

MODEL AERONAUTICAL ASSOCIATION OF AUSTRALIA



POLICY FOR VISITOR INSURANCE AT FLYING FIELDS

MOP042

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This Policy and/or Procedure forms part of the MAAA Manual of Procedures. This entire document is for the use of all classes of members of the MAAA in the conduct of activities associated with the MAAA and is not be used for any other purpose, in whole or in part, without the written approval of the MAAA Executive.

Shading of **text** identifies changes to the previous version

POLICY FOR VISITOR INSURANCE AT FLYING FIELDS

1. Introduction

The current MAAA Third Party Insurance Policy provides coverage to “bona fide” visitors as well as to all classes of MAAA members. This is to allow prospective members to attend/visit a club to assess their facilities and decide if they would like to join. It is not intended to cover non-members using a club facility on an ongoing basis.

This Policy allows a visitor to be given instruction on flying their model aircraft or, if they are competent to operate a model aircraft, to fly their model at the club for a limited period. Visitors, abiding by this policy, will be subject to the coverage of the MAAA Third Party Public Liability insurance policy without cost.

2. Definitions

Affiliate Member	A person properly affiliated with a Club that is properly affiliated to an MAAA Ordinary Member.
Club	A Club properly affiliated with an MAAA Ordinary Member.
Club Member	See Affiliate Member.
Education Visitor	A visitor who is approved under this Policy for a tailored education program.
FAI	Federation Aeronautique Internationale.
Honorary Member	A person recognised by the MAAA as satisfying the conditions of MAAA Statement of Rules Clause 10.
MAAA	Model Aeronautical Association of Australia Inc.
MAAA Ordinary Member ...	A State Association properly affiliated with MAAA Inc.
Membership Year	The period of MAAA membership being July 1 to June 30 of the following year.
Ordinary Member	See MAAA Ordinary Member.
Prospective Member	A person who is not an MAAA Affiliate member but has submitted an application to a Club for Membership and is awaiting the decision of the Club to accept/reject their application.
Visitor	A person who is not an Affiliate Member of the MAAA

3. Policy

3.1 Visitor

A Visitor to an MAAA Club facility for the purposes of operating a model aircraft and/or receiving instruction to operate a model aircraft shall receive coverage of the MAAA Third Party Public Liability policy provided that they:

- (a) Are properly signed in as a Visitor by a Club Member in a permanent Club's Visitor Book. The entry in the book shall include, date, Visitor's name and address and the name of the Club Member responsible for ensuring that they are aware of, and monitor their compliance with, MAAA and Club rules,
- (b) Abide by Club, MAAA and Government regulations,
- (c) Are under the direct supervision of an experienced Affiliate Member at all times whilst flying a model aircraft,
- (d) Only sign in on a maximum of four occasions, if during those visits they fly a model aircraft whether using a buddy cord, instruction using a single transmitter, or they are operating without instruction.

3.2 Prospective Member

A Prospective Member, for the purposes of coverage by the MAAA Public Liability Policy, is considered an Affiliate Member of the MAAA from the date of submitting a Club membership application provided that:

- (a) The application is considered in a timely manner consistent with the Rules of the Club and within the current membership year.
- (b) A person's status as Prospective Member shall cease at the end of the two month period from the date of submitting the membership application.
- (c) A person's status as Prospective Member shall cease immediately if the membership application is rejected by the Club.
- (d) For the purpose of determining MAAA fees, the date of joining shall be the date of the initial Club membership application.
- (e) A person can only be considered a "Prospective Member" of a particular club once in any membership year.

3.3 Visitors from Overseas

3.3.1 Visitors from overseas can be covered by the MAAA Insurance Third Party Public Liability Policy either through the application of Clause 3.1 of this policy, or if eligible, through the status of Honorary Member.

3.3.2 Overseas visitors covered by Clause 3.1 shall have identical restrictions imposed on them including the number of times allowed to be signed in and the supervision requirements.

3.3.3 Members of the overseas model aeronautical bodies officially recognised by the FAI who are temporarily in Australia shall, on application, be admitted as MAAA Honorary Members during their stay in Australia. This status has to be recorded by the MAAA in order to qualify for Third Party Public Liability insurance cover and is only available to bone fide visitors.

- 3.3.4 For Honorary Membership to be recorded, satisfactory documentation showing current membership of the overseas model aeronautical body shall be submitted to the MAAA Secretary, together with the time period for which Honorary Membership is required. This information shall be recorded and an MAAA Honorary Membership card issued. This card shall be a normal MAAA Membership card but shall note "Honorary Member" and include the dates for which this membership status is valid. The card shall also note the name and number of the member's own Association membership.
- 3.3.5 MAAA Honorary Members shall operate in accordance with the MAAA Rules and Manual of Procedures and it is expected that clubs and/or event organisers will assure themselves of their flying competency and the appropriate supervision requirements.

3.4 Education Visitors

3.4.1 Introduction

The MAAA education program is important to encourage the development of aviation in Australia. Programs are tailored to the individual requirements of those taking part but may contain the elements of theory, practical and model flying. The normal visitor scheme may not give sufficient opportunity for those on the program to have sufficient time to gain the required benefits of the course that is planned for them. The alternative of having to join the MAAA through the Club and State Association structure is not considered to be cost effective. This Education Visitor category is in place so that flying for a longer period can be covered by the MAAA Public Liability Insurance Policy

3.4.2 Requirements

In order to qualify for the Education Visitor scheme the following must be met:

- (a) The tailored program must be supported by an MAAA Education Officer.
- (b) The program must comply with the guidelines of the MAAA education program.
- (c) The State Representative on the MAAA Education Subcommittee must be prepared to confirm that the program does meet the guidelines.
- (d) An MAAA Club must be prepared to host the flying section of the program.
- (e) An additional fee shall be paid to the MAAA to cover the additional insurance exposure.

3.4.3 Procedure

1. The program to be undertaken by the students has to be documented.
2. The MAAA Club that is prepared to host the flying element has to be identified.
3. The MAAA Education Officer has to discuss the course content with the State Representative on the MAAA Education Subcommittee.
4. If the program meets the requirements for the Education Visitor scheme, the Application Form, see Appendix A, has to be completed.

5. Copies of the completed form are to be provided to the organiser, the Host Club, and the State Representative on the MAAA Education Subcommittee. The original is to be sent to the MAAA Secretary together with the applicable fee.
6. The additional fee is fixed at \$30.00 for a period not exceeding 10 weeks, or one school term whichever is the longer, independent of the number of participants and the number of club visits that are planned to be undertaken.
7. The MAAA Secretary will confirm, if appropriate, that the application conforms to the MAAA requirements.
8. The MAAA Secretary will advise the State Representative on the MAAA Education Subcommittee that the application for Educational visitors has, or has not, been approved and the State Representative is responsible for forwarding this information as required.
9. The program can commence once formal approval has been given.

3.4.4 Conditions

Insurance cover is only provided for Public and Products Liability.

Individuals can fly either on an individual basis or as part of the program group.

The individuals can only fly at the nominated Host Club under this scheme.

The requirements for persons signing in under the normal MAAA Visitor Policy must be complied with for every person and for every occasion that they participate.

Flying shall be carried out under the conditions of the normal MAAA Visitor scheme as stated in Clause 3.1.

Any flight instruction must be undertaken by an Instructor who complies with the normal policy of the Host Club for instructors and is acceptable to them.

If the visitors belong to a sponsoring organisation then that organisation must accept liability for the Insurance excess that would be applied to MAAA Affiliated Members, in the event that the MAAA is unable to recover it from an individual.

The Host Club is responsible for ensuring that all conditions of the Visitor Policy and the approvals are complied with whilst Education Visitors are operating.

4. General

- 4.1 Clubs can decide their own policy on allowing visitors and any other conditions as long as these do not conflict with MAAA Policy.

- 4.2 The MAAA Visitor Policy only covers non-Affiliate Members. The MAAA Insurance Policy always covers Affiliate Members as long as they have permission to fly and abide by MAAA, Club and Government regulations.
- 4.3 The Visitor Policy, other than for Honorary Membership, only applies to persons who were not Affiliate Members of the MAAA in the previous membership year. Former Affiliate Members cannot be signed in as a visitor covered by the MAAA Insurance Policy in the membership year immediately after their last year of membership.
- 4.4 Clubs are strongly advised to keep a record of all visitors flying at their field including MAAA Affiliate Members so that they are traceable in the event that either lost or forgotten property needs to be returned or in the event of an incident.

5. Forms

- 5.1 Application for an Education Visitor Group
Form MAAA013 – See Appendix “A”



MODEL AERONAUTICAL ASSOCIATION OF AUSTRALIA

APPLICATION FOR AN EDUCATION VISITOR GROUP

This form to be completed in conjunction with the Procedure MOP042: Policy for Visitor Insurance at Flying Fields

1. Name of Sponsoring Education Officer AUS No:
2. Address
Post Code Phone Email:
3. Name of Sponsoring Organisation
4. Location of Main Course
5. Name of Course Organiser
6. Address
Post Code Phone Email:
7. Host Club State / Territory
8. Dates of the Activity: From/...../..... to
9. List of participants is attached with names, addresses and date of birth Tick box
10. The Sponsoring Organisation is covered for any insurance excess. Yes / No

I hereby apply for temporary membership of the Club for the members of my Education Group as named on the attached list for the period of time indicated above. I have received a copy of the conditions for Education Groups together with any specific club conditions and agree to abide by those conditions. I agree that my organisation accepts liability for any insurance excess that would be applied to MAAA affiliated members.

Course Organiser's Signature Date

Specific conditions for this Education Group required by the Host Club (if any)

The conditions for temporary membership of this Education Group as detailed above have been agreed to.

Club Official's Signature Date

Club Official's Name and Position

Approved by the State Education Subcommittee member: YES

Signature: Name: Date:

Approved by the MAAA Secretary: YES

Fee for Education Group temporary membership received: YES

Signature: Date:

Appendix "A"

Application for an Education Visitor Group Form – MAAA013

Note: Do not copy the above form. Use the original which is available on the MAAA web site.