

RAFSA MEMBERSHIP CATEGORIES

1. **General Provisions.** All members of RAFSA Flying Schools **shall** be affiliated to the RAFSA and a small affiliation fee **shall** be charged that will cover the RAFSA overheads and costs in support of sport aircraft flying in the RAF. JSP660 '*Sport in the UK Armed Forces*' covers entitlement to compete on behalf of the Service or Unit. There is no definitive regulation from the Charity Commission regarding the number of Serving and Civilian members, however, in setting categories of membership, Trustees of RAFSA Flying Schools, must be mindful that their Charitable purpose is related to the promotion of efficiency of HM Armed Forces. In particular, Trustees must remain mindful of the rules applicable to Charities and trading¹. Regardless of Charitable status, Trustees found to be in breach of these regulations could be personally liable for the payment of the taxes due to HMRC. Trustees found to be in breach of their Charitable purpose could also be liable to sanctions from the Charity Commission and MOD. The following categories provide a framework for Flying Schools to assist with setting their membership categories:

a. **Full Membership.** Regular and Reserve Service personnel **shall** always be considered as qualifying and have preferential access to the RAFSA activity. Civilian personnel from the Whole Force² and Cadet Forces that promote military efficiency may also be regarded as qualifying users of RAFSA equipment and facilities. These personnel would ordinarily be afforded Full Membership of the respective Flying School and will have full voting rights. In addition, a precedent was set in 2003 in a Ministerial letter stating that "up to 10% of Full Membership may be granted to Service Veterans"³; these should be in possession of a Veteran's Badge or Certificate. Flying School 'enablers'⁴ can also be considered as Full Members.

b. **Associate Membership.** RAFSA Flying School Trustees may also award Associate Membership to individuals who do not qualify for Full Membership. In setting this category of membership, Trustees **shall** remain mindful that income derived from these members and their activity is likely to be considered as 'non-primary purpose trading' and therefore subject to a HMRC cap of **no more than 25% of income up to a maximum of £50,000 per annum** per Flying School. OIC/Chairs **shall** be cognizant of this requirement before offering Associate Membership. Associate status would normally be awarded to retired Service personnel and other non-qualifying civilians such as dependents or Service Veterans who cannot be offered Full Membership. This category of membership has no voting rights at a general meeting.

2. **Security.** **All** Civilians, including Veterans, **shall** be security checked by the Station Security Flight before they are offered any RAFSA Membership.

3. **Honorary Membership.** Honorary Members may be elected by the individual RAFSA Flying School Committee. Serving members are not eligible for Honorary Membership.

¹ www.gov.uk/guidance/charities-and-trading

² Whole Force includes Civil Servants and Defence Contractors in direct support of HM Armed Forces.

³ D/US of S/IC 5262/03/P dated 31 Oct 03.

⁴ Such as Instructors, Examiners, Ops Managers and full Committee Members.

Honorary Members have no voting rights on decisions affecting the RAF Flying School and they **shall** be social members only (i.e. Not participate in flying). These members must fit within the above Full or Associate categories according to their status.

4. **Social Membership.** A reduced social membership rate may be used for those that no longer fly but want to retain contact with RAFSA and occasionally assist. These members **shall** fit within the above Full or Associate categories according to their status.

5. **Temporary Membership.** At the discretion of RAFSA Flying School Chairs/OICs a temporary membership not exceeding 3 months in any rolling 12-month period **shall** be allowed. A membership form is to be completed. Temporary members without a valid MOD ID Pass **shall** be security checked by the Station Security Flt before they are offered membership.

6. **Reciprocal Membership.** All RAFSA Flying School members **shall** enjoy reciprocal membership to use other RAFSA Flying Schools' facilities (not aircraft) for free. Additionally, members of other RAFSA Flying Schools **shall** be given temporary reciprocal membership to fly other RAFSA Flying School aircraft with restriction under terms determined by each RAFSA Flying School Chair/OIC (usually charged if over one month at a time at a nominal *pro rata* rate without the annual RAFSA subs). Members of the RAF Gliding & Soaring Association (RAFGSA) and RAF Microlight Flying Association (RAFMFA) **should** also be offered reduced membership costs if they request to use the RAFSA Flying School facilities to conduct their activities at their own risk (they **shall not** be deemed a part of a RAFSA ATO/DTO).

7. **Participation in RAFSA activities by U-18s and Adults at Risk of Harm.** Flying Schools **shall** obtain the prior written consent of parents, guardians or Line Managers/CoC before extending membership to, or allowing participation, in the RAFSA activities by serving personnel, civilians and cadets under the age of 18 or considered to be an Adult at Risk of Harm. Policy and guidance is contained within the RAF Sports Federation Handbook⁵ at Paras 16 and 17 – the minimum Safeguarding statement for Child Protection Policy is set out at Para 16.3. RAFSA Flying Schools **shall** derive orders, supervisory care and procedures in their Orders to cover activities by minors.

8. **Termination of Membership.** At the discretion of the RAFSA Flying School Chair or OIC, through their committees, they may terminate the membership of **any** member at any time. This is to be done in writing as soon as a decision to terminate is made. Any membership monies **should** be refunded at a *pro-rata* rate – i.e. If the member has 9 months membership remaining, then 9/12ths of the membership fees **should** be refunded. Any grievance on a dismissal **should** be heard in the first instance by the Stn Cdr or HoE. If there is no agreement reached, then the RAFSA Board of Trustees **shall** adjudicate by majority vote under the advice of the RAFSA Legal Advisor.

⁵ <http://www.rafsportsfederation.uk/wp-content/uploads/2019/06/RAF-Sports-Federation-Handbook.pdf>