



Australian **Air League**

FEDERAL INSTRUCTION

SUMMARY

Reference: Federal Administration Instruction No. 67.
F/AI 01/06 31st December 2006

Staff Affected: All Units and Members.

Date of Operation: Immediate.

Description: Form 20- Membership Application
Form 17a (Incorp Form 20a) – Application to Attend Activity

Contact: Federal Administration & Finance Commissioner

Review Date: 31st December 2007

Related References: Australian Air League Manual.

Authorised by: Chief Comr. Ian Rickards, LM., DSA., MSA
Chief Commissioner.
Australian Air League Inc.

1.0 Preamble

- 1.1 Federal Administration Instruction No. 64 F/AI/02/03 dated 30th May 2003 is withdrawn
- 1.2 Forms 20 and 17a (incorporating Form 20a) are the legal basis of indemnifying the League against claims.

2.0 Introduction of the new Form 20 and 17a (Incorp. Form 20a)

2.1 With immediate effect all previous blank issues of the Form 17a, Form 20 and Form 20a(*those forms with an issue date earlier than 10/2006*) are to be DESTROYED

- 2.1.1 Group Q Stores have available supplies of the new Form 17a (Incorp Form 20a) and Form 20. These forms have an issue date of 10/2006 and **ONLY** these forms will be accepted. For information copies of the new forms are attached to this instruction. The Form 20 **is not to be reproduced in any form** however the Form 17a (Incorp Form 20a) may be copied and submitted provided the form has been completed in black ink and the copy is legible.
 - 2.1.1.1 It should be noted that Forms 20 are still printed on carbonised paper (NCR) and care needs to be exercised when writing on these pads. Ensure the writing plate (cardboard) is behind the last copy of the top set of forms before commencing to fill them in.
- 2.1.2 As there will be some Forms 20 dated 02/2003 that have been completed and which are still in transit between Squadrons and Groups and also between Groups and Federal, Groups will accept Forms 20 with an issue date of 02/2003 until 30th March 2007 and Federal until 30th June 2007. Any Form 20 bearing a date other than 10/2006, and which is received, at Groups, after 30th March 2007 and at Federal after 30th June 2007, is invalid and will be returned.
- 2.1.3 From 30th March 2007 membership of an applicant, on an incorrect Form 20, will **not** be recorded and Groups will not issue a membership number until the correct Form 20 is received.
- 2.1.4 Only the Form 17a (Incorp Form 20a) 10/2006 will be accepted from 1st January 2007. No other Form 17a is acceptable for use.

3.0 Form 20 – Membership application

- 3.1 This form is used when a new member joins the League. It must be completed in full, signed by the applicant **OR** their Parent/Guardian where the Applicant is deemed to be a minor under respective State laws and then witnessed and dated. It is important to note that the applicant **OR** their Parent/Guardian is acknowledging the League's Privacy Policy and the requirements of the Indemnity. The form is completed in triplicate with the two white copies being forwarded to the relevant Group Headquarters no later than four (4) weeks from the date it is completed. The triplicate copy remains part of the Squadron/Branch records
- 3.2 *No person can attend, actively participate in, or officiate at any Air League function unless the Form 20, and where applicable a Form 17a (Incorp Form 20a) has been completed.*

4.0 Form 17a – Application to Attend Activity Form

4.1 Use of Form 17a

- 4.1.1 **Form 17a must be used to apply to participate in any activity conducted by any Unit of the League.**
- 4.1.2 **Form 17a must be fully completed by –**
 - 4.1.2.1 Members who are financial and who have already submitted a Form 20 and who are in possession of a membership number,
 - 4.1.2.2 A Parent or Guardian on behalf of a member who is deemed to be a minor under respective State Laws,
 - 4.1.2.3 Non-member volunteers who wish to participate in any activity conducted by any Unit of the League in a supervisory role or where a non-member is utilising League provided services, e.g., parent or friend attending a League camp; parent or friend sharing transport services provided by the League etc.

4.2 Distribution of Form 17a

4.2.1 For the purpose of Parade Nights.

4.2.1.1 On the first Parade Night of each year, or upon a new member joining, Squadron OC will issue Form 17a to each member and adult non-member volunteer, the name of the activity being "Parade Nights" and the date being the relevant year, i.e. 2006. Completed forms must be returned to Squadron OC on the next and following Parade Night.

4.2.1.2 Squadron OC will retain and have available at each Parade Night, a Form 17a for each Member and Adult non-member volunteer for a period of twelve (12) months. At the end of this period the Form 17a should be destroyed in accord with the League's Privacy Policy.

4.2.1.3 Members, Parents/Legal Guardians and adult non-member volunteers are responsible for advising any changes to details on Form 17a as per the Indemnity clause contained therein. When this occurs, the Squadron OC will issue the Member/ Parent/Legal Guardian or adult nonmember volunteer with a replacement Form 17a for completion and is responsible for the prompt return of the updated form.

4.2.2 For the purpose of any activity other than Parade Nights.

4.2.2.1 Unit OC or Officer in Charge of an activity will issue a Form 17a to each member and non-member volunteer together with any relevant document giving details of the activity.

4.2.2.2 Completed forms must be returned to Unit OC or Officer in Charge of the activity by the date required, together with any applicable fees.

4.2.2.3 Unit OC or Officer in Charge of the activity must retain the Form 17a until the completion of the activity, and given that no accident/incident occurred involving the member or non-member volunteer, the form should be destroyed in accord with the League's Privacy Policy.

4.2.2.4 If the member or non-member volunteer was involved in an accident/incident then the Form 17a must be attached to the accident/ incident report forwarded to Group Headquarters.

4.2.2.5 Members, Parents/Legal Guardians and non-member volunteers are responsible for advising any changes to details on Form 17a for the activity as per the Indemnity clause contained therein.

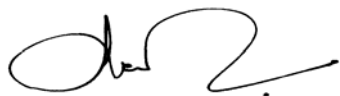
7.0 Conclusion

7.1 The League's solicitor has advised the Council of the Australian Air League Inc. that great care must be taken when members are required to be away from home for any period of time, and especially overnight or longer. This especially applies to members with known medical conditions.

7.2 Whilst Air League Officers have a Duty of Care to their members to ensure that "cadets have all necessary medication for medical conditions with them and that the requirements of taking those medications are strictly adhered to", he goes on to advise "that it is the responsibility of the Parent to give all necessary information to the Officer Commanding of any activity of the League". He further advises, "that if insufficient information is given to the Officer Commanding then the Officer Commanding cannot be held responsible for that which is unforeseeable".

6.1 Officers Commanding events must ensure that they have with them copies of the Form 17a covering all personnel in attendance for the duration of the event.

6.2 It is for the above reasons that the League has introduced the new forms, regulated how and when they are used and insists that they be completed correctly at all times.



**Comr. Ian Rickards, LM., DSA., MSA.,
Administration & Finance Commissioner,
Australian Air League Inc.**



APPLICATION FOR MEMBERSHIP

Form 20
10/2006

APPLICANT DETAILS:

Surname: Given Names: Nationality:

Residential Address: Postcode:

Phone No.: Home: Mobile: Email:

Date of Birth: School: Religion:

Occupation:

Special Interests, Hobbies, Other Clubs, etc:

MEMBERSHIP DETAILS

LEAGUE MEMBER ASSOCIATE MEMBER

Squadron: Wing: Group:

Fee: Sqn/Branch Receipt No.: Membership No.: Date Joined:

PARENT/GUARDIAN DETAILS

(If Applicant/Member is a legal minor)

Mr./Mrs./Miss/Ms. (Cross-out non-applicable)

Surname:

Given Name:

Occupation:

Residential Address:

..... Postcode:

Relationship to Applicant:

Email:

Phone Nos: Home:

Work: Mobile:

The Australian Air League Inc. is a community Organisation. It exists because people like you want children to have made available to them, the individual training and development for which the League is famous. It is expected that every family that joins the League will contribute in some way. Some families assist by serving on the Branch (Parents) Committee, others prefer to assist in other practical ways such as maintaining or fixing facilities or equipment, while others assist with the running of a Squadron as an Officer.

- I/We:** Have a tow bar on my/our car
- Own or have the use of a trailer
- Will you?:** Assist with transportation to camps & outings
- Be a member of the Branch Committee
- Become an Officer
- Teach the Cadets special skills
- Assist at working Bees

Where did you hear about the Australian Air League?

- AAL Website Article in Newspaper Saw a Street Parade
- Squadron Recruiting Activity Heard about it from a friend
- Advertising leaflet School Newsletter
- Heard about it from a member of your family
- Other (please specify)

DETAILS OF ANY KNOWN MEDICAL/PHYSICAL/LEARNING CONDITIONS

(Disabilities, Allergies, etc and any medication required)

.....

Applicant is self-medicated Applicant requires supervision of medication

PRIVACY NOTICE and INDEMNITY

(See details on reverse of this Form)

I,
acknowledge that I have read and understand the Privacy Notice detailed overleaf and I hereby affirm my understanding of the League's Privacy Policy and my agreement to the collection of personal and sensitive data for the purposes described in that Policy.

I further acknowledge having read the Indemnity Statement overleaf and that all particulars included on this Form 20 are correct at the time of signing.

I make this Membership Application fully intending to support the League and its activities.

.....

Signature of APPLICANT **OR**
Signature of Parent or Legal Guardian where the Applicant is deemed to be a minor under respective state laws.

WITNESS TO ABOVE SIGNATURES

Printed Name:

Signed:

Date:

FORM 20 – APPLICATION FOR MEMBERSHIP

EXPLANATORY NOTES

Part A. PRIVACY NOTICE FOR APPLICANTS FOR MEMBERSHIP OF THE AUSTRALIAN AIR LEAGUE INC.

The Australian Air League Inc. respects your privacy. The League collects your personal information for the purpose of processing applications for membership and fulfilling its obligations to our Members.

This includes:

- administering Squadron activities or services that are provided by or to each Member (including the Member's health and safety at those activities and receiving feedback about activities or services),
- communicating with the Member, the Member's parents or guardians and others to facilitate those activities and services: and
- obtaining help or participation in those activities that parents and guardians of Members are able to provide.
- cross referencing member material with like Organisations for the furtherance of the League's objectives and activities.

This information may include sensitive information, such as health information about League Members or information about trade or professional skills that parents or guardians may be able to offer.

If the League does not collect this personal information, it may not be able to carry out the purposes described above satisfactorily. Individuals have certain rights to access their personal information held by the League by contacting the Group Executive Commissioner of your Group.

Unless otherwise required or authorised by law or your consent, this personal information will only be disclosed to members of the League, Officers and League helpers, to assist the League in carrying out the purposes described above or as is contained in the Privacy Policy.

You can find out more about the League's use of your personal information in the Privacy Policy. The Policy is able to be viewed at www.airleague.com.au

Part B. FAMILY COURT ORDERS AFFECTING YOUTH APPLICANTS

Please note that, in order to ensure the wellbeing of League members, it is necessary that the League is made aware of any orders regarding intervention, the Family Court or the Children's Court.

In most circumstances, the written consent of both parents will be required for a youth applicant but if there are difficulties with obtaining both signatures, please outline these in writing to the League.

Part C. INDEMNITY

In consideration of the Australian Air League Inc. (hereinafter named the League) accepting me or my son/daughter/ward as a member of the League, I agree and indemnify the said League, its officers, member pilots, servants or agents insofar and to the extent of which the League, its officers, member pilots, servants or agents are not entitled to be indemnified under any policy of insurance whatsoever against any damages claims or demands arising out of any incident accident or illness which may befall or occur to me or my son/daughter/ward during my/his/her participation in any activity/function or when travelling to or from the activity/function connected with the League. I further authorise any officer or member in charge at the time, where it is impractical to contact me, in the event of any incident, accident or illness to obtain any necessary medical assistance or treatment and for this purpose engage any doctors, nursing assistance or hospital accommodation and, if emergency

operations are required I authorise the administration of anaesthetic and operation by a surgeon at his/her direction and in this event I agree to pay all expenses, costs and fees of whatsoever nature other than fees and expenses recoverable under any insurance policy which the League may have in place from time to time and I agree to pay all such costs expenses and fees to the League upon demand. I further agree that I, my son/daughter/ward will be bound by the Rules and Regulations of the League and I further agree to regularly inform and update the League in relation to any change in medical condition affecting me, my son/daughter/ward. I further agree that I, my son/daughter/ward will accept and adhere to all directions of the Officer in Charge whilst participating in League activities. I acknowledge having read this indemnity and that all particulars included on this Form 20 are correct at the time of signing.



APPLICATION TO ATTEND ACTIVITY

Form 17a
(incorp Form 20a)
12/2006

(**Please return this form to Squadron OC by/...../20.....**)

DAY OUTING OVERNIGHT ACTIVITY SQUADRON:

NAME OF ACTIVITY: DATE:

APPLICANT DETAILS: MEMBER NON-MEMBER

Surname: Given Names:

Residential Address: Postcode:

Phone No.: Home: Mobile: Email:

Medicare No.: Private Health Insurance provider (if any):

Blood Group (if known): Date of Last Tetanus Injection (if known):

MEMBERS ONLY

Membership No.: Age: Rank: Date of Joining:

NON-MEMBERS ONLY

Age (if under 18):

REQUIRED FEE

Enclosed \$ (if required)

EMERGENCY CONTACT DETAILS

Surname: Given Name:

Residential Address: Postcode:

Relationship to Applicant: Email:

Phone No.: Home: Work: Mobile:

DETAILS OF ANY KNOWN MEDICAL/PHYSICAL CONDITION
(Disabilities, Allergies, etc and any medication required)

.....

.....

Applicant is self-medicated Applicant requires supervision of medication

PRIVACY NOTICE and INDEMNITY
(See details on reverse of this Form)

I,

acknowledge that I have read and understand the Privacy Notice detailed overleaf and I hereby affirm my understanding of the League's Privacy Policy and my agreement to the collection of personal and sensitive data for the purposes described in that Policy in furtherance of the League's objectives.

I further acknowledge having read the Indemnity Statement overleaf and that all particulars included on this Form 17a are correct at the time of signing.

.....

Signature of APPLICANT **OR**
Signature of Parent or Legal Guardian where the Applicant is deemed to be a minor under respective state laws.

SPECIAL DIETARY REQUIREMENTS/VEGAN/VEGETARIAN etc (State what foods CANNOT be eaten)

.....

.....

.....

.....

WITNESS TO ABOVE SIGNATURES

Printed Name: Signed: Date:

CONFIDENTIAL WHEN COMPLETED

FORM 17a – APPLICATION TO ATTEND ACTIVITY

INSTRUCTIONS FOR THE USE OF THIS FORM

PHOTOCOPIES OF THIS FORM ARE ACCEPTABLE PROVIDING
THE FORM HAS BEEN COMPLETED IN BLACK INK AND THE COPY IS LEGIBLE.

PART A. GENERAL REQUIREMENTS

1.0 Use of Form 17a

1.1 **Form 17a must be used to apply to participate in any activity conducted by any Unit of the League.**

1.2 **Form 17a must be fully completed by –**

1.2.1 members who are financial and who have already submitted a Form 20 and who are in possession of a membership number,

1.2.2 a Parent or Guardian on behalf of a member who is deemed to be a minor under respective State Laws,

1.2.3 non-member volunteers who wish to participate in any activity conducted by any Unit of the League in a supervisory role or where a non-member is utilising League provided services, eg, parent or friend attending a League camp; parent or friend sharing transport services provided by the League etc.

2.0 Distribution of Form 17a

2.1 **For the purpose of Parade Nights.**

2.1.1 On the first Parade Night of each year, or upon a new member joining, Squadron OC will issue Form 17a to each member and adult non-member volunteer, the name of the activity being “Parade Nights” and the date being the relevant year, ie 2006. Completed forms must be returned to Squadron OC on the next and following Parade Night.

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2.2.5 Members, Parents/Legal Guardians and non-member volunteers are responsible for advising any changes to details on Form 17a for the activity as per the Indemnity clause contained therein.

Part B. PRIVACY NOTICE

Upon joining the Australian Air League Inc. (“the League”) you agreed to us collecting personal and sensitive data for the purposes disclosed in our Privacy Policy in furtherance of the League’s objectives. In the case of a youth member, you acknowledge a similar understanding and agreement in your capacity as the Parent or Guardian of that member. The League will not use your personal and sensitive information for any reason other than that for which you would reasonably expect it to be used.

You have certain legislated rights of access to the personal and sensitive information being held in respect of you and your child/ward and you may exercise those rights of access by contacting the Group Executive Commissioner.

You can also contact us on privacyofficer@airleague.com.au.

The League’s Privacy policy can be viewed on our web site at www.airleague.com.au.

Part C. INDEMNITY

In consideration of the Australian Air League Inc. (hereinafter named the League) either allowing the member to carry out the above named activity, or accepting services to be provided from me or my son/daughter/ward to the League on a voluntary basis, or such other basis as may be agreed in writing, I agree and indemnify the said League, its officers, member pilots, servants or agents insofar and to the extent of which the League, its officers, member pilots, servants or agents are not entitled to be indemnified under any policy of insurance whatsoever against any damages claims or demands arising out of any incident accident or illness which may befall or occur to me or my son/daughter/ward during my/his/her voluntary service with the League or such other participation in the above named activity conducted by the League or when travelling to or from the above named activity connected with the League. I further authorise any officer or member in charge at the time, where it

is impractical to contact me, in the event of any incident, accident or illness to obtain any necessary medical assistance or treatment and for this purpose engage any doctors, nursing assistance or hospital accommodation and, if emergency operations are required I authorise the administration of anaesthetic and operation by a surgeon at his/her direction and in this event I agree to pay all expenses, costs and fees of whatsoever nature other than fees and expenses recoverable under any insurance policy which the League may have in place from time to time and I agree to pay all such costs expenses and fees to the League upon demand. I further agree to inform and update the League in relation to any change in medical condition affecting me, my son/daughter/ward prior to the date of the above named activity. I further agree that I, my son/daughter/ward will be bound by the Rules and Regulations of the League and I further agree that I, my son/daughter/ward will accept and adhere to all directions of the Officer in Charge whilst participating in League activities.