



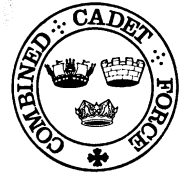
CATERHAM SCHOOL COMBINED CADET FORCE

Harestone Valley Road, Caterham, Surrey CR3 6YA

Tel: 01883 335 061

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Email: ccf@caterhamschool.co.uk



Contingent Commander: Wing Commander K M Bage BSc (Hons) MBA MCIM RAFVR(T)

Parents/Guardians

Our reference: SKY/0315

Date: 18 March 2015

EXERCISE SKYFALL 2015

STATIC LINE PARACHUTE CADRE & JUMP, 15-16 AUGUST 2015

General

1. The above weekend cadre is an opportunity for senior cadets of the unit to undertake the Army Parachute Association's static line parachute cadre, culminating in a jump from 3,500 feet. Training and the jump will be undertaken at Netheravon, Wilts., the home of Army parachuting, and will all be directed by their fully-trained personnel.
2. The cadre will comprise two one-day training phases: the Saturday will be spent training for the jump, learning how to exit the aircraft, deploy a parachute and practising landing; the Sunday will include a brief refresher followed by the solo jump. There is **no overnight stay**.

Aim

3. The aim of this cadre is to give the senior cadets a unique and challenging adventure training experience; and to raise money for charity through sponsorship.

Cost

4. The cost will be £160. This will include all transport, training, equipment, the jump itself, and a cadre t-shirt. A deposit of £50 is payable in advance to confirm a place on the cadre.
5. This deposit is partially-refundable. A £20 administration charge will be levied by the APA for cancellation in advance. If cancellation occurs within one week of the jump date, a £40 charge will be levied (administration and 'loss of business').

Restrictions

6. All cadets must be 16 or over on 15 August 2015.
7. The maximum weight for this course is 14 stone.
8. For further medical stipulations, please see the attached Declaration of Fitness form.

Risk

9. As with many adventure training pursuits, parachuting is a potentially dangerous activity. However, cadets' attendance on this course is fully endorsed by the national cadet

forces, and it has been attended regularly by several schools and cadet units for many years, including last year by Caterham School CCF.

Insurance

10. All cadets are covered by the CCF Association's personal accident insurance scheme to the extent outlined in Appendix A to this Joining Instruction. If you would like your son/daughter insured to a greater degree, this is to be arranged privately and individually. The Army Parachute Association recommends <http://www.extremeplus.co.uk/>.

11. All cadets receive third party cover up to £5 million pounds as part of their fee.

Liability

12. As with all CCF trips on MoD land or using external activity providers, Caterham School is in no way liable for any incidents or accidents while undertaking this cadre. In addition, the Army Parachute Association will require all jumpers to sign the below declaration before their jump:

I fully understand that there is a serious risk of injury or death regardless of the instruction, training and equipment used. I voluntarily accept all the risks associated with my participation in a parachute descent.

Deposit & initial forms

13. If your son/daughter wishes to join this cadre, the below must be posted through the CCF letterbox ASAP and not after **Wednesday 15 April 2015**.

- a. **A School Consent Form (for the minibus journey only);**
- b. **A Solo Student Parachutist Declaration of Fitness form;**
*Please note: this form **must be signed by a doctor**. Some GPs may charge for this service.*
- c. **A BPA Membership Agreement;**
- d. **A cheque for £50 (payable to 'Caterham School CCF Welfare a/c').**

Queries

14. Full administrative details of this event will be covered in an administration order to be issued at a later date. In the meantime, the point of contact for all matters concerning this cadre will be Lt Owen, who can be contacted at mathew.owen@caterhamschool.co.uk.

15. Further information about the cadre your son/daughter will be undertaking can be found in the Army Parachute Association's Terms and Conditions, attached to this Joining Instruction as Appendix B; and online at <http://www.netheravon.com/static-line-faq.html>.



M M OWEN
Lt
Training Officer

Distribution:
All Sixth Form cadets;
All staff



CATERHAM SCHOOL

PARENTAL CONSENT FOR A SCHOOL DAY TRIP (UK)

Trip Description **CCF Exercise Skyfall 2015**

Date **Saturday 15 August & Sunday 16 August 2015**

Trip Organiser **Lt Mathew Owen**

I accept the School's offer to take my son or daughter on the above journey, and agree to their taking part in all activities described in the information sheet. The school will take all steps to ensure the safety of your child. However, you should be aware that certain inherent risks remain, which are integral to the activity and which cannot be eliminated completely. The school is therefore informing the students and their parents that there are elements to this trip where the risk management may be beyond the school's control, despite our best practices.

I enclose a cheque for £50, payable to 'Caterham School CCF Welfare Account'.

Name of studentForm.....

I agree to authorise any member of staff during the course of the trip to approve such medical treatment for my son or daughter as is deemed necessary in any emergency or upon the advice of a qualified medical practitioner. Any medical condition from which my son or daughter is suffering to my knowledge, or specific dietary requirement, is described in a separate letter attached to this form, which also sets out any special medical requirements (such as drugs or other treatment) which may be required. The letter should both authorise staff to administer medicines and state appropriate dosage and frequency.

Please note that the School cannot take responsibility for any pre-existing ailment about which the School was not informed explicitly on this consent form.

Medical Condition/Dietary Requirement Letter attached: YES / NO

Signed
(Parent/Guardian)

Print Name

Date

Emergency contact number

Information on the school's Policy for Welfare, Health & Safety on School Trips can be found on the website at www.caterhamschool.co.uk

All boarders are normally registered under the National Health Service with the School Medical Officer, Doctor Christopher Warwick, Townhill Medical Practice, Guards Avenue, Caterham, Surrey CR3 5XL



APPENDIX A – CCFA PERSONAL INJURY INSURANCE SUMMARY

Major (Retd) Meirion Hughes
Insurance Administration Officer
THE COMBINED CADET FORCE ASSOCIATION

Ref: 1001/2

All CCF Contingent Commanders (by E Mail)

25 April 2013

COLLECTIVE PERSONAL ACCIDENT INSURANCE SCHEME 2013/2014

1. The Collective Personal Accident Scheme (the Scheme) has undergone a further review in advance of the 2013/2014 Renewal. As a result the benefits in the Scheme remain unchanged with the exception of the benefit payable under paragraph 9a This has been reduced for individual claims but the overall aggregate has been increased to £10,500. The premiums for Officers/Adults and Cadets have not increased. The insurer remains as Tokio Marine Europe Insurance Limited

2. All Combined Cadet Forces are strongly urged to participate in this comprehensive, cost effective and valuable Scheme for the period 1 May 2013 to 30 April 2014. Where Contingent Commanders are content to rely on the School or College Personal Accident Policy for cadet insurance cover, it is important to ascertain that such policies do cover CCF activities held away from school/college premises or when using equipment not belonging to the school/college, especially if events are to be held on MoD property, or other premises that do not belong to the school or college. Evidence also suggests that in some instances, School or College Personal Accident Policies do not cover a range of the Challenging Outdoor pursuits that are included automatically in the Scheme. It is very important to check with the Bursar to establish the level of school Insurance cover available if a decision is made not to join the CCFA Scheme.

3. The Scheme must not be confused with the very limited Indemnity provided by the Ministry of Defence (MoD). The MoD Indemnity operates on the basis of **Legal Liability** only. This means that the MoD will deal with claims that arise **due to the negligence of the MoD, its service personnel, servants or agents.** In other words, claimants will have to prove their case of negligence against the MoD, and its responsibility for any injury, before it agrees to pay compensation. The MoD does NOT automatically pay compensation for death or injury. The CCFA Scheme, therefore, stands completely alone from the MoD indemnity arrangement, acting as a benefit policy. It will respond to an insured event (see paragraphs 5 - 15) regardless of who is at fault. So if an individual has claimed against the policy for an accident, but considers that the MoD is ultimately liable, he or she will remain entitled to make a claim against the MoD if appropriate. Any subsequent compensation paid by the MoD will not affect any benefit paid by the Scheme.

4. As stated above, the Scheme Insurer is Tokio Marine Europe Insurance Limited. The Policy Number is UK 5081111200PA The Scheme covers Personal Accident and Contingent Public Liability Insurance for Officers, Adult Instructors, Civilian Instructors, Civilian Assistants and Cadets up to age 75 provided that the appropriate insurance premiums have been paid. Cover is also provided when on duty or commuting to or from

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Registered Charity Number 305988

duty, training, games, and related social activities whilst on duty, or business connected with the Combined Cadet Force.

5. For illustrative purposes, the following Hazardous/Challenging and Sporting pursuits have been agreed with underwriters and are included without the need for further referral to Insurers. In addition, all "Authorised Cadet Activities", including those detailed in the "List of Activities Indemnified by the MoD" (see 2011 DIN 07) are covered:

Challenging Pursuits:

Canoeing
Coastal Steering
Gliding
Flying
Hang Gliding
Hill Walking
Life Saving
Orienteering
Parachuting
Parascending
Rifle Shooting
Rock Climbing
Sailing:
- Dinghy
- Offshore
- Seamanship
- Sea Trips
- Windsurfing
Skiing.

Sports:

Athletics
Circuit Training
Cricket
Cross Country Running
Cycling- including Mountain Biking
Football
Hockey
Self Defence
Rugby
Swimming

If a hazardous/challenging event is planned but it is not included above, or in the "MoD list", please forward details as soon as possible in advance to the address at paragraph 19 in order that it can be submitted to the underwriters for consideration.

6. EXCLUSIONS

The Scheme has very wide ranging cover but in common with all insurance policies it has some exclusions. The following principle exclusions and limits should be noted:

a. War - Claims resulting from or contributed to directly or indirectly by War whether declared or not in the United Kingdom or the Insured Person's Country of Residence.

b. Personal Accident Accumulation limit of £2,000,000 -This means the maximum aggregate amount payable in respect of all insured persons arising from one event source or original cause.

c. Non Scheduled Aircraft Accumulation Limit of £500,000 - This is the maximum aggregate amount payable in respect of all insured persons in the same aircraft.

d. Excess Periods - The policy provides a weekly payment following temporary total disablement for Officers, Adult Staff and Cadets aged over 16. This benefit is payable after a 7 day excess period.

e. Permanent Disablement - this is a capital sum paid in respect of permanent disabilities preventing the insured person from following his/her usual occupation, or; for those not in employment, or aged under 16 or above the state retirement age, from any and every occupation.

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f. **Age Limitation** – Excluding persons over 75 years of age.

7. SCHEDULE OF BENEFITS:

Accidental Bodily Injury causing:	Officers and Adult Staff	Cadets 16 and over	Cadets under 16
a. Death	£25,000	£25,000	£15,000
b. Loss of Limb and/or Loss of Sight in one or both eyes and/or Loss of Speech and/or Loss of Hearing in both ears:	£25,000	£25,000	£25,000
c. Loss of Hearing in one ear:	£6,250	£6,250	£6,250
d. Permanent total disablement (other than as provided in b & c) entirely preventing the injured person from following his/her usual occupation – but see exclusions.	£25,000	£25,000	£25,000
e. Continental scale	Operative	Operative	Operative
f. Temporary total disablement (other than as provided in b & c) entirely preventing the injured person from following his/her usual occupation – but see exclusions.	£200 per week	£20 per week increasing to £200 per week for wage earners but not to exceed 75% of weekly wage.	Not Insured

- **Benefit period 104 weeks.**
- **Excess period 7 days**

8. CONTINENTAL SCALE BENEFITS

Permanent Partial Disablement – A permanent disability benefit payable as a percentage of the Sum Insured (see paragraph 7d) depending on the degree of permanent disability. The benefits payable for specific disabilities are:

Permanent severance or permanent total loss of use of:

- | | |
|--|-----|
| a. one thumb | 30% |
| b. forefinger | 20% |
| c. any finger other than forefinger | 10% |
| d. big toe | 15% |
| e. any toe other than big toe | 5% |
| f. shoulder or elbow | 25% |
| g. wrist, hip, knee or ankle | 20% |
| h. lower jaw by surgical operation | 30% |
| i. permanent disability which is not provided for under paragraph 7b or 7d of the Schedule or any of the benefits above up to a maximum of 100% of paragraph 7d of the Schedule. | |

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j. Paraplegia	£25,000
k. Quadriplegia	£50,000
l. Facial Scarring:	
a. Scar length of 10cm or longer	£10,000
b. Scar length of between 3cm and 9cm	£5,000
m. Full thickness burns that cover:	
a. 27% or more of the body surface	£10,000
b. 18% or more, but less than 27% of the body	£5,000
c. 9% or more, but less than 18% of the body	£3,500
d. 4.5% or more, but less than 9% of the body	£1,500

Any permanent Partial Disablement payable under item i (above) will be assessed by considering the severity of the disablement in conjunction with the stated percentages for the specific types of disablement shown above. The Insured Person's occupation or pursuits will not be a relevant factor.

When more than one form of disablement results from one accident, the percentages from each are added together, but the Insurer will not pay more than 100% of the Sum Insured under paragraph 7d other than for Paraplegia, Quadriplegia, facial Scarring and Burns that will be payable in addition to sum at paragraph 7d.

If a claim is payable for loss of use of a whole part of the body, a claim for any component of that part cannot be made.

9. DENTAL TRAUMA EXTENSION

The Insurer will pay up to £2,000 for necessary treatment received in a dental surgery or in an Accident and Emergency department of a hospital immediately following accidental damage caused to sound and natural teeth when given by a Medical Practitioner.

9a. Loss or Loss of Vitality of Permanent Natural Teeth

The insurer will pay a limit of £500 for loss of a tooth / teeth following an accident. The maximum limit per individual claim is £1,500.00. The maximum payable under the policy in a 12 month period in respect of all claimants is an aggregate limit of £10,500.

10. HOSPITALISATION EXTENSION

In the event of an Insured Person being admitted as an in-patient, as a result of accidental bodily injury, the Insurer will pay the Insured Person £75 for each complete 24 hour period the Insured Person spends in hospital up to a maximum of £18,300 in a period of 12 months.

11. COMA BENEFIT

If during the Period of Insurance and Operative Time of Cover the Insured Person sustains Accidental Bodily Injury which results in Coma the Insurer will pay the Insured on behalf of the Insured Person £50 per day up to a maximum of 730 days for each day the Insured Person remains in a Coma.

12. FUNERAL EXPENSES

If during the Period of Insurance and Operative Time of Cover the Insured Person sustains Accidental Bodily Injury which results in an amount being paid under Benefit at Paragraph 7a, above, the Insurer will on production of the Interim death certificate pay up to £10,000 to any one Insured Person to cover reasonable funeral expenses.

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13. MEDICAL EXPENSES

If during the Period of Insurance and Operative Time of Cover the Insured Person sustains Accidental Bodily Injury which results in Temporary Total Disablement or Temporary Partial Disablement the Insurer will pay up to £10,000 in respect of Medical Expenses incurred by the Insured or Insured Person provided that if the Insured or Insured Person is entitled to recover the Medical expenses under any other insurance or from any other source the Insurer shall not be liable to pay more than the difference between the amount that the Insured and Insured Person are entitled to recover and the total of the Medical Expenses up to a maximum of £10,000.

14. DISAPPEARANCE

If during the Period of Insurance and Operative Time of Cover the Insured Person disappears and after 12 months it is reasonable to believe such Insured Person has died as a direct result of injury which was caused by Accidental means the Insurer shall pay Benefit under Paragraph 7a, above, subject to a signed undertaking given by the Insured that if the Insured Person subsequently is found alive the Insured will refund the amount paid to the Insurer.

15. EXPOSURE

If during the Period of Insurance and Operative Time of Cover the Insured Person sustains injury as a direct result of unavoidable exposure to the elements then the Insurer will treat this as having been caused by an Accident and will pay a Benefit under Paragraph 7a, 7b or 7d above as applicable.

16. PUBLIC LIABILITY

Contingent cover is provided under the Scheme with all primary legal liability cover for the Combined Cadet Force being indemnified centrally by the Ministry of Defence (see paragraph 3). The contingent limit of indemnity under this section is limited to £10M in respect of any one accident or series of accidents arising out of any one event. This is also arranged with Tokio Marine Europe Insurance Limited under policy number UK 001191 1301PL.

17. PREMIUMS AND RENEWAL

CCFs wishing to participate in the Scheme for 2013/2014 should complete Annex A, and forward this, along with a cheque payable to "CCFA", to the address shown by 18 May 2013. Please adhere to this date so that the premium can be paid on time to the insurer.

Detachments are advised that Insurance Premiums are not to be charged to Public Funds".

18. CLAIMS AND REPORTING PROCEDURE

a. Claims Experience: Over the past six years the Scheme has received a number of claims. Examples of the most common type of claims are as follows:

Type of Claims:	Number of Claims:
Death	2
Permanent Total Disablement	1
Temporary Total Disablement	43

- *The death benefit claims resulted from a fatal marine accident whilst at ACF Annual camp and an air collision whilst on CCF training.*
- *The permanent total disablement payment resulted from serious injuries incurred in a road traffic accident whilst commuting from ACF duty.*
- *For Temporary Total Disablement the most common injury sustained is that of a fractured bones, sprains, cuts or dislocations. This normally results in lost earnings being incurred during the rehabilitation period of incapacity lasting anywhere from 7 days up to a year.*

b. Claims Reporting Procedure:

- (i) Two copies of MOD Form 492 must be completed for each individual affected.
- (ii) One copy of the form is to be sent to:

RN Sections – Naval Member JCE
 Army Sections – District Headquarters
 RAF Sections – Headquarters Air Cadets

If it appears that a claim for death or injury is to be made against the Scheme, it is recommended that a copy of the MOD Form 492 is forwarded by FAX or E Mail to the address in paragraph 19 below. This will ensure that the claims handling process is able to start sooner.

19. CORRESPONDENCE

All correspondence relating to the Scheme should be addressed to:

**Major M Hughes,
 Clare Cottage,
 23 Seal Road,
 Selsey,
 Chichester, West Sussex, PO20 0HW.**

Telephone/FAX 01243 607544, e-mail: mhcinsad@aol.com, or to the ACFA on 0207 426 8377

20. ACFA WEBSITE

Details of the Scheme will be posted on the ACFA Website in the near future. Go to www.armycadets.com and click on ACFA.

Meirion Hughes

M Hughes
 Major
 Insurance Administration Officer

APPENDIX B – APA TERMS & CONDITIONS

THE ARMY PARACHUTE ASSOCIATION – TERMS AND CONDITIONS (as at 31 Jan 2014)

(Home of Army Parachuting)

Membership

1. British Parachute Association (BPA) and Army Parachute Association (APA). It is mandatory for all parachutists at Netheravon to be a member of both the BPA and APA. Membership for both can be applied for on arrival at Netheravon. In the case of first jump students (Tandem, Static Line or AFF), P6 membership (the minimum requirement) is included in the price of the course.
2. Rules. All parachutists, Student, Intermediate or Advanced are to abide by the (APA) Membership Rules whilst on the ground, or in the air at Netheravon. Membership Rules are displayed at APA reception, printed on the reverse of the membership form, and can be downloaded from www.netheravon.com
3. Standard Operating Procedures (SOPs). All parachutists are encouraged to read the APA's SOPs. Instructors and pilots are required to do so. The SOPs are available to view in the Main Reception.
4. Military Membership. Military membership of the APA is available to the following categories:
 - a. Regular Serving personnel in The Royal Navy, The Army and the Royal Air Force.
 - b. Dependents of category a. Dependents include spouses and children in full time education (including university). It does not include extended family.
 - c. Reservists in the Services at Category A who are in possession of evidence that they contributed sufficient service to receive an annual bounty. In the event less than one year has been served, a letter from the Commanding Officer of the Unit stating the individual is suitable for military status within the APA is required.
 - d. Any personnel who have completed a full service career of 22years (16 years for Officers).
 - e. Any personnel who has been medically discharged from the Armed Forces.
 - f. Members of University Officer Training Corps (UOTC) and School CCF Units.
5. Civilian Membership. Civilian membership is available to members of the public, not included in paragraph 4. Please note that civilian membership is required for members of the Emergency Services, Civil Servants working for the Ministry of Defence, Defence Fire Services, and other support services to the MOD, but who are not serving military personnel. Full APA membership is included for personnel that pay for the full AFF Course and for all Static Line Students.
6. First Jump Students (to include Static Line, Accelerated Freefall and Tandem descents) will be issued with P6 membership of the BPA (which covers one year of unlimited tandem skydiving, static-line parachuting, or Accelerated Freefall Level 1 jumps). To progress in the sport, the student will need to convert to full BPA membership. Temporary membership is also available to parachutists who do not intend to be regular jumpers with the Army Parachute Association, but who are visiting from foreign countries, or other UK drop zones, but are attending an event hosted by the APA.

7. Non Jumping Membership. There is no specific membership provision for non jumping personnel.

8. Membership Refusal. The Chairman of The APA may withhold APA approval, recognition, or membership from any person, subject to ratification by the APA Executive Committee and confirmation in writing to those concerned.

9. Validity. Sport parachute jump tickets are valid for one year from the date of purchase. The APA Secretary may, at his/her discretion, extend validity of tickets if there is good reason to do so. Tandem Skydive, Static Line (RAPS) and Accelerated Freefall (AFF) level one Vouchers are valid for one year from the date of purchase. They must be redeemed within the year, at which point the student is booked in for initial training. Once the initial training has taken place, a tandem student then has a further year in which to carry out their jump, during which period they are covered by the British Parachute Association 3rd Party Insurance policy. The validity of the tandem ticket will expire one year after initial training has taken place. The same periods of validity apply to Static Line and Accelerated Freefall students. In the event 3 months lapses without completing a parachute descent, the APA will charge a £30 fee for a refresh. For a lapse between 6-12 months a £60 fee will be charged. For a lapse of over 12 months, a full course will need to be purchased.

10. Refresher Training Availability. Refresher training is free of charge when conducted within the stipulated 3 month period, from the date of the last jump. It is only guaranteed to be available during APA operating days of Wed, Fri, Sat & Sun. On weekends, a Duty Instructor is employed to carry out refresher and development training. The refresh takes place at 0830 at a weekend and 1200 on a Wed & Fri.

11. Deposits. The APA usually charges a none refundable deposit of £50 for all Tandem, Static Line and AFF Level 1 bookings, made directly with the APA. The balance of the skydive will be paid for on arrival at the APA. The deposit secures the customer a place for the type of parachute jump they wish to undertake, on the date they have requested. The APA makes no charge for subsequently altering the proposed date, as long as sufficient notice is given. The APA charges a £20 'loss of business' charge for a date alteration within one week of the reserved date, as it is fair to assume another customer might have been excluded from purchasing that skydive opportunity, and parachute instructors will have already been allocated to students. In the event a customer carries out initial ground school training on the date of their jump, but is unable to carry out the jump due to poor weather, or any other factor, it is their responsibility to arrange a return date to complete the jump (please read para 6). No charge is made for this rebook.

12. Agency Customers. Customers who have booked their skydive through an external agency, and paid their deposit to the agency, are not required to pay a deposit to the APA. They will simply pay for the balance of their skydive on arrival. If the customer wishes to change the dates of their skydive prior to their jump, they should do so through their chosen agency. Customers are strongly advised to read and understand the Terms and Conditions of the Agency.

13. Cancellations. Refunds may be made upon a formal request in writing to the APA. The refund amount will vary and take into consideration what training has taken place and if the P6 Insurance has been issued. In the event a deposit is paid, and the customer wishes to cancel the booking, a £20 administration charge will be levied. If the cancellation occurs within one week of the reserved date, a £40 charge will be levied to cover administration and 'loss of business' (see para 11). These charges

will be levied regardless of the reasons for cancellation. In the event a customer cancels their jump having undertaken initial training, and requests a refund, a £60 fee will be levied. This fee combines a £20 administration charge, £30 towards the cost of the irrecoverable P6 BPA 3rd Party Insurance policy (issued to the customer on their registration for initial training), and a £10 'loss of business' fee.

14. Military Training. The Army Parachute Association is a tenant of the MOD at Airfield Camp, Netheravon. The camp is situated within Salisbury Plain Training Area. On occasions military training activity will impose limitations on the hours and days of operation of the APA, mainly due to airspace restrictions. This could be at short notice, and beyond the control of the APA. The APA therefore accepts no responsibility for re-scheduling parachuting opportunities due to such activity.

15. Payment. Methods of payment accepted at the APA include credit and debit card, cash, company cheques, personal cheques (up to the value of the cheque guarantee card, and only when in possession of the cheque guarantee card), postal orders.

16. BPA 3rd Party Insurance. Any parachutist who jumps with the Army Parachute Association at Netheravon is required to be a member of the British Parachute Association (National Governing Body) and is therefore protected by the BPA 3rd Party Insurance policy, to a maximum level of £5,000,000. The Army Parachute Association itself, as well as its instructors and pilots, are members of the same policy. Please visit www.bpa.org.uk to understand the content and limitations of the BPA policy.

17. Personal Accident Insurance. There is no personal accident medical insurance cover included in the BPA policy, and all parachutists are therefore strongly recommended to take out personal accident insurance that covers skydiving.

18. DVD Souvenir. It is possible to purchase a DVD of your skydive experience. This service is only available for Tandem Skydives and Accelerated Freefall jumps. Booking and payment for the service is made on arrival at the drop zone or in advance. You should receive your fully edited DVD of your skydive on the day, if this is not possible we will endeavour to send it to you by post within one week.

19. Failure of DVD. Due to the complexities of producing the product, and the influence of the atmosphere on camera equipment in freefall, the APA makes no guarantee that filming will be successful. The quality of the product is intended to be exceptionally high, but on occasions adverse circumstances will affect the ability of the cameraman, or equipment to reach the intended standard. Where there has been a complete failure to produce the product, the APA agrees to offer a refund on the DVD purchase. However, with such a misfortune, for whatever reason, whilst regrettable, the customer will not be entitled to a repeat skydive at no cost.

20. Partial Failure of DVD. Where there has been a partial failure, no refund will be available, as the APA and cameraman have already incurred the costs of attempting to produce the product. A partial failure is defined as a product where it is possible to view the student for part of their skydive. No guarantee is made to capture the aircraft ride, the exit from the aeroplane, or landing of the parachute.

21. Still Photographs. In conjunction with the DVD, still photographs of the skydive are offered as a free gift where possible. There is no charge for the photographs, and no refunds are available in the event they are not produced.

General

22. APA Operating Periods. The APA is usually open to military and civilian parachutists on Wednesday and Friday afternoons from 12pm and all weekends including bank holiday Mondays. Please see the website for details. All opening times mentioned above are subject to change without notice.

23. Joint Services Adventure Training (JSAT). During most weekdays throughout the year, Netheravon drop zone will be conducting JSAT parachute training. That activity has priority over the use of the drop zone, and APA activity is co-ordinated around the requirements of JSAT. APA full and temporary members are to bear this in mind whilst on the drop zone mid week.

24. Access to Airfield Camp. Entrance to the camp is controlled by a military guardroom. All adults (16years +) are required to show photograph identification. A passport or photo driving licence is ideal, but any other reasonable identification, combined with a utility bill detailing a home address should suffice. Visitors are also required to complete the Netheravon Guest Proforma and return to the APA Office 7 days prior to the jump.

25. Spectators. Due to limitations with the security process at the military guardroom, The MOD have limited spectators to 4 per parachutist. Children 16 years or under are not included in this quota, and can be brought in addition to a maximum of 4 adults.

26. Weight Limits. The maximum weight limit for tandem skydiving is 16 stone. The maximum weight for Static Line or AFF is 14st. The student's weight and height ratio should be within the limits of an acceptable Body Mass Index (BMI) table.

27. Age limits. Students can undertake parachuting within the ages of 16-17yrs only with signed parental, or guardian consent. The necessary form (BPA form 106) is available for download, or from the APA office. Static Line and AFF courses can be started up to the age of 55 yrs. There is no upper age limit for tandem skydiving, as long as a doctor has approved the student to be sufficiently fit for the activity.

28. Medical Declarations. All parachutists 39 years or less are required to complete a medical self declaration (BPA form 115(i) or BPA form 114-A(i)). Students aged 16-17yrs are required to have their parent or guardian sign the form. This can happen at the drop zone. For parachutists 40 years+ a doctor needs to have signed and stamped the same medical declaration prior to a jump taking place. In this instance, DO NOT post the completed form to the APA. This is your personal possession, and you are required to bring it with you on the day of your jump. If you are 40 yrs+ and arrive at the drop zone without a doctor signed medical form you will not be permitted to jump. Please note that letters from doctors are not acceptable as an alternative to the BPA medical forms, as the correct forms provide the doctor with pertinent information about the physiological effects of skydiving. Equally, other professional medicals (such as pilot medicals) are not acceptable.

29. Lost Property. The APA accepts no responsibility for lost property.

30. Alcohol. You must not consume alcohol on the day of your jump (until it is completed), or to excess the night before. The APA has a bar on site, which is generally open on Friday and Saturday evenings. As the bar is located on a military site, suitable behaviour is required.

31. Chief Instructor Discretion. Ultimately, the decision as to whether or not you will be permitted to jump with the APA lies with the Chief Instructor, or his nominated deputy. If in his opinion you are not physically suited to conduct a parachute jump, or your ability to understand ground training is in question, or an action you have committed whilst on the ground, or in the air casts doubt over your suitability, or you appear to be intoxicated, or for any other reason the Chief Instructor considers you to be a potential danger to yourself or others, you will not be permitted to jump. Partial refunds for your costs will be considered at the discretion of the APA Secretary.

32. Disclaimer. Parachuting and Skydiving is considered to be an adventurous sport, where there is a risk of personal injury or death. Similar risks apply to many other adventurous sports, or activities. Every possible precaution is made at the Army Parachute Association to minimize the chances of personal injury, but the possibility still exists. If you cannot accept the possible consequences of personal injury, or death, then you should not skydive. You will be asked to sign the following declaration at your initial training:

Tandem: I have received training and am prepared to carry out a tandem parachute jump. I fully understand that there is a serious risk of injury or death regardless of the standards of instruction, training and equipment used. I voluntarily accept all the risks associated with my participation in a tandem parachute jump. I accept that it is my responsibility to carry out the commands given to me by my instructor at all times. This includes instruction on the ground, in the aircraft and during the parachute descent. I accept that it is my responsibility to actively participate in the landing. I understand that this will involve lifting my legs and feet when told to do so by my instructor when coming into land. Static Line and Accelerated Freefall: I fully understand that there is a serious risk of injury or death regardless of the instruction, training and equipment used. I voluntarily accept all the risks associated with my participation in a parachute descent.

33. Dogs: Dogs are not permitted on the site.

BRITISH PARACHUTE ASSOCIATION

5 Wharf Way, Glen Parva, Leicester LE2 9TF. Tel: Leicester (0116) 278 5271. Fax: Leicester (0116) 247 7662 VAT Reg No: 239.4696.20

MEMBERSHIP AGREEMENT

TITLE (Mr. Mrs. Miss etc.) & SURNAME _____

FORENAME(S) _____

ADDRESS _____

POST TOWN _____

COUNTY _____

COUNTRY _____

POSTCODE/ZIP _____

TELEPHONE (Home) _____

(Work) _____

DATE OF BIRTH Day _____ Month _____ Year _____ SEX: Male/Female*

MARITAL STATUS: Married/Single*

BPA Number allocated _____

*delete as applicable

I, the applicant for membership, whose full details appear above, hereby apply for membership of the British Parachute Association Limited ("BPAL") and I agree as follows:

1. In this agreement the expression "the Association" shall include where the context so admits BPAL, any affiliated or associated Parachute Club, Centre or other organisation (whether incorporated or not), any instructor, rigger or packer (whether or not employed at any club or centre), any other individual or corporate member of BPAL and any club or centre and any servant or agent of BPAL or any club or centre. References to the masculine gender shall include the feminine and the singular shall include the plural.
2. In consideration of you accepting me as a member of BPAL, I agree that for so long as I shall be and remain a member of BPAL and at all times when I am taking part in any parachuting or related activity at a BPAL associated club or centre I shall be bound by (a) the BPAL Memoranda and Articles of Association (b) all the Association's rules and regulations particularly safety regulations (c) all lawful instructions given to me by instructors and those put in charge of me on behalf of the Association.
3. I authorise BPAL to apply part of my membership fee towards the purchase of Third Party Liability Insurance through the Association's scheme effective from time to time. Such insurance shall cover my personal and public liability for death or injury to persons and damage to property caused during the course of any parachuting activity undertaken by me. The value and limit of such insurance shall be such minimum figure as BPAL may from time to time determine. I understand that BPAL membership insurance is not valid in the USA or Canada or at any club or centre in the United Kingdom which is not affiliated to BPAL.

Instructors who are members of BPAL cannot claim indemnity under the BPAL third party insurance scheme if any club or centre for whom they are working at the relevant time is not a participating club or centre which has made a contribution to the premiums payable by BPAL for such third party liability insurance. Such instructors are therefore advised to effect their own third party liability insurance at their own expense.

4. I understand that any training supervision or equipment with which I am provided at any club or centre which is associated to BPAL will be of an adequate and safe standard. Nevertheless I fully understand and freely acknowledge that sport parachuting is inherently dangerous regardless of the standard of training, supervision and equipment employed.

I voluntarily accept all the risks inherent in the sport and I agree to carry out all parachute jumps and all activities connected with parachuting strictly in accordance with any instructions or tuition which I may at any time receive from any person authorised by any club or centre which is associated to BPAL to give me such instructions or tuition.

5. I agree for myself and my personal representatives to indemnify and hold harmless the Association against any claim or claims whether on my own account or from Third Parties arising out of any accident or incident resulting in any loss or damage (including bodily injury and death) and whether or not caused by my negligence or arising in consequence of my membership of BPAL or my participation in any form of parachuting or related activity.
6. I agree to notify BPAL within three working days of any accident or incident involving a Third Party and resulting from any approved sport parachute jump made by me.
7. **I declare** that I am:
18 years of age or over/under 18 years of age* (delete as appropriate)
I acknowledge that the minimum age for sport parachuting is 16 years.

SIGNED _____

Dated

If under 18 years of age the following must also be completed by the parent or guardian of the proposed member.

To: The British Parachute Association Limited

I (Name) _____

of (Address) _____

being the parent/legal guardian of the proposed member who is now aged _____ years hereby confirm that I have given my permission for the proposed member to make parachute descents and that I agree to be bound in the same terms as those contained in the agreement signed by the proposed member and set out above.

SIGNED: _____

Dated



'SOLO' STUDENT PARACHUTIST DECLARATION OF FITNESS TO PARACHUTE

I hereby declare that I am physically fit. I do not, and have not, suffered from any of the following conditions, which I understand may lead to a dangerous situation with regard to myself or other persons during parachuting:

Epilepsy, fits, severe head injury, recurrent blackouts or giddiness, disease of the brain or nervous system, high blood pressure, heart or lung disease, recurrent weakness or dislocation of any limb, diabetes, mental illness, drug or alcohol addiction.

I further declare that in the event of contracting or suspecting any of the above conditions, or in the event of sickness absence over twenty consecutive days, incapacitating injury or confirmation of pregnancy, I will cease to parachute until I have obtained medical approval. I have read the notes overleaf. I also accept that if my weight is above the level set for my height opposite I stand a higher than average risk of sustaining injury upon landing.

NOVICES ONLY				NOVICES ONLY	
Height		Weight		Height	Weight
ft	in	st	lb	cm	kg
4	4	7	7	130	46
4	5	7	11	132	48
4	6	8	1	134	49
4	6	8	1	136	51
4	7	8	6	138	52
4	8	8	10	140	54
4	9	9	0	142	55
4	9	9	0	144	57
4	10	9	5	146	59
4	11	9	9	148	60
5	0	10	0	150	62
5	1	10	5	152	64
5	2	10	10	154	65
5	3	11	0	156	67
5	4	11	5	158	69
5	5	11	10	160	70
5	5	11	10	162	72
5	6	12	2	164	74
5	7	12	7	166	76
5	8	12	12	168	78
5	9	13	3	170	79
5	10	13	9	172	81
5	11	14	0	174	83
6	0	14	6	176	85
6	1	14	12	178	87
6	2	15	3	180	89
6	3	15	9	182	91
6	4	16	1	184	93
6	4	16	1	186	95
6	5	16	7	188	97
6	6	16	13	190	99
6	7	17	5	192	101
6	8	17	11	194	103
6	9	18	4	196	106
6	9	18	4	198	108
				200	110
				202	112
				204	114

Name in CAPITALS	Date of Birth	Weight
Signature	Date	BPA Number* <small>(*issued at Parachute Centre on day of Course)</small>
Name of witness in CAPITALS	Signature of witness	

(for parachutists under 18 years of age and ALL CADETS the Witness MUST be the parent or guardian)

IMPORTANT

Check with the Parachute Centre for details of any height-weight restrictions they may have.

IF YOU CANNOT SIGN THE DECLARATION BECAUSE OF ANY OF THE ABOVE CONDITIONS, OR IF YOU ARE AGED 40 OR MORE, YOU MUST OBTAIN THE DOCTORS CERTIFICATE BELOW BEFORE PARACHUTING. THIS IS NOT N.H.S. WORK AND YOUR DOCTOR MAY CHARGE YOU FOR THIS. A SPECIFIC APPOINTMENT MAY NEED TO BE MADE.

DOCTOR'S CERTIFICATE REQUIRED FOR ALL CADETS

I understand that the applicant wishes to parachute but is unable to sign the above declaration/aged 40 or over*. I have read the notes overleaf. In my opinion the applicant is physically and mentally capable of parachuting and is medically safe to do so. Glasses or contact lenses must/need not* be worn. Body Mass Index is below/at or above* 27.5.

.....
Signature

.....
Date of Signature

.....
Date of Expiry
(see – Validity, over)



(Doctors Stamp)

* Delete as applicable

BPA Form 114-A (i)

(Issue 3, Feb 2006)

NOTES FOR PARACHUTISTS Parachuting is a “Risk Sport”. In order to reduce the risk of injury as a novice, you need a reasonably high standard of physical fitness and must not be overweight in relation to your sex, age, and height. Any person whose

weight-for-height exceeds that in the chart overleaf stands a higher risk of injury on a solo first jump than the average person making a first jump (approximately double for a male and even greater for a female). No person under the age of 16, or over the age of 55 years will be permitted to carry out initial 'solo' parachute training. Exceptions to the higher age limit may be permitted if the person has previous recorded parachute experience. Higher age limits for Student Tandem Parachutists may be acceptable (see BPA Form 115 – Student Tandem Parachutist Declaration of Fitness to Parachute/Doctor's certificate).

As well as the conditions listed overleaf, the following may cause problems to parachutists and if you have ever suffered from any of them you must seek medical approval and certification before parachuting:

Previous fractures, back strain, arthritis and severe joint sprains. Chronic bronchitis. Asthma. Rheumatic fever. Pneumothorax. Liver or Kidney disease. Thyroid, adrenal or other glandular disorder. Chronic ear or sinus disease. Any condition which requires the regular use of drugs. Anaemia. Recent blood donation.

If you wear spectacles they should be securely attached while parachuting. If contact lenses are used, protective goggles should be worn. Your sight must be adequate to read a car number plate at 25 yards.

NOTES FOR DOCTORS Cardiorespiratory fitness is important. Sport parachutists make descents from unpressurised aircraft at heights of 2,000 to 15,500 feet above sea level without supplementary oxygen. At 15,000 feet there is a 40% reduction in available oxygen. A tachycardia of 120 - 160 bpm is common in experienced parachutists and 200 bpm is not unusual in novices. The tachycardia may be present at the same time as relative hypoxia and considerable physical exertion.

Musculoskeletal fitness is required. Each hand should be able to operate the equipment and be able to exert a pull of 30 lbs in any direction. During the parachute deployment there is a brisk deceleration, usually about 4g but occasionally up to 15g. The landing impact typically involves a descent rate equivalent to jumping from a wall 4 feet high, with a horizontal speed of 0 - 15mph. Occasionally the landing impact may be considerably greater than this. Pre-existing spinal or joint injuries may be exacerbated. Obesity increases the likelihood of lower limb or spinal injuries. Novices should be aware that if they undertake their 1st jump as a solo descent and their BMI exceeds 27.5 they stand a greater risk of landing injury than a person below 27.5 (approximately double the risk for a male and even greater for a female). This does not apply to the few obviously very fit candidates who have a raised BMI due to a large muscle mass. Exceptions may be made for those who have recent relevant experience (e.g. Tandem jumps).

A visual acuity of at least 6/12 (after correction with spectacles or contact lenses) is required. Blindness in one eye is acceptable provided that the remaining eye has a full field and the candidate has adapted to monocular vision. Middle ear or sinus disease may cause problems due to the rapid changes in ambient air pressure. The rate of descent in freefall may exceed 15,000 ft/min and under an open canopy 1,000 ft/min. Normal peripheral sensation and co-ordination are required to activate the parachute but may be impaired by disorders of the nervous system or peripheral vasculature. On early jumps the candidate is responsible mainly for his own safety but must behave in such a way as to cause no hazard to others. After further training, but no further medical evidence, the candidate may be the sole person responsible for the safety of an aircraft full of student parachutists. The candidate must be physically and psychologically fit to carry this responsibility.

The following conditions will normally make a candidate UNFIT to parachute, although there are some exceptions. Any condition which can lead to blackouts, impaired consciousness or impaired concentration. Tendency to persistent or recurrent weakness or dislocation of any limb (unless successfully corrected by surgery). Conditions requiring the use of medication with sedative or psychotropic side effects. A history of ischaemic heart disease, uncontrolled hypertension, other significant cardiac or respiratory disease, cerebrovascular disease, epilepsy, diabetes, mental illness, drug addiction, alcohol dependence, significant CNS disease. A certifying doctor is not stating that a candidate will remain free of injury during parachuting, but that records, history or appropriate clinical examination have not suggested unacceptable medical risk factors. In cases of doubt, or where further information is required, the Medical Adviser to the British Parachute Association or the National Coach and Safety Officer will be pleased to help, and may be contacted at the address overleaf.

These notes are not exhaustive. Some candidates who are 'unfit' using the above criteria may still be fit to make a tandem parachute descent (strapped into a common harness with an experienced instructor) - see separate 'Student Tandem Parachutist' form.

VALIDITY The *Parachutist's Declaration* overleaf places the parachutist under a permanent obligation to cease parachuting until obtaining a doctor's approval if he/she develops any of the listed conditions. The Parachutist's Declaration is valid initially up to the age of 40, but should be renewed every 2 years between the ages of 40 and 49 and every year from the age of 50. *Doctor's Certificates* are valid as follows:

- | | | |
|--------------------------|---|--|
| If required under age 40 | - | As indicated by stability of medical condition (but not beyond age 40) |
| Age 40 - 49 years | - | The longer of "3 years" or "until age 50" |
| Age 50 years or over | - | 3 years |

unless the examining doctor specifies a shorter period of validity.