



Australian
Air League

Australian Air League Inc.
NSW Group Field Department
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Group Field Instruction No 01/2020

N/FI/01/2020
March 2020

Form 17i – Squadron Activities

1.0 Intention

- 1.1 In light of the recent Federal Standing Order – F/SO/01/2020, an updated process for Form 17i approvals is required.
- 1.2 This update is to ensure the safety of our Members and to ensure the Group is in compliance with F/SO/01/2020

2.0 Process

- 2.1 Squadrons are to ensure that any event the squadron is attending will not have more than 500 people in attendance, if squadrons are unsure it is best to not attend.
- 2.2 Wing OC's must conduct an assessment to ensure the safety of members before approving the squadrons request
- 2.3 **All requests** are now to be approved by the Group Field Department. Wing OC's are to ensure that the Group Field Department receives the application 14 days prior to the event.
- 2.4 The Group Field Department will assess the request with the Group Operations Commissioner and/or Group Executive Commissioner, upon which the Squadron or Wing will be informed via Email.
- 2.5 Please note the items required below for each activity level.
- 2.6 **Any events which have been approved by the Wing OC but have not taken place, must be forwarded to the Group Field Commissioner ASAP to be ratified.**

3.0 Single Day / Night Activities

- 3.1 Nothing additional

4.0 Overnight Activities and Camps

- 4.1 Squadron must supply the following information with the Form 17i,
- a. Timetable of events.
 - b. Map of area.
 - c. Response Plan for unwell members (including area of isolation).
 - d. If a hike is to be conducted during the camp, the requirements listed after 5.0 must also be provided.

5.0 Hikes

- 5.1 Squadron must supply the following information with the Form 17i
- a. Map of Planned Route.
 - b. Planned Start and Finish Time.
 - c. Times and Location of expected rest periods.
 - d. Response Plan for unwell members (including area of isolation).

6.0 Notes

- 6.1 Squadrons are to ensure the wellbeing of their members, as such it is expect that members who are unwell are **NOT** to attend any activity or squadron night.
- 6.2 This instruction may be replaced by a new instruction at any time.
- 6.3 If you have any question, please contact the Group Field Commissioner (field.nsw@airleague.com.au or 0405 365 213)



Group Commissioner Brendan Fox
Group Field Commissioner
New South Wales Group
16th March 2020