

<i>Subject:</i>	<b>IPC INTERNAL REGULATIONS – PROPOSED AMENDMENTS</b>	<i>Annex No. -</i>	<b>46</b>
<i>Author:</i>	<b>G. Rayner, Chair &amp; R. ‘Buzz’ Bennett, Secretary - SCWG</b>	<i>Agenda ref. -</i>	<b>21.2</b>
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## Internal Regulations 2012.

### 5.4 FINANCE SECRETARY

#### 5.4.1 Election

The Finance Secretary shall be elected in the same manner as the Vice Presidents. The Finance Secretary ~~must~~ **need not** be a Delegate or Alternate Delegate to the IPC.

#### 5.4.2 Duties

The Finance Secretary shall be responsible for the administration of the finances of the IPC, in accordance with directions from the Plenary Meeting, the Terms of Reference for the Finance Working Group and in accordance with the FAI Statutes and By-Laws. The Finance Secretary is authorised to approve expense claims submitted in accordance with the Terms of Reference, Finance Working Group, Addendum 1.

#### 5.4.3 Voting Rights

**The Finance Secretary, if not a Delegate, will have no voting rights in Bureau affairs.**

### 5.5 RECORDING SECRETARY

#### 5.5.3 Voting Rights

The Recording Secretary, if not a Delegate ~~or Alternate Delegate~~, will have no voting rights in Bureau affairs.

### 6.3 CHAIR

#### 6.3.1 Terms of Office

**In accordance with FAI By-Law 3.5.1, the term of office for the Chair of an IPC Committee will be two years, concurrent with the term of office of the IPC Bureau. The Chair of an IPC Committee shall be appointed annually and may be re-appointed an unlimited number of times.**

#### 6.3.2 Appointment of IPC Committee Chairs

The Chair of ~~the~~ **an IPC** Committee, ~~together with the Committee members chosen by that Chair,~~ will be proposed by the IPC Bureau to the IPC Plenary meeting for approval. The Chair will assume the responsibilities of the position at the end of the Plenary Meeting at which the appointment is made.

#### 6.3.3 Deputy Chair

The Chair of each IPC Committee shall appoint a Deputy Chair, who must be a current Delegate or Alternate Delegate, to act in his place should he not be present at Committee proceedings.

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## 6.4 MEMBERS

**6.4.1 The members of an IPC Committee will be appointed annually by the Chair of the Committee.**

**6.4.2 The members of an IPC Committee will be proposed by the Chair of the Committee to the IPC Plenary meeting for approval.  
The members will assume their positions at the end of the Plenary Meeting at which the appointment is made.**

## 6.7 THE PERMANENT IPC COMMITTEES ARE:

- 1) IPC Competition Committees:
  - a) IPC Freefall Style and Accuracy Landing Committee
  - b) IPC Formation Skydiving Committee
  - c) IPC Canopy Formation Committee
  - d) IPC Para-Ski Committee
  - e) IPC Artistic Events Committee
  - f) IPC Canopy Piloting Committee
- 2) IPC Rules and Regulations Committee**
- 3) IPC Judges Committee
- 4) IPC Technical and Safety Committee

## 7.2 COMPOSITION

(1) Each IPC Working Group, other than ~~the IPC Sporting Code Working Group~~, the IPC Media and Promotion Working Group and the IPC World Air Games/World Games Working Group, consists of a Chair and up to five other individuals.

~~(2) The IPC Sporting Code Working Group consists of the Chair, a representative of each of the IPC Competition Committees, a representative of the IPC Judges Committee and a Secretary. The representatives will be appointed by the applicable Committee Chair.~~

## 7.3 WORKING GROUP CHAIRS

### 7.3.1 Term of Office

**In accordance with FAI By-Law 3.5.1, the term of office for the Chair of an IPC Working Group, other than those listed in 7.3.2 will be two years, concurrent with the term of office of the IPC Bureau** The Chair of an IPC Working Group ~~shall be appointed annually and~~ may be re-appointed an unlimited number of times.

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- 7.3.2 1) The IPC Finance Secretary will be the **ex-officio** Chair of the IPC Finance Working Group
- 2) ~~The IPC 1<sup>st</sup> Vice President will be the Chair of the IPC Sporting Code Working Group.~~
- 3) The IPC President will be the **ex-officio** Chair of the IPC World Air Games/World Games Working Group
- 4) The Chair of any other IPC Working Group will be appointed by the Plenary Meeting on advice from the IPC Bureau. Nominations shall be carried out in the same manner as for IPC Committees

## 7.6 PERMANENT IPC WORKING GROUPS

The permanent IPC Working Groups are as follows:

- 1) ~~IPC Sporting Code Working Group~~
- 2) IPC Development Working Group
- 3) IPC Media and Promotion Working Group
- 4) IPC Finance Working Group
- 5) IPC World Air Games/World Games Working Group

## TERMS OF REFERENCE FOR THE IPC ~~SPORTING CODE WORKING GROUP~~ RULES AND REGULATION COMMITTEE

### 1. PRINCIPLES

The IPC ~~Sporting Code Working Group~~ **Rules and Regulations Committee** shall be established in accordance with the FAI Statutes and By-Laws and the Internal Regulations of the IPC.

The responsibilities and scope of work the IPC **Rules and Regulations Committee** ~~Sporting Code Working Group~~ shall be in accordance with the Internal Regulations of the IPC, these Terms of Reference and instructions approved by the Plenary Meeting.

### 2. OBJECTIVES

The objectives of the IPC ~~Sporting Code Working Group~~ **Rules and Regulations Committee** are:

- i to keep current Section 5 of the FAI Sporting Code;
- ii to co-ordinate input to the FAI Sporting Code by the Competition Committees;
- iii to keep current advise the IPC on the content of the IPC Internal Regulations
- iv to keep current the IPC Jury Handbook and the FAI Controller Handbook
- v to create and maintain, with FAI assistance, an IPC historical archive and a web page to contain it
- ~~vi to maintain the list of qualified IPC jurors and to recommend for IPC approval the members of FCE Juries.~~

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vii ~~to review FCE Sanction applications and to make recommendations in respect of granting Sanction or not for approval by the IPC Plenary.~~

### 3. ORGANISATION

#### 3.1 RESPONSIBILITY

The **IPC Rules and Regulation Committee** is a permanent committee ~~Sporting Code Working Group is a working group~~ established by the IPC. It reports directly to the Bureau and Plenary Meeting of the IPC and is responsible only to the Plenary Meeting. All recommendations and proposals of the IPC ~~Sporting Code Working Group~~ **Rules and Regulations Committee** shall be presented to the IPC Plenary Meeting, **which decides on its use, distribution or publication.**

#### 3.2 COMPOSITION

##### 3.2.1 Members

**The composition of the IPC Rules and Regulation Committee will be in accordance with subsection 6.2 of the Internal Regulations** ~~Sporting Code Working Group consists of the Chair, a representative of each of the IPC Competition Committees, a representative of the IPC Judges Committee and a Secretary. The representatives will be appointed by the applicable Committee Chair.~~

##### 3.2.2 Chair

~~The IPC 1<sup>st</sup> Vice President will be the Chair of the Working Group. Should the 1<sup>st</sup> Vice President not be present at a meeting of the Working Group, the Group shall elect one of its number to take the Chair for that meeting.~~

**The Committee is led by a Chair who is appointed annually by the Plenary meeting in accordance with subsection 6.3 of the Internal Regulations.**

**The Chair may call on outside specialists to give advice to the Committee Working Group. Also, he may allocate specific tasks to groups and/or individuals on a project basis.**

##### 3.2.3 Secretary

**The Committee may appoint a Secretary from among its members.**

#### 3.3 AUTHORITY

The IPC ~~Sporting Code Working Group~~ **Rules and Regulations Committee** has standing authority to collect, store and process data and information relevant to parachuting regulation as specified in paragraph 4 (Areas of Work).

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#### 4 AREAS OF WORK

The IPC ~~Sporting Code Working Group~~ **Rules and Regulations Committee** areas of work shall comprise:

- i IPC parachuting regulations and legislation;
- ii Presentation of the annual ~~Annex which contains all amendments to the FAI Sporting Code Section 5;~~ **all IPC documents under its control;**
- iii ~~Presentation once every four years~~ **Preparation every year** of a **current** complete edition of the FAI Sporting Code, Section 5, which includes all current amendments;
- iv Preparation every year of a current complete edition of the IPC Jury Handbook, the IPC FAI Controller Handbook, the IPC Medal Presentation Policy and the IPC First Category Event Application Document;
- v Ensuring that IPC publications are in accordance with the FAI Statutes, By-Laws, Sporting Codes and other publications;
- vi Where the IPC wishes to promulgate a regulation which is contrary to FAI legislation, preparing the necessary submission to the appropriate FAI body to have it consider changing the said legislation;
- vii advising the IPC on all matters of parachuting regulation and legislation.

#### 5. WORKING METHODS

The IPC ~~Sporting Code Working Group~~ **Rules and Regulations Committee** may work by:

- i assembling, storing and processing data and information within its area of work;
- ii evaluating parachuting regulation based on the data and information available from all available sources;
- iii producing necessary amendments to the FAI Sporting Code, Section 5 together with support documents to show why the change should be made;
- iv liaison with the Competition Committee Chairs to co-ordinate their regulatory work; ~~and~~
- v producing recommendations to the Plenary Meeting.

#### 6. MEETINGS

The IPC ~~Sporting Code Working Group~~ **Rules and Regulations Committee** is required to meet at least twice immediately prior to a Plenary Meeting. The first meeting will be an Open Meeting and the second meeting will be a Closed Meeting. Any work or communication needed during the intervening year will be handled by letter, fax or electronic means.

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## 7. REPORTS

Each year, the Chair of the IPC ~~Sporting Code Working Group~~ **Rules and Regulations Committee** shall present to the Plenary Meeting a written Annual Report giving details of the ~~Working Group’s~~ **Committee’s** work during the previous year. The report must contain details of all proposals and recommendations requiring a Plenary Meeting decision. The report must be submitted to the IPC Secretary in accordance with paragraph 3.7.1 (i.e. no later than 75 days before the date of the meeting) so that it can be distributed with the Agenda and Notice of Meeting, that is sent out 45 days before the upcoming Plenary Meeting.

## TERMS OF REFERENCE FOR THE IPC FINANCE WORKING GROUP

### 1. PRINCIPLES

#### 1.1 ESTABLISHMENT

These Terms of Reference are authorised by the Internal Regulations of the IPC, which are in turn authorised by the Statutes of FAI (the body of fundamental laws and principles which prescribe the nature, objectives, functions and limits of FAI).

### 2. RESPONSIBILITY

The IPC Finance Working Group is a permanent Working Group established by the IPC. It reports directly to the Bureau and Plenary Meeting of the IPC and is responsible only to the Plenary Meeting.

### 3. MANDATE

The scope of the work of the IPC Finance Working Group shall be in accordance with the Internal Regulations of the IPC, these Terms of Reference and instructions by an IPC Plenary Meeting.

### 4. OBJECTIVES

The objectives of the IPC Finance Working Group are to:

- i Assist the IPC Finance Secretary in the administration of IPC finances.
- ii Establish and maintain procedures for the reimbursement of IPC Officers’ expenses.
- iii Assist the IPC Finance Secretary in the preparation of budgets and accounts.
- iv Establish tender procedures for IPC expenditures.
- v Provide a forum for the exchange of information and discussion as to the financial aims and objectives of the IPC.
- vi Propose amendments to and keep current the IPC Expense Reimbursement Policy Document.

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## 5. ORGANISATION

### 5.1 COMPOSITION

#### 5.1.1 Members

The composition of the IPC Finance Working Group will be in accordance with section 7 of the Internal Regulations.

#### 5.1.2 Chair

The IPC Finance Secretary is the **ex-officio** Chair of the IPC Finance Working Group. The Chair may call on outside specialists to give advice to the Working Group. The Chair may also allocate specific tasks to groups and/or individuals on a project basis.

#### 5.1.3 Secretary

The Working Group may appoint a Secretary should it so desire.

## 6. AREAS OF WORK

The areas of work within which the IPC Finance Working Group shall engage itself, comprise the following subjects:

- i Development of the financial aims and objectives of the IPC
- ii Liaison with the IPC Development Working Group in an effort to realise the aim of funding IPC activities from outside sources.
- iii Development of alternative plans and strategies to achieve IPC financial aims and objectives.

Notwithstanding the fact that the IPC authority is limited to sport parachuting, the IPC Finance Working Group shall also monitor the development of and utilise available information from other international sporting bodies and other **FAI IPC** Commissions.

## 7. MEETINGS

The IPC Finance Working Group ~~will hold meetings as necessary,~~ but is required to meet at least twice immediately prior to the Plenary Meeting. The first meeting will be an Open Meeting and the second meeting will be a Closed Meeting. Any work or communication needed during the intervening year may be handled by letter, fax or electronic means.

## 8. REPORTS

- 1) Each year, the Chair of the IPC Finance Working Group shall present to the Plenary Meeting a written Annual Report which will include the Financial Statements (Balance Sheet and Income Statement) for the preceding calendar

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- year, the proposed Budgets for the current calendar year and year subsequent and details of the Working Group's activity during the previous year.
- 2) The report must contain all proposals and recommendations requiring a Plenary Meeting decision. The report must be submitted to the IPC Secretary in accordance with paragraph 3.7.1 (i.e. no later than 75 days before the date of the meeting) so that it can be distributed with the Agenda and Notice of Meeting, that is sent out 45 days before the upcoming Plenary Meeting.
  - 3) The Plenary Meeting will be asked to approve the Financial Statements and proposed Budgets, as presented in accordance with (1) above or make changes that require Plenary Meeting approval for adoption. A Budget, once approved and adopted by the Plenary Meeting, may only be amended with approval by a Plenary Meeting.

#### **Addendum 1 - Reimbursement of Expenses**

##### **1) The reimbursement of expenses will be in accordance with the IPC Expense Reimbursement Policy Document.**

The following expenses will be reimbursed:

- a) ~~Travel and other out of pocket costs for the IPC President to attend the Plenary Meeting and to represent the IPC at other functions.~~
- b) ~~Telephone, fax and other communication costs connected with IPC business incurred by the IPC President, First Vice President, Vice Presidents, IPC Secretary and IPC Treasurer.~~
- c) ~~Travel, registration and other out of pocket costs incurred by the Delegate to CASI to attend CASI meetings~~
- d) ~~Travel and other out of pocket costs for FCE Jury Members ( SC5, 4.7.1.10.)~~
- e) ~~The stipulated portion of travel costs for International Judges (SC5, 4.1.4.3)~~
- f) ~~Travel and other out of pocket costs approved by the Bureau for IPC Officers, such as the Technical Delegate to the IWGA etc.~~

~~Reimbursement will be made only upon presentation of the required expense form together with full and complete appropriate information and documentation (receipts, invoices, ticket stubs etc.) and must be in accordance with the provisions of SC5, 1.5. Other than a claim for use of a private automobile, no expense will be reimbursed unless fully supported by receipts, invoices or other appropriate documentation.~~



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### 3) ~~Travel, Visa, Meal, Accommodation Costs~~

#### 3a) ~~Travel costs~~

~~Travel costs to be reimbursed will be calculated to and from the claimant's normal place of residence as follows (except in the event that a claimant serves in some capacity at more than one FCE during one trip away from the normal place of residence, in which case the travel costs to and from the normal place of residence will be reimbursed only once together with the travel costs from the site of one FCE to the site of the other FCE):~~

- ~~i) Airfare: lowest cost economy airfare or equivalent~~
- ~~ii) Rental car: out of pocket rental cost, fuel cost, road tolls etc~~
- ~~iii) Use of own private automobile: 35 € cents per kilometre, subject to SC5 1.5.1~~
- ~~iv) Train, taxi, etc.: actual out of pocket cost~~

~~If the claimant is a passenger in a rental car or private automobile, where the driver is to be fully reimbursed by IPC, an FCE Organiser or another third party, no reimbursement claim may be made by the passenger.~~

~~If the driver is not fully reimbursed, the net out pocket cost or the 35€ cents per kilometre personal automobile reimbursement rate must be shared between the passenger(s) and driver and claims may be made on that basis.~~

#### 3b) ~~Visa Costs~~

- ~~Standard consular fee, supported by documentary evidence. Visa costs are considered to be a cost of travel to and from the normal place of residence.~~

#### 3c) ~~Meal costs~~

~~Where a claim for meals is appropriate, meal costs will be reimbursed to the lesser of the actual meal cost, supported by proof of payment, and a meal allowance of €40 per day (based on €20 for breakfast, and lunch and €20 for the evening meal).~~

#### 3d) ~~Accommodation costs~~

- ~~i) Accommodation costs will be reimbursed in the amount of the actual cost incurred and the accommodation used must be of no higher than three star standard. If a higher standard hotel is used, reimbursement will be equal to what a three star hotel would have cost.~~
- ~~ii) Where a claimant shares a double room with another person (whether or not this person is also a claimant) the actual cost incurred will be equal to one half of the total room cost.~~

- ~~2) Reimbursement claims, together with supporting documentation, must be presented to the IPC Finance Secretary and/or the IPC President, who, if the claim is found to be reasonable and proper, will approve and endorse it and forward it to FAI Headquarters for payment.~~

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- 3) ~~Any claim made by the IPC **Finance Secretary** Treasurer, in whatever capacity, must be approved and endorsed by the IPC President before payment may be made.~~
- 4) ~~FAI Headquarters may only make payment of claims that are properly approved and endorsed by the IPC Treasurer **Finance Secretary** or IPC President, as appropriate.~~

## **Addendum 2 - Expenditures:**

- 1) Any FAI Member, Delegate, Committee or Working Group Chair may submit a proposal to the IPC Finance Secretary for an expenditure item.
- 2) In order to be considered at a Plenary Meeting, the proposal must be received in time to be included in the Agenda material for that Plenary Meeting
- 3) The proposal must include :
  - i a full and complete description of the expenditure item
  - ii a full explanation of the benefits to the IPC and FAI Members
  - iii a full disclosure of the reasons behind the proposal and
  - iv a full disclosure of initial and ongoing costs