



Nominations for

AAIAC Membership

Information for nominators and nominees

January 2011

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## **Call for nominations to the**

### **Adventure Activities Industry Advisory Committee**

The AAIAC, which is supported by both Sport and Recreation Alliance and SkillsActive, is representative of a wide range of stakeholders from the UK adventure activities sector. It works with the industry to identify, develop and disseminate good practice, and to advise Governments and agencies accordingly.

The Committee consists of individuals with expertise, knowledge and experience of the adventure activities sector. AAIAC members are also understood as coming from broadly defined 'constituencies' with which they are expected to keep in touch, and of whose concerns and interests they are expected to be aware.

In accordance with the constitution, nominations are now invited for membership of the Committee (members are normally appointed for a period of three years: one-third of the members stand down each year – and may, if eligible, be re-nominated).

Nominees should have a knowledge and understanding of safety and good practice in adventure activities, whilst having a commitment to the AAIAC and its objectives. Committee members will need to be able to read, understand and comment on documentation including relevant consultations, legislation and good practice guidance. Members will be encouraged to participate in the AAIAC working groups and contribute to the development of good practice guidance. Nominees should be able to participate constructively in open discussions, while respecting the views and roles of members and observers.

An information pack and nomination form can be obtained from:  
Martin Key, AAIAC Secretariat

By email: [mkey@sportandrecreation.org.uk](mailto:mkey@sportandrecreation.org.uk)

By post: Sport and Recreation Alliance, Burwood House, 14-16 Caxton Street, London, SW1H 0QT

All nominations must be with the Secretariat by 5.00 p.m. on Monday 14 March 2011. The AAIAC Appointments Committee will meet mid March, following which successful nominees will be notified.

AAIAC is keen to increase the diversity of its members and welcomes nominations from all sections of the community. Copies of this advert and the application pack are available in large print.

## **About the AAIAC**

The Adventure Activities Industry Advisory Committee [AAIAC] is representative of a wide range of stakeholders from the UK adventure activities sector. It works with the industry to identify, develop and disseminate good practice, and to advise Governments and agencies accordingly. The Committee consists of individuals with expertise, knowledge and experience of the adventure activities sector. AAIAC members are also understood as coming from broadly defined 'constituencies' with which they are expected to keep in touch, and whose concerns and interests they are expected to be aware of.

The AAIAC was originally established in 1996 by the Health & Safety Commission [HSC], as one of its standing Industry Advisory Committees, after the passing into law of *The Activity Centres [Young Persons' Safety] Act 1995*. The Act introduced a statutory licensing regime for a defined range of activities when provided commercially for minors. That regime was, and is, operated on behalf of the Government by the Adventure Activities Licensing Authority [AALA]. The AAIAC has an observer from the AALA. The early years of the AAIAC's work were therefore concerned primarily, but not exclusively, with issues concerned with licensing, and with the licensable range of activities, *viz* caving, climbing, trekking and watersports [defined more precisely in *The Adventure Activities Licensing Regulations 1996*].

The AAIAC is now a free-standing UK-wide body, with a wider remit, working closely with the Sport and Recreation Alliance and with SkillsActive. It is the Technical Reference Group of SkillsActive's Outdoor Employers Group Sub-Sector Committee. The two bodies jointly provide its Secretariat. Although 'Health & Safety' is a reserved matter under UK legislation [*i.e.* it is reserved to the UK Parliament in Westminster], the welfare and safety of children and young people when undertaking adventure activities [predominantly in a 'Sport' or 'Education' context] is a matter on which the four separate UK legislatures have independent authority, although they work closely together. Accordingly, the AAIAC has observers from the Health & Safety Executive [HSE], and from each of the four countries' legislative executives.

## **Adventure Activities Industry Advisory Committee Members**

### **Role description**

Members of AAIAC are required to:

- Contribute to AAIAC's role in maintaining and improving health and safety standards in the industry, and advise on industry-wide safety issues and standards
- Advise on skill development and on the setting of competency standards, particularly in those instances where no relevant 'National Governing Body' exists
- Provide advice on the details and implementation of the existing statutory licensing scheme for some adventure activities and any proposed new or non-statutory licensing or accreditation scheme.

AAIAC members are expected to bring to bear on the work of the AAIAC their own experience, knowledge and judgement, but at the same time they are understood as coming from broadly defined "constituencies" with which they are expected to keep in touch, and of whose concerns and interests they are expected to be aware.

To attend and contribute to three full AAIAC meetings per year (two of which are normally in London) and others as appropriate. AAIAC members are normally expected to contribute to the work of the Working Groups. It is also expected that members will prepare for meetings and consult with constituencies; hence the time requirement will be more than merely attending meetings.

### **Person Specification**

#### **Essential Knowledge and Experience**

1. Members shall be appointed having regard to one or more of the following criteria:

- Personal adventure activity experience, expertise and currency
- Adventure activity provider type and expertise, including experience of licensing
- Adventure activity user and consumer type experience
- Relevant national governing body expertise and experience
- Managerial and staff knowledge, experience and competence
- Relevant tourism industry expertise and experience

2. To have a knowledge and understanding of safety and good practice in adventure activities

#### **Essential Skills and Attributes**

1. Commitment to the AAIAC and its objectives

2. Members should be able to:

- Read, understand and comment on documentation including relevant consultations, legislation and good practice guidance
- Contribute to the development of good practice guidance from either a technical or editorial perspective
- Participate constructively in open discussions about sensitive issues including legislation and good practice guidance, whilst respecting the views and roles of members and observers.
- Work as individuals on their own initiative and with others as part of a team

3. The Committee will work through email communication; training can be provided if necessary



### Nominations for AAIAC Membership

Please complete and return to:

Martin Key, AAIAC Secretariat.

Email: [mkey@sportandrecreation.org.uk](mailto:mkey@sportandrecreation.org.uk)

Post: Sport and Recreation Alliance, Burwood House, 14 – 16 Caxton Street, London, SW1H 0QT

Nominations must be received by 5.00 p.m. on Monday 14 March 2011.

#### 1. **Nomination for AAIAC Membership**

Please state whom you are nominating for AAIAC Membership

#### 2. **Nominator Details** (Please note that individuals can no longer nominate themselves)

Full name:

Organisation: *(if appropriate)*

Address:

Daytime telephone number:

Evening:

Email:

**3. Reasons for Nominating**

*Please provide details of why you are nominating the above individual for AAIAC membership*

**4. Supporting evidence**

*Please provide any supporting evidence which you consider makes the nominee a suitable candidate for AAIAC Membership*

**5. Signatures**

Signature of nominator

Signed..... Date.....

Organisation (*if appropriate*) .....

Although not mandatory, nominations can also be supported by additional sponsors, who may be either organisations or individuals. Please provide details below:

Name.....

Organisation (*if appropriate*) .....

Signed..... Date.....

Name.....

Organisation (*if appropriate*) .....

Signed..... Date.....

Name.....

Organisation (*if appropriate*) .....

Signed..... Date.....



**Nominee's details in support of their nomination for AAIAC Membership**

<b>1. Personal Details</b>	
Full name:	
Address:	Daytime telephone number:
	Evening telephone number:
	Email:
	How did you hear about the position? (please indicate which publication/website)

<b>2. Constituency</b>
Please state which constituency or constituencies you most relate yourself with and are aware of (see AAIAC Constitution, clause 6):
Please provide brief details of how you will communicate with the above constituency or constituencies:

**3. Experience**

Please provide details of your adventure activities experience in relation to the person specification criteria

***(Most recent first) Please continue on a separate sheet if necessary***

Type of Experience	Position	Organisation	Dates

**4. Skills Matching**

Please state how you think your skills and experience match the requirements of this role

**5. Your Objectives for AAIAC membership**

Please indicated what you would like to achieve as a member of AAIAC

**6. Declaration**

I confirm that the above information is correct.

I understand that any false information or deliberate omissions will disqualify me from AAIAC membership.

I consent to the AAIAC using and keeping information I have provided in this application or elsewhere as part of the appointment process. I understand that the information provided will be used to make a decision regarding my suitability for the role and if successful the information will be retained for the duration of my AAIAC membership. If I am not successful, I understand that the AAIAC will retain the form for as long as is deemed necessary and that the AAIAC may use it to contact me in the event of there being any further AAIAC membership vacancies.

Signed ..... Date .....

**NB: PLEASE DO NOT ENCLOSE A COPY OF YOUR CURRICULUM VITAE.**

*Thank you for your support, interest and time.*

**EQUAL OPPORTUNITIES**

It would be helpful to the AAIAC in monitoring the effectiveness of its equal opportunities policy if you would complete this section. This information is confidential. The form will not be used as part of the appointment process.

*To be completed by nominees personally*

I would describe my ethnic origin as:

Bangladeshi	<input type="checkbox"/>
Black – African	<input type="checkbox"/>
Black – Caribbean	<input type="checkbox"/>
Black – Other (please specify)	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
White	<input type="checkbox"/>

I choose not to complete this section of the form

Other (please specify): .....

My gender is:     Male/Female

My date of birth is: .....

I choose not to complete this section of this form

I have a disability        YES/NO

I am registered disabled   YES/NO

I choose not to complete this section of this form

Full name     .....

## **Nomination and appointments process**

### **Nomination**

Nominations are to be made on the form provided and returned by 5pm 14 March 2011.

Martin Key, AAIAC Secretariat.

Email: [mkey@sportandrecreation.org.uk](mailto:mkey@sportandrecreation.org.uk)

Post: Sport and Recreation Alliance, Burwood House, 14 – 16 Caxton Street, London, SW1H 0QT

A Curriculum Vitae should NOT be included and will not be accepted in place of a completed application form.

### **Appointment**

The Appointment Committee will consider nominees, first against the criteria in clause 9; and then select from those, against criteria in clause 19. If there is a need for further selection the Appointment Committee will again refer to the criteria in clause 9.

The 2011 Appointment Committee consists of the Chief Executive of the Sport and Recreation Alliance, the Chief Executive of SkillsActive, the Chairs of AAIAC and the English Outdoor Council and a representative from the Scottish outdoor industry. Successful applicants will be notified following the Committee's meeting mid March 2011.

## **Outline Terms and Conditions**

### **Meetings**

AAIAC members will be expected to attend and contribute to three meetings per year (normally in London) and others as appropriate.

### **Duration of membership**

Members are normally appointed for a fixed period of three years. No member may serve as much for more than six years without a break in membership

A Member who is absent from three consecutive meetings of the AAIAC shall be deemed to have resigned.

### **Expenses**

Expenses for attending AAIAC meetings will be reimbursed, subject to SkillsActive policy.

### **Working groups**

A key aspect of AAIAC activities is their working groups. AAIAC Members will be encouraged to contribute to the work of the working groups.

## **AAIAC Constitution**

If this is not attached as a separate document please contact Martin Key at Sport and Recreation Alliance ([mkey@sportandrecreation.org.uk](mailto:mkey@sportandrecreation.org.uk)), Tel 020 7976 3904.