
Role description and Selection Process

Delegate / Alternate Delegate to International Skydiving Commission

1.0 Introduction

All FAI Skydiving and Parachuting international championships, competitions, and record activities, both outdoor and indoor, are conducted under the direction of the FAI Skydiving Commission (ISC). ISC stands for "International Skydiving Commission".

British Skydiving recognises the importance of representation at the ISC. The importance of this role requires an open and transparent process that selects appropriate candidates to fulfil the duties of representation on behalf of British Skydiving.

2.0 Role title

2.1 British Skydiving Delegate to International Skydiving Commission

2.2 British Skydiving Alternate Delegate to International Skydiving Commission

3.0 Role held by

A volunteer (full British Skydiving member in good standing with the Association and signatory to the Code of Conduct for Volunteers) or employee of British Skydiving.

4.0 Time Commitment

As a minimum, the Delegate or the Alternate Delegate are expected to attend the full International Skydiving Commission (ISC) meeting (Open meetings and plenary) at the end of January / beginning of February each year and attend EPC meetings during the year. Further time commitment for these roles can arise if additional responsibilities are accepted such as being a member, chair or vice-chair of an ISC committee.

5.0 Expenses

The role of Delegate / Alternate Delegate is voluntary. Therefore, it is unremunerated. Travel and subsistence expenses will be reimbursed in accordance with Form 335 Volunteer Expenses Policy. International travel must be authorised or arranged by the Secretary of the Elite Performance Committee (EPC). British Skydiving reserves the right not to provide expenses if not in accordance with the expense policy.

6.0 Appointment

The Delegate / Alternate Delegate is appointed by Council on recommendation by the Elite Performance Committee for a duration of 3 years. The appointment of the two roles is staggered so that in the normal course of business only one role becomes available during a calendar year. In the event of a casual vacancy arising for either role that would result in both roles becoming vacant at the same time, the remaining volunteer's appointment is extended by 1 year to enable introduction and handover to the new volunteer.

7.0 Appointment Process

British Skydiving will advertise for interested parties to apply by submitting a CV and covering letter outlining their suitability for the role and demonstrate their skills and competencies listed in 9.0.

The CVs are submitted to EPC in the first instance, which makes a recommendation on suitable candidate(s) to Council. Where more than one candidate is considered suitable by EPC, a majority vote by Council will determine the successful candidate.

8.0 About the Roles

The Delegate / Alternate Delegate represents British Skydiving at its international governing body. They are expected to represent the interests and opinions of British Skydiving's Council and Committees, regardless of personal opinion. They should actively seek input on proposals being presented at the ISC plenary to enable them to best represent British Skydiving.

In addition, the Delegate / Alternate Delegate represent the ISC to British Skydiving. They are therefore expected to communicate all ISC-related information to relevant members of British Skydiving, which can include EPC, TEAs, the Treasurer and/or Head of Finance and Operations on a timely basis.

In the event of a selected delegate deemed not representing British Skydiving's interests, the delegate may be suspended or removed from the role based on the outcome of a panel investigating any breaches. A delegate may resign from the role, in writing to the secretary of EPC. If any vacancies arise, British Skydiving will endeavour to fill these positions in a timely manner.

9.0 Required Skills

- 9.1 A broad and deep knowledge of skydiving, its disciplines, governance and competition structure.
- 9.2 Experience of competing / judging / managing at FCE level
- 9.3 Ability to negotiate with international delegates.
- 9.4 The ability to connect and lobby globally.
- 9.5 Experience of or exposure to ISC.

10.0 Desired Skills

- 10.1 Being multi-lingual is advantageous

11.0 About the ISC¹

The International Skydiving Commission, (ISC), also branded as World Skydiving, is one of 11 Air Sport Commissions (ASC) and three Technical Commissions organised under the Fédération Aéronautique Internationale (FAI), founded in 1905 and headquartered in Lausanne Switzerland. The FAI is recognised by the International Olympic Committee (IOC). Other examples of ASCs include gliding, aeromodelling and ballooning. Under delegated powers from FAI, the ISC administers competitions, records and activities for sport parachuting/skydiving.

There are over 100 member organisations to FAI. Within each country, a National Air Sport Control, (NAC) administers all FAI air sports. In some countries with multiple air sports, the country's NAC may further delegate powers to national organisations for parachuting, gliding, drones, ballooning, for example, for others, the NAC exists solely for parachuting.

¹ from <https://www.fai.org/page/isc-about>

11.1 ISC MEETING

The annual ISC Meeting includes:

- The Plenary Meeting
- Bureau meetings
- Extended Bureau meetings, and
- Permanent or temporary Committees' and Working Groups' meetings.

The ISC must meet sometime between 20 January and 20 February. As an FAI ASC under the FAI Bylaws, the ISC technically should hold its meetings at or in the vicinity of Lausanne unless another venue is bid for and voted upon by a greater than 50% majority. This is usually the case.

The format is prescribed as follows:

Tuesday: Arrival Day, evening fellowship, perhaps Committee/Extended Bureau meetings.

Wednesday: Open Meetings Day 1: Items on the Agenda are reviewed, discussed and explained in readiness for formal voting during the Plenary.

Thursday: Open Meetings Day 2: As above.

Friday: Closed Meetings Day: Bureau, Committees and Working Groups meet in private to finalise their positions and submissions for voting. A casual social gathering may happen in the evening.

Saturday: Plenary Meeting Day 1: This is the formal governing body of the ISC which must vote on all documents and decisions taken by the ISC, the Bureau, Committees and Working Groups. Documents are presented and votes are taken. All changes to rules or procedures must be voted upon. Bids are heard for future competitions and ISC Meetings. Lists of FAI Judges and Jury members are approved.

Sunday: Plenary Meeting Day 2: The same as above. Must close by 14.00 to allow departures.

Who may attend?

Each NAC may send one Delegate and one Alternate Delegate to the ISC annual meeting, plus an Interpreter. An unlimited number of Appointed Observers may attend.

Appointed Observers The names of all Appointed Observers must be sent by their NAC to the ISC Bureau via the ISC Recording Secretary at least seven (7) days before the start of the ISC Plenary Meeting. Appointed Observers may be technical experts, interested parties or accompanying persons. They may contribute in the meetings of the Committees and Working Groups if invited by the Chairs. At the Plenary they have no right to speak unless granted that right by the Chair. They have no voting rights at any time.

The powers, rights and obligations of each position are different.

DELEGATE	ALTERNATE DELEGATE
Exercise voting rights for their NAC	Only exercise voting rights if the Delegate is absent
May be Chair or Deputy Chair of a Committee or Working Group	May be Chair or Deputy Chair of a Committee or Working Group
May be elected to the Bureau	May not be elected to the Bureau
May carry a proxy for one (1) other NAC	Carries no proxies
Has the right to speak at the Plenary	Has the right to speak at the Plenary
May submit proposals to the Agenda	