support, such as insurance. Any such club affiliation must be approved by the LAA Board, which will agree the nature of the relationship. The relationship will be documented appropriately. What follows applies to Member Clubs specifically.

2.2 **New Member Clubs.** Any proposal from a club for membership of the LAA should be made to LAA HQ through the CEO. The proposal must be accepted by the LAA Board before that club can become a LAA Member Club. Clubs may be geographically-based or interest-based, such as type clubs. If a group of members in a geographical or interest area that has a current active club wish to form a new Member Club, the LAA Board will, after consultation with members in that area, decide whether a new club is appropriate with regard to the wider interests of the LAA and its members. A Member Club will not normally be accepted as such if it is based outside the UK.

2.3 **Withdrawal of Membership.** LAA Rule 9b provides for a Member Club that may have acted in a way prejudicial to the LAA to explain its actions to the LAA Board. The LAA Board may ultimately withdraw LAA membership from a club if it is in breach of the Rules or Regulations, brings the LAA into disrepute, or persistently acts in a way contrary to the LAA's interests. Continuing failure to submit annual returns to the LAA or maintain a minimal level of membership may also lead to withdrawal of recognition as a Member Club. Any such decision would be formally agreed by the LAA Board and communicated to the club concerned in writing. The club has the right to appeal the decision, and should do so to the LAA President or Vice President in writing, setting out reasons for appeal, within one month. The club may then be invited to provide more information. The LAA President or Vice President will advise the LAA Board of their findings and the LAA Board may reconsider its decision.

3 CLUB ACTIVITIES

3.1 **Activities.** Member Clubs will typically organise meetings and social events which may involve members' families or other guests. These should be held subject to the normal considerations of good safe practice and may warrant formal risk assessment. Member Clubs may also organise flying activities and these will always require risk assessment and a higher degree of safety management.

3.2 **Regulated & Prohibited Activities.** Prohibited activities obviously include all those prohibited by the Rules of the Air, plus those listed as such in Annex A (Regulated and Prohibited Activities). Activities that are permissible but regulated are also listed. These are only to be conducted if the requirements set out in the Club Regulations and associated documents are adhered to. The LAA cannot control, and admits no liability for, any other flying activities carried out by Member Clubs.

4 CLUB ORGANIZATION

4.1 **Club Constitution.** Each LAA Member Club, to qualify as such, must have a constitution. This may be based on the LAA Member Club Model Constitution but, whatever form it takes, it must be a constitution acceptable to the LAA. This recognizes that each club has different needs, so there is latitude in order to reflect those needs, provided that the core elements cover the LAA's requirements. A copy of a Member Club's constitution should be forwarded to LAA HQ for initial acceptance and thereafter if any changes are sought.

4.2 **Club Officers and Committee.** Elected club officers should include:

- a) Chairman
- b) NC Representative
- c) Treasurer
- d) Secretary/Membership Secretary
- e) [Safety Officer – see 4.3.3]

4.3 **Conduct.** These officers form the core of the Club Committee. The committee is responsible for the affairs of the club and acts on behalf of the members. The Club Chairman is responsible for the proper conduct of the club in accordance with the Club Constitution, the LAA Rules and Member Club Regulations.

4.3.1 **LAA HQ Contact.** One officer should be nominated as the contact person with LAA HQ. That individual will be the focus of communication between the Association and the club and be responsible for the annual return to LAA.

4.3.2 **NC Representative.** All LAA Member Clubs are encouraged to participate in the LAA by nominating a representative to the LAA National Council [NC]. LAA HQ should be informed of the contact details of the person appointed and of any subsequent change. The club's NC representative is the club's voice on the NC and should ensure that the proceedings of the NC are communicated to the club as appropriate.

4.3.3 **Club Safety Officer.** If a Club organises flying activities, then a Club Safety Officer must also be appointed. This individual will be responsible for safety at all such events organised by the club. LAA HQ must be informed of the contact details of the appointed Officer and of any subsequent change. The Club Safety Officer should be aware of and follow the requirements set out in the LAA Member Club Regulations and other documents which have the force of LAA Regulations.

4.3.4 Children/Vulnerable Adults Officer. If a Club organises events such as air experience flights attended by children and/or vulnerable adults, a Children and Vulnerable Adults Officer (CVAO) should be appointed as required by relevant legislation and to ensure compliance with good practice. LAA HQ must be informed of the contact details of the appointed Officer and of any subsequent change. If a club organises events in conjunction with an established organisation, such as Scouting UK, the CVAO role may be assigned to that other organisation.

4.4 Club Officer Status. The Chairman, NC Representative and Club Safety Officer, because they are central to the functioning of a Member Club and its relationship with the LAA, must be Full LAA Members. One person may fulfil more than one role.

4.4.1 Election. Club officers are to be elected or deselected by club members at an AGM. Officers may also be co-opted until the next AGM as appropriate.

4.4.2 Additional Positions. Other positions on a club committee, such as Treasurer, Membership Secretary, webmaster, newsletter editor, need not be LAA Full Members.

5 CLUB RESPONSIBILITIES

5.1 Conduct. LAA Member Clubs and members must conduct their affairs and activities in a manner that will not bring the LAA into disrepute or expose the LAA to undue risk.

5.2 Activity. There should be some minimum level of regular activity in order to continue to be recognised as a Member Club. A club must hold an AGM annually and should generally expect to arrange regular meetings for club members at pre-notified locations.

5.3 Membership and Membership Register. Member Clubs must maintain an up-to-date Membership Register. This register should indicate, for each club member and on the basis of available information, whether they hold LAA Full Membership. A club may admit members who are not individual members of the LAA, but Member Clubs are expected to encourage membership of the LAA.

5.4 Children and Vulnerable Adults Protection. Club officers and members should ensure that they are aware of their legal responsibilities wherever a club's activities involve children and/or vulnerable adults. If there is any doubt, e.g. on the necessity for checks or supervision of activities, club officers should seek advice from LAA HQ.

5.5 Annual Reports. An annual report to LAA HQ must be submitted by Member Clubs by 1st February each year. Failure to submit an annual report with the signed Club Charter & Declaration may result in the club's suspension, and ultimately in revocation of the club's recognition as a LAA member club. A template for an Annual Report is at Annex B.

5.6 Regulated Event Management. LAA member clubs will wish to manage flying events in a professional manner and club officers should be fully aware of their responsibilities in planning and running such events. These include:

5.6.1 Organization and Notification to LAA HQ. Regulated events are to be organised in accordance with the Club Regulations and associated documents. In order to receive insurance cover, all LAA flying events must be notified in writing in advance and in good time to LAA HQ, using the template for Notification (See Annex C). Notification needs to include details of the event and the Event Safety Officer.

5.6.2 Insurance. The insurance provided to LAA Member Clubs will cover LAA Full Members plus club members who are registered with the Member Club. As part of its preparation for a club event, a club should ensure that current name and address details for each club member who is involved with event planning or management are recorded on the club's membership register. The LAA will provide each member club with an insurance statement annually, describing the cover available.

5.6.3. **Risk Management.** Each event must be subjected to an appropriate risk assessment and mitigation exercise. Under many circumstances, e.g. a typical fly-in, the standard LAA Event Risk Assessment form (Annexes D & E) can be used. Ideally, an event instruction should also be prepared, containing relevant information regarding location, timing, tasks and responsibilities. A template for this is at Annex F.

5.6.4 **Passenger Flying.** If an event involves Third Party Passenger Flying (TPPF), then the additional regulations contained in the document Passenger Flying at LAA member Club Events are to be followed. Detailed guidance on TPPF is at Annex G.

5.6.5 **Safety and Incident Response.** The Safety Guidelines at Annex H must be used when planning and managing a flying event. A competent organisation must accept safety responsibility at all LAA Member Club flying events. At a licensed airfield, the responsibility for Incident Command and Rescue and Fire Fighting Services lies with the airfield operator. When an event is held at an unlicensed airfield or airstrip, responsibility may initially be unclear. The Event Safety Officer of an LAA Member Club must liaise with the airfield operator or land-owner to establish clear responsibility and competence for event safety. When event safety responsibility is accepted by the LAA Member Club, the LAA Event Incident Plan (see 5.6.6 below) should be used. Otherwise, the main responsibility of the club is, if necessary, to activate the LAA Serious Incident Plan.

5.6.6 **Event Incident Plans.** Flying events where the LAA Member Club takes safety responsibility must not take place unless an up-to-date Event Incident Plan is in situ and has been regularly exercised, at least annually. Then, if an incident occurs during a club event, those responsible have clear guidance to ensure that it can be managed promptly, efficiently and appropriately. Such plans will involve organisation, command responsibility, urgent actions, calling emergency services and dealing with the public and the media. LAA HQ can provide guidance and a template for an Incident Plan on request. Club Event Incident Plans must include the LAA Incident Team Checklist and associated cards (see Annexes I & J).

5.6.7 **Accident Liability & Claims Management.** Experience has shown accident investigation and litigation to be a lengthy and intrusive process which will require significant time, information gathering and preparation. It is important for club officers to be aware of this, to ensure that information likely to be required in an investigation or claim is readily available, that evidence concerning any incident is retained and that notes are made at the time.

5.7 **Promotion and Advertising**

5.7.1 **LAA Logo.** LAA Member Clubs may use the LAA logo to advertise themselves, their events and the LAA. Whenever it is used, the copyrighted LAA logo must be unaltered and in an appropriate context. Guidance should be sought from LAA HQ if there is concern about proposed use of the LAA logo in club documents or websites.

5.7.2 **Representation.** Clubs and club officers should not purport to represent the LAA or act as its agent without the written authority of the LAA Board.

5.7.3 **Online Materials.** Member Clubs are encouraged to have their own websites, separate from the LAA website. The LAA logo should appear prominently on each club homepage. It would be helpful if Club websites provide a link from their home page to the LAA website. Clubs will form their own individual judgements but should be wary of potentially inappropriate commercial advertising or links on their websites.

5.7.4 **Media.** The media often have an interest in aviation-related activities. Care needs to be taken when dealing with them. Advice can be obtained from LAA HQ.

5.8 Club Misconduct and Discipline. There may be occasions where a club member's behaviour or actions fall below the standards sought and where disciplinary action may be required. The model club constitution provides for a member or club officer to be cautioned or expelled. In extreme circumstances, a member's conduct may place his continuing membership of the LAA in question. Should this be the case, club officers should report same to the LAA Board, via the CEO.

5.9 Communication. Club officers will obviously wish to keep their members and LAA HQ informed of club activities. This may be via newsletters, webpages, social media, microblogging or online fora, etc. The LAA is naturally concerned that, such communications may be read beyond their intended readership, they should present a good image and not be detrimental to the reputation of either club or Association. Any Member Club online forum or social media pages should be moderated. LAA HQ is always pleased to receive electronic copies of newsletter for distribution to board members and elsewhere as appropriate.

6 LAA SUPPORT FOR LAA MEMBER CLUBS

Facility	Resource provided by LAA
Insurance	Insurance to cover public liability and contingent risks. The LAA will communicate levels of cover and policy requirements to LAA member clubs
Data from LAA Office	<ul style="list-style-type: none"> • Directory of Member Clubs and Affiliated Clubs. • LAA Member Club Regulations • LAA Membership lists of new members sorted by post codes on a regular basis. (Management of data to be in accordance with legislation) • Model Constitution • Regulations concerning safety, flying events and other activities as required
National Council	Facilities and funding for regular National Council meetings and administrative back-up. Levels of funding will be agreed by the LAA Board.
Training	Consistent and professional operation of any complex activity requires training, in particular for safety-related activities. The LAA will offer and/or facilitate training in risk assessment and incident planning/management for club officers running flying events.

ANNEXES:

- A. Regulated & Prohibited Activities
- B. Club Annual Return
- C. Notification of an Event
- D. Standard Risk Assessment Template
- E. Standard Risk Assessment (example)
- F. Event Planning Template
- G. Guidelines for Third Party Passenger Flying
- H. Safety Guidelines
- I. Incident Team Checklist
- J. Incident Team Checklist Cards