

APPENDIX 1

GUIDELINES for ORGANISING

IFFR FLY-IN or FLY-AWAY

GUIDE LINES for organising an IFFR FLY-IN or FLY-AWAY

(Compiled by Alan Grady, March 2003)

This Code of Practice was developed to formalise and increase the safety of our operations and was brought about by the accident that occurred in Portugal in 2002. Thanks go to all members who contributed, in particular Angus Clark and Tony Watson.

Changes to this document will take place from time to time as the need arises.

These guide lines are not mandatory and have no legal effect but are in place to assist with the provision of satisfactory accommodation, tours and venues required for a successful Fly-In or Fly-Away. It is also intended that appropriate information and briefings will be provided to assist pilots with planning their flying activities in a safe manner, without leaving our IFFR organisation, personnel, Rotary Clubs or Rotary Districts open to litigation. For convenience a Fly-In is the term used for an event where a single destination is planned for a meeting and a Fly-Away where a succession of destinations are to be incorporated in the event.

1-0 Planning

IFFR Fly-In /Fly-Away, are fellowship activities and should include time for relaxation with a balance of flying, organised social activities and free time. Late nights before long flying days should be avoided.

Consideration must also be given to methods of reducing the pressure to fly in the event of bad weather on the day planned to fly, be it home after a Fly-In, or to the next venue on a Fly-Away.

1-1 Where is the location of the Fly-In and who is Organising?

Where a section has a Fly-In committee, or a nominated person, that committee or person should call for nominations for Fly-Ins from within its membership. Those nominations should be discussed at regular meetings and a decision made on a location, as long as possible in advance, preferably a year. For a Fly-Away, in particular, a long lead time is required.

A standard application form to host an event should be prepared for the collection of information to assist in determining the suitability of the location.

If a Fly-Away is planned, publicity should include reference to the responsibility of passengers to ensure in advance that their luggage can be accommodated in the aircraft and if not, that appropriate arrangements are made for its storage.

1-2 Preferred Method of handling Finance

There have been two types of approaches for responsibility for fly-ins in the past. Examples are:

(1) The Shepparton Fly-In. The host Rotary Club and local IFFR member accepted full responsibility including registration costings etc. At the conclusion of the fly-in a cheque for the surplus was presented to IFFR.

(2) On another occasion the IFFR executive had to step in and arrange the total fly-in.

The suggested method is :

The Fly-In organiser fills in the form taking care that the quoted prices for all functions and activities are correct and will cover costs. The completed form is then sent to the Fly-In Chairman who then prepares the registration/indemnity form from the information provided.

The weakness in this arrangement is that all costings are carried out by the Host Rotary Club (or organiser) and if the estimates are out and there is a short fall IFFR makes a loss or alternatively could makes a profit.

The benefit of this method is that IFFR has a standard procedure for the collection of funds and indemnities. Publicity is through our news letter or on our web page.

It has been the practice that the joint Rotary meeting at the respective Fly-Ins provides the opportunity for the host club to make a small profit for their club.

All other functions are normally done on a break even or small profit basis with IFFR accepting the responsibility.

Other considerations for a Fly-Away:- Suitable publicity; Awareness of luggage carrying capacity in Aircraft; Arrangements for storage of luggage.

See Form 1

This form can be used for each location on a Fly-Away

2-0 Section Formalities

2.1 If a Section has insurance cover, the certificate of currency, should be with the Section Secretary.

2.2 An application to participate (registration) form must be completed and sent in for each participant or group of participants as a Fly-In registration. An indemnity form must be included with each application to participate. Also include a contact name and phone number in case of an emergency. It is a requirement that each pilot has adequate third party and passenger insurance for his/her plane and a current medical and flight review endorsement. If a member is to fly an Exchange Student, the appropriate parental consent form must be obtained by the pilot.

See Form 2-A Sample Registration Form **See Form 2-B** Indemnity Form

Pilots Please Read Sections 3-0 to 3-4 and 4-0 to 4-6

3-0 Pilot Briefing and Weather Matters

As a service to the pilots, a briefing should be provided before aircraft departure. It is the pilot's responsibility to inform the organisers of his/her destination and any alternates.

3-1 Responsibility and Airmanship

The provision of information (3.1 and 3.3 below) is provided as an aid to the pilot. It remains the pilot's responsibility to ensure that he or she has adequate information for his or her flight and makes the decision to fly or not. Good airmanship is also the responsibility of the pilot. This is all encompassing, extending from pre flight activities right through to the manner in which the flight has been executed within the privileges of the individual's licence. Matters covered include without being exclusive: pre-flight checks, route planning and alternatives, aircraft familiarity - important in the case of rented aircraft, weight and balance calculations, availability of survival equipment, passenger briefing, en-route review of weather, fuel planning and management.

3-2 Weather and notams

Information should be obtained and distributed to the pilots departing that day. A senior pilot should be nominated for this task. It may be prudent to point out the VFR requirements and insist that this requirement be adhered to and no risks be taken.

3-3 Aerodrome procedures.

ATIS if any. Taxi procedures. Appropriate run up bay. Backtracking

procedures. Aircraft spacing on departure. Required radio frequencies. Other local information if appropriate.

3-4 Accommodation

If the weather is such that pilots cannot reach their destination, information on possible alternates and accommodation may be obtained on request and offered to the pilots concerned and their passengers.

4-0 Fly-Away Organisation.

Planning and Section Formalities as above, with a briefing each day of flight. Information may be required in the form of en-route charts, terminal information etc, for visiting pilots from other Sections. It is assumed that local pilots will have the required documentation and charts. Pilots must be wholly responsible for route planning for their aircraft. On no account should charts in any form be marked with a specific route by the organisers. Such provision may encourage inadequate planning and in certain cases reliance on inadequate charts. (Any graphics supplied. must be marked "not suitable for navigation).

Assistance may be given in flight plan preparation but not to the extent that responsibility is taken away from the pilot in command of that aeroplane. In areas of unfamiliarity, local knowledge should be sought on airspace peculiarities, control zones and weather phenomena. A list of way points may be provided for the proposed route to be flown. Facilities to lodge flight plans should be available.

4-1 Insurance- Carriage of passengers and luggage

The possession of third party insurance is the responsibility of the pilot as is the carriage of passengers and luggage. The Fly-Away organisers should make available (with appropriate contact details) a list of pilots and aircraft prepared to carry passengers and a list of people requiring a ride in an aircraft. Those two groups can then make their own arrangements as to who flies with whom. It is the pilot's responsibility to ensure his aircraft meets the legal weight and balance requirements. The pilot should inform his passengers as early as possible of the maximum baggage weight allowable in the aircraft. The organisers may be able to advise individuals on arrangements for the storage of excess baggage.

4-2 Departure, enroute and arrival procedures.

Departure information as given in 3.3 above should be adhered to. Any change in altitude en-route should be broadcast on the nominated chat frequency (if available) as well as the local area frequency. Arrival

procedure at aerodromes should be as discussed at the pre flight briefing. At uncontrolled aerodromes the lead aircraft will advise preferred landing direction for prevailing winds on the chat frequency (if available) and again on the aerodrome frequency. It is however, each pilot's responsibility to confirm that information when over the aerodrome. Controlled aerodromes will have an ATIS with appropriate information and instruction. The chat frequency should be used sparingly.

4-3 ATC Fuelling and parking arrangements

ATC and Airport management must be notified well in advance, of the number and type of aircraft, so that ATC is aware of aircraft arriving and departing with an estimate of time. Airport Management can organise and advise parking arrangements.

Pilots should be advised of the fuelling arrangements and the brand of Carnet required or other methods of payment.

4-4 Accommodation information and alternatives in the event of bad weather.

It is the pilot's responsibility to determine if the weather conditions are suitable for him or her to fly on any day. On request, the organiser should provide details of available accommodation, at the point of departure. Details of alternate aerodromes and accommodation should be prepared by the organiser and made available on request.

4-5 Emergency

Two copies of an emergency information sheet for each aircraft must be filled in with the following details.

Aircraft make, model and call sign. Names of all persons on board. Names of nominated person or persons in case of emergency. Contact details of nominated persons, address and phone number. Phone number of mobile (cell) phones in the aeroplane. It is requested that each aeroplane have someone with a mobile (cell) phone.

These forms will be carried in two separate aeroplanes by two of the organising committee. The organising committee will determine appropriate action in the case of an emergency.

A member of the organising committee should be in the last aircraft to leave a departure point and record the departure time for all aircraft taking part in the event.

See Form 3

4-6 De Briefing At the end of each day's flight, if possible a debriefing session should be held to discuss any concerns that developed throughout the day's activities. Action should be taken to alleviate those concerns prior to, but no later than, the next day's briefing.

IFFR Australia April 2003

Form 1
Information Sheet for Fly-In Organizer to complete

LOCATION

Name of Town or City
Fly In Airport
Special procedures parking fuel.....
Transport
Proposed Fly-in dates
Name of Organiser IFFR Member yes
no
Address
Phone no Email
Name of Rotary Club.....
Name of Club President or Contact
Phone no Email
Name of District Governor
Phone no Email
Proposed date confirmed..... date confirmed

Accommodation To be booked and paid for by individual participants

Motel /Hotel
Name..... Contact
person
Phone no..... Fax no Email address.....
Room Cost per night -Double ... Breakfast ... Cost PP...
nights.....

Accommodation to be bulk booked by organiser with cut off date as close to Fly-In date as possible.

FUNCTIONS

Activities... Morning tea ... Lunch ... Afternoon tea... Cost...
First day...
First night...
Second day...
Second night...
Third day...
Third night...
IFFR Meeting ... Room ... Refreshment ... Cost PP ...
Transport to and from airport ... Cost PP...
List programme ...
Who is handling Registrations and Finance - our committee, the host organisation or a combination of both?
List Names ...
Close liaison should take place between the organiser and both our Fly-In Committee Chairman and our Secretary.
Details prepared by ... Date ...

Please NOTE:-

The International Fellowship of Flying Rotarians is a group of Rotarians dedicated to promoting aviation as an opportunity for fellowship and service. This Fellowship operates in accordance with Rotary International policy, but is not an agency of, or controlled by Rotary International.

Form 2-A

IFFR (Australia) Inc

ABN 33 430 947 696

Activity Registration and Payment for:-

_____ (name of activity)

GROUP LEADER/CONTACT (see **indemnity** for list of group members)

Name _____

Address _____ Post Code _____

Phone _____ Fax _____ Mobile _____ Email _____

TRAVEL DETAILS

Travel by **AIRCRAFT** type _____ registration _____

CAR

OTHER _____

(delete as required)

Arrival date _____ time _____ **Departure Date** _____ Time _____

ACTIVITIES	No. of persons	Per person	TOTAL
_____	_____	_____	_____

Administration Deposit (one per group) _____
\$20.00

Bus cost for full weekend _____
\$XX.XX

Friday get together – Central Hotel _____ *own cost* _____

Saturday bus trip – tour of the area _____
\$XX.XX

Saturday Rotary dinner meeting _____
\$XX.XX

Sunday IFFR general meeting _____
\$XX.XX

Sunday BBQ lunch at the airport _____
\$XX.XX

TOTAL

(cont.)

PAYMENT *(delete as required)*

Payment type *cheque* *VISA card* *Master card* *B ankc card*

Amount \$ _____

Card No. _____

Expiry date _____

Security number _____ *(NOTE Your transaction can only be processed by mail or telephone, if the last three digits of the number on the reverse side of your card are supplied)*

Name on card _____

Signature _____

ACCOMMODATION

(please make your bookings direct)

NOTE latest date for bookings = xx xxxx xxxx

Please send this completed form, **with the completed indemnity form,**
BEFORE XX XXXX XXXX

to the Treasurer:-

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Form 2-B

INTERNATIONAL FELLOWSHIP of FLYING ROTARIANS

IFFR (Australia) Inc

ABN 33 430 947 696

Registration and Indemnity for :-

INDEMNITY

We the undersigned, do hereby indemnify Rotary International, the International Fellowship of Flying Rotarians, I.F.F.R. (Australia) Incorporated, the various Rotary Clubs, the various Rotary Districts in Australia, and the members, officers, and agents thereof, associated with arranging functions and/or associated activities, from all liability of any kind arising out of any function or activity, arranged by or on behalf of any such person and body, and including any travel to or from the function or activity, whether organised as part of the function or activity or not.

Group Leader/Captain

Name _____ *Signature* _____

Group Members

1 *Name* _____ *Signature* _____

2 *Name* _____ *Signature* _____

3 *Name* _____ *Signature* _____

4 *Name* _____ *Signature* _____

5 *Name* _____ *Signature* _____

6 *Name* _____ *Signature* _____

7 *Name* _____ *Signature* _____

DATED this _____ day of _____ 200X

NOTE This indemnity is required to be signed by all participants attending the function or activity.
(Copy this form as required)

Form 3 (FILL IN TWO COPIES)

Emergency Information To be completed by the Pilot and Crew

Aircraft make Model Call sign

Pilot's Name..... Mobile (cell) Phone

Person to be called in case of emergency.....

Address

... Phone number Home Business.....

...

Passenger one Name..... Mobile Phone

Person to be called in case of emergency.....

Address

... Phone number Home Business.....

...

Passenger Two Name..... Mobile Phone

Person to be called in case of emergency.....

Address

... Phone number Home Business.....

...

Passenger three Name..... Mobile Phone

...

Person to be called in case of emergency.....

Address

... Phone number Home Business.....

...

Passenger four Name..... Mobile Phone

Person to be called in case of emergency.....

Address

... Phone number Home Business.....

...

Passenger five Name..... Mobile Phone

Person to be called in case of emergency.....

Address

... Phone number Home Business.....

...

Please NOTE:-

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APPENDIX 2
CONSTITUTION and RULES

**CONSTITUTION and RULES
of the
INTERNATIONAL FELLOWSHIP of FLYING
ROTARIANS
AUSTRALIA SECTION**

I.F.F.R. (AUSTRALIA) INC.

The Constitution and Rules were developed in 1995-96 to comply with the changing nature of litigation in Australia at the time and also to fall into line with what Rotary Clubs in Australia were doing, to protect members from litigation. Changes to this document will take place from time to time as the need arises.

NOTE: Section 19 (3) of the Associations Incorporation Act 1984 provides as follows:

“Where in relation to any matter the model rules make provision but the rules of an incorporated association do not make provision, the provision of the model rules shall, in relation to that matter, be deemed to be included in the rules of the incorporated association.”

Article 1.

NAME

1.1. The name of the Association shall be **I.F.F.R. (Australia) Inc.**, herein after called the Fellowship. It shall be non-sectarian, non-political, and non-profit.

Article 2.

OBJECTIVES

2.1. The objective of the Fellowship is to develop Fellowship, understanding, and acquaintance of Rotarians worldwide, who share a common interest in aviation and thereby help to achieve the furtherance of the ideals and objectives of Rotary International.

2.To serve the community and humanity through aviation.

3. To organise a minimum of two fly-ins per year, with smaller regional fly-ins organised at the discretion of regional members.

2.4. To achieve a better understanding of aviation among non flying Rotarians and others, through appropriate Rotary programs.

Article 3.

QUALIFICATIONS FOR MEMBERSHIP

3.1. Membership shall consist of those members of a Rotary Club (including Honorary members of a Rotary Club), who have an active interest in aviation, or who have a sympathetic or vicarious interest in the aim and purpose of IFFR.

3.2. Honorary Membership. This membership shall be a special type of membership and an individual shall be elected by the majority vote of the members at the Annual General Meeting, following nomination by the Executive Committee. Honorary Members shall not have voting rights and shall be elected for one year. Fees will not be payable, but Honorary Members will receive the Australian Newsletter, and be listed in the Australian Directory. Fees will not be payable to U.S.A., and Honorary Members will not be entitled to receive the World Newsletter, or be listed in the World Directory. This type of membership is to be used to recognize those persons who have given excellent service to I.F.F.R. (Australia) Inc.

3.3. Past Service Membership. This membership shall be available to those members who have been fully qualified members of I.F.F.R. (Australia) Inc. in accordance with Article 3.1 for a period of 3 years or more, but are no longer members of a Rotary Club. Upon application in writing to the Secretary and payment of all membership fees, they shall be deemed to be members, and the privileges of full membership shall continue, subject to the approval of the Executive Committee of I.F.F.R. (Australia) Inc.”.

Article 4

OFFICERS

4.1. The governing body of the fellowship shall be the executive committee constituted as follows, with the listed terms of office. Except for international appointments, the term of duty for each member of the executive committee shall be for two years, from 1st July to 30th June two years hence. If a member is unable to complete a term, an alternative member shall be chosen to complete the remainder of the term.

The Executive Committee and their titles shall be as follows:

- President
- President Elect
- Secretary
- Treasurer (or Secretary/Treasurer)
- Editor
- Web Master
- Chairman - Fly-In Committee
- Present or Past IFFR International Officer
- Immediate Past President

4.2. President: At the biannual election of officers, the President Elect shall be elected to the position of President unless exceptional circumstances prevent same, in which case nominations for the position shall be called for the position of President. The President shall preside at all meetings of the I.F.F.R. (Australia) Inc., serve as Chairman of the executive board, serve as ex-officio member of all committees, and perform all other duties incidental to the position

4.3. President Elect: The President Elect shall be elected at an Annual Meeting, a minimum of one year prior to the end of the President's term of office. The President Elect shall assist the President in his/her duties and represent him/her when absent. The President Elect shall perform all other duties incidental to this office.

4.4. The Secretary shall record the minutes of all meetings of the Fellowship and handle all correspondence relative to the Fellowship activities. The Secretary shall keep a Register of all Members and forward in March each year a current list of financial members to the world secretary for inclusion in the world directory. The Secretary shall keep in his/her custody or under his/her control, all records, books, and other documents relating to the fellowship. The record books and other documents of the Fellowship, shall be open to inspection, free of charge, by any member of the Fellowship.

4.5. The Treasurer shall have custody of all Fellowship funds, receive and disperse all Fellowship moneys, maintain a complete and accurate record of all transactions, and publish annually, to all members, the annual audited financial statement. All payments from the fund shall be by cheque signed by two members of the Executive Committee. The annual financial statement shall be audited by a suitably qualified person, appointed by the executive committee. The Treasurer shall perform all other duties incidental to this office. The financial year shall be from 1st January to 31st December. The term of office shall be from 1st January following the bi-annual election of officers and terminate on the 30th December following the next bi-annual election of officers, but shall include the completion of the audited report for the next Annual General Meeting.

4.6. The office of Secretary and Treasurer may be held by one person.

4.7. Editor: The editor shall be in charge of writing, printing and all services necessary to the preparation and distribution of the fellowship's semi-annual publication and shall perform all other duties incidental to this office.

4.8. Chairman Fly-In Committee: The committee chairman shall encourage the compliance with GUIDELINES for CONDUCTING FLY-INS and FLY-AWAYS version 2003. This committee shall comprise a number of members determined and appointed as the need arises by the Executive Committee.

4.9. Web Master The web master shall update the Fellowship's web site on a regular basis, including notice of future Fly-Ins, copies of newsletter, and any other information as determined by the committee. Links shall be maintained with iff.org, fellowship.org and rotary.org.

4.10. A present or past IFFR International President or Regional Vice President, currently a member of the Australian Section, shall be a member of the Executive Committee.

Article 5

VACANCIES

5.1. A casual vacancy occurs in the Executive Committee when a member dies, ceases to be a member of the fellowship, or resigns office by notice in writing, given to the secretary.

5.2. When a casual vacancy occurs in the Executive Committee, the vacancy shall be filled, in the case of the President, by the President Elect succeeding to the office.

In all other cases, the President with the approval of one other member of the Executive Board, shall appoint an interim replacement, to serve until the next general meeting of the membership, at which time the vacancy will be filled by a membership vote. That appointment shall be for the remaining time of the original two year term.

Article 6

ADMISSION FEES AND DUES

6.1. Each member shall pay an admission fee, currently \$30.00, and annual dues, currently \$45.00.

6.2. The admittance fee and annual dues shall be reviewed at the annual meeting, having placed before it, the recommendation of the Executive Committee, together with a budget and a set of accounts from the previous year.

Article 7

MEETINGS

7.1. The regular meetings of the fellowship shall coincide with the two Fly-Ins that take place annually.

7.2. The Annual General Meeting shall take place at the Fly-Ins that occurs in the March to May period and shall be notified to the members in the bi-annual newsletter.

7.3. The Executive Committee shall meet prior to the regular meetings.

7.4. Proxy votes will not be recognised at any meeting.

7.5. Voting at all meetings shall be by the voices, or a show of hands of the members present.

Article 8

QUORUM

8.1. Twelve members and three members of the executive shall constitute a quorum at a general meeting.

8.2. Three members of the Executive Committee shall constitute a quorum at an Executive Committee Meeting. If a quorum is not present, the meeting will be cancelled.

Article 9

AMENDMENTS

9.1. Amendments to the constitution and rules of the Fellowship can only be made at a regular meeting of the members by a special resolution passed by a 75% majority of members present at this meeting. Twenty one days written notice of this meeting, specifying the intention to propose the special resolution, must be given to all members.

Article 10

MEMBERS' LIABILITY

10.1. The liability of a member of the Fellowship to contribute towards the payment of debts of the Fellowship, or the cost, charges, expenses of winding up the Fellowship, is limited to the amount, if any, unpaid by the member, in respect of membership of the Fellowship.

10.2. There is no disciplining of members.

Article 11

COMMON SEAL

11.1. The common seal of the Fellowship shall be kept in the custody of the Secretary. The common seal shall not be affixed to any instrument, except by the authority of the Executive Committee, and shall be attested by the signature of two members of the Executive Committee.

Article 12

FINANCIAL YEAR

12.1. The financial year shall be from the 1st January to 31st December.

Article 13

FUND RAISING

13.1. The funds of the Fellowship shall be derived from annual subscriptions and donations, and subject to any resolution passed by the fellowship in a general meeting or such other source as the Executive Committee determines.

Article 14

PROHIBITION AGAINST SHARING IN FELLOWSHIP EARNINGS

14.1. The assets and income of the Fellowship shall be applied exclusively to the promotion of its objectives, and no portion shall be paid or distributed directly to the members of the organisation except as bona-fide reimbursement for services rendered or expenses incurred on behalf of the Fellowship.

14.2. In the event of the Fellowship being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities, shall be paid and applied by the Fellowship in accordance with its powers, to a Rotary organisation such as the “Rotary Foundation” or “The Australian Rotary Health Research Fund” or to another Rotary fund that has similar objectives and which has rules prohibiting the distribution of its assets and income to its members.

Amended April 2004

