

# MODEL AERONAUTICAL ASSOCIATION OF AUSTRALIA



## REGISTERING & RE-REGISTERING OF COMMERCIAL INSTRUCTORS PROCEDURE

MOP023

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### Amendments made to MOP023

Paragraph	Brief description of change	Change incorporated by:
8.4.3, 8.4.4	Remove reference to Commercial Instructor fee	MAAA Secretary November 2025

This Policy and/or Procedure forms part of the M.A.A.A. Manual of Procedures. This entire

document is for the use of all classes of members of the M.A.A.A. in the conduct of activities associated with the M.A.A.A. and is not be used for any other purpose, in whole or in part, without the written approval of the M.A.A.A. Executive.

## **REGISTERING & RE-REGISTERING OF COMMERCIAL INSTRUCTORS PROCEDURE**

### **1. PURPOSE**

The purpose of this procedure is to define the conditions, requirements and procedures for Affiliate Members wishing to be covered by the M.A.A.A.'s Third Party Insurance Policy and Professional Indemnity Insurance Policy as a Commercial Instructor.

### **2. SCOPE**

This procedure applies to all applications by Affiliate Members to be registered by the M.A.A.A. as a Commercial Instructor. It also applies to applications for an Affiliate Member's name to be removed from the M.A.A.A.'s Register of Commercial Instructors.

### **3. POLICY**

The M.A.A.A. requires that any person placed on the Commercial Instructors Register by the M.A.A.A. as a Commercial Instructor and covered by the M.A.A.A.'s insurance policies must;

1. Be an Affiliate Member of the M.A.A.A.
2. Hold an M.A.A.A. Instructor's rating for the class of aircraft that they will be conducting commercial instruction on.
3. Have the approval of a Club to operate at their site/s.
4. Is recommended by their State Association.
5. Is approved by the M.A.A.A.
6. Pay the non-refundable fee as set by the M.A.A.A. Council

### **4. GENERAL**

The M.A.A.A. may set a fee for Instructors to be registered by the M.A.A.A. as a Commercial Instructor. The M.A.A.A. Council will set this non-refundable fee from time to time. Payment of the fee is required before the person is listed.

### **5. DEFINITIONS**

<b>Affiliate Member</b> .....	A person properly affiliated with a Club that is properly affiliated to an M.A.A.A. Ordinary Member.
<b>C.A.S.A.</b> .....	Civil Aviation Safety Authority
<b>Commercial Instructor</b> .....	In the context of this document, a person operating as a Instructor in exchange for any form of reward.
<b>Club</b> .....	A Club properly affiliated with an M.A.A.A. Ordinary Member.
<b>Instructor.</b> .....	In the context of this document, a person issued with a M.A.A.A. Instructor Rating for model aircraft as defined in the M.A.A.A. Manual of Procedures.
<b>M.A.A.A.</b> .....	Model Aeronautical Association of Australia Inc.

<b>M.A.A.A. Executive</b> .....	The elected officials of the M.A.A.A. Inc.
<b>M.A.A.A. Instructor Rating</b> .....	A rating to carry out the duties of an M.A.A.A. Instructor issued by a Ordinary Member's Senior Flying Instructor following the successful completion of the appropriate course.
<b>MoP</b> .....	The M.A.A.A. Manual of Procedures.
<b>Ordinary Member</b> .....	A State Association properly affiliated with M.A.A.A. Inc.
<b>State Association</b> .....	See Ordinary Member

## **6. RESPONSIBILITIES**

### **6.1 M.A.A.A.**

- 6.1.1 The M.A.A.A. Secretary is responsible to maintain a Register of Commercial Instructors nominated with the current insurer. The register shall include, but not limited to, name and AUS number of the instructor, the date of their current appointment.
- 6.1.2 The M.A.A.A. Secretary is responsible to supply the Insurance Broker, when requested, the names and details of the Commercial Instructors on the Register.
- 6. 1.3 The M.A.A.A. Secretary is responsible for the printing and distribution of the relevant forms to the Ordinary Members or have them available on the M.A.A.A. Web site.

### **6.2 M.A.A.A. Ordinary Member**

- 6.2.1 The Ordinary Member is responsible to process applications from Affiliate Members affiliated with them wishing to be considered for registering as Commercial Instructors.
- 6.2.2 The Ordinary Member is responsible to submit the application to be registered, which they have recommended, to the M.A.A.A. Executive for consideration.
- 6.2.3 The Ordinary Member is responsible to conduct all disciplinary processes of Commercial Instructors affiliated through them. This may include de-registering.
- 6.2.3 The Ordinary Members is responsible to advise the M.A.A.A. Executive the details and outcome of a disciplinary action they have taken against a Commercial Instructor.

### **6.3 Club**

- 6.3.1 It is the responsibility of the Affiliate Member's Club to process the application to be listed as a Commercial Instructor, endorse if appropriate, and if agreeable pass to the Ordinary Member for consideration.

### **6.4 Instructor / Applicant**

- 6.4.1 It is the responsibility of the Affiliate Member wishing to apply for registering or re-registering to obtain the necessary forms and submit them, together with supporting documentation, to their Club for consideration and endorsement.

- 6.4.2 It is the responsibility of the Affiliate Member to renew the registration of his/her name on the M.A.A.A.'s Insurance policy for the next membership year by completing the Application to be a Commercial Instructor.
- 6.4.3 It is the responsibility of the Commercial Instructor to comply with relevant Government Regulations with respect teaching and interaction with children.

## **7. QUALIFICATION/EXPERIENCE**

### **7.1 General**

The applicant must;

- (i) hold an M.A.A.A. Instructor rating in the type/s of aircraft that commercial instruction is to be given,
- (ii) be familiar with M.A.A.A. and Club/s safety rules and guidelines,
- (iii) have a minimum of one years experience as an M.A.A.A. Instructor in the type/s of aircraft that commercial instruction is to be given.

## **8. APPLICATION PROCESS**

### **8.1 Applicant**

- 8.1.1 The Applicant shall prepare a dossier containing, but not limited to, the application form MAAA023, see Appendix A, and a resume detailing their relative experience.
- 8.1.2 The Applicants shall submit the application form and dossier to their Club Executive for endorsement.

### **8.2 Club**

- 8.2.1 The Executive of the Applicant's Club shall consider the application, and if considered necessary, ask for additional information to support the application.
- 8.2.2 If Club Executive;
- (i) is agreeable for their facilities to be used,
  - (ii) considers the Applicant suitable and,
  - (iii) agrees that the details contained in the application are, to the best of their knowledge, a true and accurate representation of the person's ability and experience,
- they shall endorse the application certifying approval by the Club for the Applicant to carry out Commercial Operations from their facility as a Commercial Instructor on the M.A.A.A. Register.
- 8.2.4 The Club shall send the endorsed application form and resume to the M.A.A.A. Ordinary Member they are affiliated with for consideration.

### **8.3 Ordinary Member**

- 8.3.1 The Ordinary Members shall consider the application.
- 8.3.2 If the Ordinary Member considers that the Applicant is suitable they shall forwarded the application with their recommendation noted on the form to the M.A.A.A. Secretary.
- 8.3.3 If the Applicant is considered not suitable then they shall advise the Applicant that their application was unsuccessful.

8.4 **M.A.A.A.**

- 8.4.1 The M.A.A.A. Secretary shall place the recommendation on the agenda for consideration at the next Executive meeting.
- 8.4.2 The M.A.A.A. Executive shall consider the recommendation of the Ordinary Member in relation to the application and shall decide whether to appoint the Applicant to the position.
- 8.4.3 The M.A.A.A. shall advise the Ordinary Member of the Executive decision.
- 8.4.4 The M.A.A.A. Secretary shall update the Register of Commercial Instructors.

**9. RE-REGISTRATION PROCESS**

9.1 **Applicant**

- 9.1.2 The Applicant shall the application form MAAA023, see Appendix A, to their Club Executive for endorsement.

9.2 **Club**

- 9.2.1 If Club Executive has no objections to the Applicant continuing to be a Commercial Instructor at their facilities they shall endorse the application form and send to the M.A.A.A. Ordinary Member they are affiliated with for consideration.

9.3 **Ordinary Member**

- 9.3.1 The Ordinary Members shall consider the application.
- 9.3.2 If the Ordinary Member considers that the applicant is suitable they shall forwarded the endorsed application to the M.A.A.A. Secretary.
- 9.3.3 If the applicant is considered not suitable then they shall advise the applicant that their application was unsuccessful.

9.4 **M.A.A.A.**

- 9.4.1 The M.A.A.A. Secretary shall place the recommendation on the agenda for consideration at the next Executive meeting.
- 9.4.2 The M.A.A.A. Executive shall consider the recommendation of the Ordinary Member in relation to the application and shall decide whether to add the Affiliate Member to the M.A.A.A.'s Register of Commercial Instructors.
- 9.4.3 The M.A.A.A. shall advise the Ordinary Member of the Executive decision and if successful arrange for a Tax Invoice for the fee to be registered as Commercial Instructor to be sent to the applicant.
- 9.4.4 On advise from the M.A.A.A. Treasurer that the required fee has been paid, the M.A.A.A. Secretary shall update the Commercial Instructors Register.

## **10. DISCIPLINING OF A COMMERCIAL INSTRUCTOR**

- 10.1 The disciplining of a Commercial Instructor shall be done in conformance to the Statement of Rules of the M.A.A.A. Ordinary Member who recommended the appointment of the instructor.
- 10.2 If the result of disciplinary action by the M.A.A.A. Ordinary Member is that the person is to be de-registered as an M.A.A.A. Commercial Instructor they shall advise the M.A.A.A. Secretary that the person has been de-registered. There shall be no refund of the fee if the person is de-registered.

## **11. REGISTERING OF AN INSTRUCTOR FOLLOWING DE-REGISTRATION**

- 11.1 Where an Instructor has been de-registered that person may make an application to be re-registered as an M.A.A.A. listed Commercial Instructor at any time in accordance with the normal rules and requirements for the position. His/her application shall be processed under the normal procedures operating at the time of the application.

## **12. FORMS.**

- 12.1 Application for Registration/Re-Registration as a Commercial Model Aircraft Instructor.  
See Appendix "A"





## Application to be Registered as a Commercial Model Aircraft Flying Instructor

I ..... Member No AUS ..... of  
(Complete all details in BLOCK letters)

Address .....

Postcode .....

Phone: Home ..... Business ..... Mobile ..... Email .....

wish to apply to be:

Fixed Wing Power      Glider      Helicopter

☐ Registered as an MAAA Commercial Instructor for - ☐ ☐ ☐

(Tick appropriate boxes)

☐ Re-registered as an MAAA Commercial Instructor for - ☐ ☐ ☐

For the year July 1<sup>st</sup> 20..... to June 30<sup>th</sup> 20.....  
(Insert years above)

Note: Attach resume of past instructional experience with the initial application to be placed on the register.

- I am aware of, and comply with, all State Government requirements with respect to the training/teaching of children.
- I hold an MAAA Instructor's rating in the discipline that I plan to instruct in.
- I am aware that an application must be made each year to continue to remain on the register.

I declare the above information is correct in every detail. I understand that should my application be successful I will not be registered until I have paid the appropriate MAAA fees as a Commercial Instructor. I understand that the MAAA will send a Tax Invoice upon successful registration.

Signed .....  
(Applicant)

This section to be completed by Club President

This is to certify that

(Name of Club in BLOCK letters)

gives approval for the applicant to operate as a Commercial Instructor within the club and that the details submitted are, to the best of our knowledge, correct in every detail. Having also taken due consideration of commercial operations from our facility, we authorise the above applicant to operate from the club's facility.

Signed ..... Club President      Date ..... 20.....

..... Club Secretary      Date ..... 20.....

Phone ..... Email .....

This section to be completed by State Association Secretary

Received by ..... Position: ..... Secretary      Date: ..... 20.....  
(Name in BLOCK letters)

..... recommends that the applicant be registered by the MAAA as a Commercial Instructor for

(State Association)

the period identified on this form following payment of the appropriate fees.

Signed ..... Date ..... 20.....

**The completed form and attachments to be sent to MAAA Secretary**

Form No. MAAA023

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### Appendix "A"

Application for Registration/Re-Registration as a Commercial Model Aircraft Instructor Form

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