



Ashford Radio Aeromodellers Club Constitution, Field/Safety Rules & Policies

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CONSTITUTION

GENERAL

1. The club shall be called ***Ashford Radio Aeromodellers (ARA)*** and will be affiliated to the British Model Flying Association.
2. The club's principal aim shall be the promotion of safe and responsible model aircraft flying, including both fixed wing and helicopters both IC, turbine or electric powered.
3. Alterations to this constitution can only be made at an Annual General Meeting or at a General Meeting called for that purpose. Any Proposed alterations must be submitted to the secretary in writing at least 28 days prior to the meeting.

MEMBERS

4. A "member" means any class of membership.
5. The Committee has the right to refuse membership to new/expired member applicants.
6. New members will be required to pay a joining fee agreed at the AGM and serve an initial probationary period of 6 months. During this time they will not be eligible to serve on the Committee and may have their membership terminated at the discretion of the Committee for unsatisfactory conduct.
7. New members' subscriptions shall be dependent on membership class, plus any joining fee as decided at the Annual General Meeting.
8. Subscriptions are due on 1st January yearly. Membership forms must be submitted online via the club website each year by all members and subscriptions paid electronically into the ARA bank account. Any member who is unable to pay electronically should contact the Treasurer in the first instance to make other

- arrangements. Members who have allowed their membership to lapse for less than 2 calendar months will not normally be asked to pay any relevant joining fee
9. Members who have not renewed their membership by the end of February in the ensuing year will be deemed to have left the club and a renewal after this period will be treated as a new membership application and not given priority over waiting new member applications. The fee for joining as a new member or renewing after the end of February will be agreed at the AGM
 10. New members or lapsed members joining from 1st October will be pay a reduced rate, and the joining fee, both of which will be agreed at the AGM.
 11. All members must be members of the British Model Flying Association and are encouraged to renew their membership directly via the BMFA website. Members must be able to provide evidence of such, on joining and at yearly renewal. The only exception to this is for those members who play no active part in the club whatsoever; i.e. club social members only.
 12. A member may be made a life member for extensive services to the club. Life members can only be created by a majority ballot of club members at a general meeting.
 13. ***All members, without exception, must comply with all club rules. Failure to do so may result in disciplinary action by the Club which may lead to dismissal.***
 14. Members may invite non-member guest fliers to the site a maximum of 3 times on arrangement with the Committee but they must be BMFA insured and the club member must assume total responsibility for the actions and safety of the guest. Guests must fly under the supervision of instructors if their ability requires it, and such arrangements must be made in advance of the visit.
 15. All visiting/guest pilots must comply with the club rules and hold appropriate insurance and solo flying certifications or have been assessed as competent by an ARA instructor.
 16. Members can communicate with the committee verbally or via email to aramembershipforms@gmail.com(this mailbox being monitored on a best endeavours basis by serving committee members)

DISCIPLINE

17. Any complaint concerning any member must be made in writing and signed by the complainant(s). The written complaint must then be forwarded to the Secretary within 28 days of the alleged incident so that the matter can be addressed at the next available Committee meeting.
18. Where an allegation of misconduct is made against a member, the member may be suspended from all club activities while an investigation is carried out into this matter. A suspension carried out in this matter is considered a neutral act and infers no blame or guilt and is purely to allow an investigation
19. The Committee may impose a suspension from club activities including attendance at the club flying site, not exceeding **30** days upon any member in the event of misconduct. Any suspension must be accompanied by a verbal and/or written warning as deemed appropriate.
20. The Committee may consider removal of membership where conduct on the field or elsewhere is considered to be prejudicial to the club or its members. Cancellation of membership will be in accordance with the ARA disciplinary procedure and will, where previously advised, take into account previous offenses within the past 2 years of club membership or a time period deemed reasonable by all relevant parties.

DISCIPLINARY PROCEDURE

- a. The member is to be given a verbal or written warning by an authorised Committee Member in which the member is made aware of alleged misconduct and what is reasonably required to make amends.
- b. If the member does not respond, or persists in the behaviour that caused the disciplinary offence, a written warning will be given by an authorised Committee Member to advise the member of the misconduct and what is reasonably required to make amends.
- c. If the member still fails to respond, or continues with the offence or unacceptable behaviour, the Committee should invite the member in writing to meet with them at a previously agreed date and time to discuss the situation. At this meeting, the committee will hear from the member in question and then request that they leave for the committee's deliberation. The member will be advised whether the committee is considering withdrawal of their membership or possible sanctions prior to their leaving the meeting.

d. If the member still fails to respond to reasoning or fails to attend without reasonable cause, the Committee can advise the member in writing that their membership is withdrawn, stating the reasons why this decision was reached. If the committee feels that the behaviour of the member is serious enough, even after hearing the member's account of events, they can, upon majority vote, advise the member in writing that their membership is withdrawn.

e. When advised of withdrawal of membership, the member has the right of appeal. Any application for appeal must be made within 7 days of a withdrawal of membership decision to the Club Secretary and Chairman who will carry out an appeal within 28 days of membership withdrawal.

f. In the event of gross misconduct, immediate dismissal without warnings may be invoked but the member will be accorded the right to present his case to the Committee and be given a right of appeal in accordance with sub-paragraphs c, d and e above.

g. In the event of a withdrawal of membership the Committee will not reimburse any remaining membership fees. The Committee may refuse to accept the member's renewal application.

FLYING

21. The Committee, Officers and Instructors, will be responsible for the running of the flying field at all times. Appointment to the position of Instructor or Examiner can only be made by a Committee decision.
22. All flying members must attain the minimum standards of flying required under the *ARA assessment scheme* and/or hold the BMFA 'A' Certificate before being permitted to fly solo/unsupervised. The ARA assessment process involves a flying competency evaluation carried out by one of the committee nominated flying instructors.
23. Any member whose flying standards drop below the solo standard will be required to re-join the training scheme until the desired standards of flying are met.

COMMITTEE STRUCTURE AND APPOINTMENTS

24. The Committee of the Club shall comprise of not more than **14** members including club officers. The Officers of the committee shall be, Chairman, Secretary and Treasurer.
25. Where possible, two senior club members should be appointed annually as the clubs' BMFA Delegates who should represent the club at all relevant meetings.
26. All Committee members and club members must hold membership of the British Model Flying Association.
27. Committee officers and members shall be elected at the Annual General Meeting via open vote at the meeting, to serve for a period of one year. The Committee will be elected by majority vote from members present.
28. Should a committee position become vacant, the Committee may, if necessary, by a majority vote, co-opt a replacement who will then serve until the following Annual General Meeting. Changes to the committee will be notified to the members as soon as possible

COMMITTEE ORGANISATION AND POWERS

29. Members elected to office will have full voting rights at all meetings. In the event of a tie the Chairman will have a casting vote in addition to his initial standing vote.
30. The Committee is authorised to carry out negotiations and make decisions in the interest of the club or on behalf of the membership where necessary without consulting the members. Approval from the membership at an ordinary meeting must be sought for expenditure greater than £1000.
31. Money may only be withdrawn from the club funds by cheque signed by the treasurer or by electronic transfer co-authorised by another committee member. Purchases on the clubs behalf may be made by the treasurer using the club debit card.
32. The Secretary must be informed of any negotiations proposed by club members which affect the Club as a whole and copies of any written correspondence must be submitted to him for record purposes.
33. Committee members can submit reasonable out of pocket expenses claims for items such as padlocks, batteries, signage, printing, photocopying etc. up to a maximum limit of £100, upon approval from one or more of the club officers. Committee members must email all other committee members prior to such purchases to make them aware. Above £100, all expenditure must only be via prior agreement by a majority vote from the committee.
34. Any Committee Member or Officer wishing to resign must do so in writing to an appropriate officer of the club. Members doing so must give 14 days' notice of intention to resign.
35. Any member of the Committee who is absent from three consecutive Committee meetings without reasonable cause will automatically forfeit his seat on the Committee.
36. The Committee may pay accounts and incur any normal liabilities on behalf of the club.

37. The Committee reserves the right to make adjustments to the membership Cap limit at any time, in order for the greater good of the overall club and its members.

VOTING AND CONDUCT OF COMMITTEE MEETINGS

38. All committee meetings will have an agenda and be minuted. Minutes of committee meetings will be made available to members on request to the secretary or by means deemed suitable by the committee.
39. A quorum of any Committee meeting shall consist of a majority of Committee Members.
40. All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal.
41. Voting will normally be by a show of hands; however, a secret ballot must be taken should any committee member request that this be done. Proxy and postal votes will not be permitted.
42. An audio recording of committee meetings may be taken by the secretary only, for the sole purpose of producing accurate minutes. The audio recording must be deleted once the written minutes are approved.
43. Non committee members may attend committee meetings as observers by applying to the Secretary at least 14 days before the meeting. Any non-Committee Member may be asked to leave the meeting subject to approval from the Committee.

VOTING AND CONDUCT OF GENERAL MEETINGS

44. All general meetings will have an agenda and be minuted. Any other business will only be accepted at general meetings if the Secretary is given at least 14 days' notice

in writing of the item to be discussed. This is to include queries regarding the current membership year's accounts.

45. A quorum of any general meeting is to be at least one quarter of the membership.
46. All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal.
47. Voting will normally be by a show of hands, however a secret ballot must be taken should any member request that this be done. Proxy and postal votes will not be permitted.
48. Amendments to proposals must be voted upon first.
49. An audio recording of general meetings may be taken by the secretary only, for the sole purpose of producing accurate minutes. The audio recording must be deleted once the written minutes are approved.
50. Non club members may attend Club meetings as observers as invited guests of the ARA club by applying to the Secretary at least 14 days before the meeting. Any non-Club member may be asked to leave the meeting subject to approval from the Committee.
51. The Committee, through the Chairman, has the power to ask a person to leave any meeting in the event of that person disrupting the meeting.

ANNUAL GENERAL MEETINGS

52. A date for the Annual General Meeting will be decided each year by the Committee. At least 28 days' notice of the meeting will be given in writing (including email) to all Club members.
53. Annual subscriptions and any joining fee will be decided at the Annual General Meeting.

54. The previous year's accounts and activities will be discussed at the AGM and laid open to the membership present.

EXTRAORDINARY GENERAL MEETINGS

55. The Secretary will convene an Extraordinary Committee Meeting within 28 days on request from any officer of the Committee, stating the business to be discussed.
56. The Secretary shall convene an Extraordinary General Meeting of the club by a resolution of the Committee stating the business to be brought before the meeting, of which 28 days' notice has been given to all members in writing stating the business to be discussed.
57. The Secretary shall convene an Extraordinary General Meeting of the club on receipt of a request in writing signed by not less than 10% of the members of the club, stating the business to be brought before the meeting.

The meeting must be called within 28 days of request and 28 days' notice must be given to all members in writing stating the business to be discussed.
58. When a request for a meeting is made in accordance with point 59 and it is not called within 28 days, the requisitioners may themselves convene an Extraordinary General Meeting of the Club by giving 28 days' notice in writing to all members, duly setting out the purpose for which the meeting was called. Any resolutions passed at such a meeting shall have the same force and effect as if they were passed at a meeting convened by the Committee.

INSURANCE AND INDEMNITY

59. The club will hold both Civil and Employers Liability Insurance, provided through affiliation to the BMFA.
60. The club, within the bounds of the insurance provided through the BMFA, will indemnify all committee officers and committee members if they incur any liability on behalf of the club.

61. In the event of a Committee Member being awarded damages or costs in the course of proceedings taken by him in his representative capacity, such damages or costs will belong to the Club and not the Committee Member personally and upon receipt that Committee Member will pay them to the Club Treasurer.
62. When there is a joint meeting between ARA and another club, the participating club must be able to provide evidence of adequate insurance cover well in advance of the event.

DISSOLUTION OF THE CLUB

63. Should it be considered necessary or desirable to dissolve the Club, the Committee will call an Extraordinary General Meeting. Should a quorum fail to appear, the meeting will be adjourned and a further EGM must be called within 14 days. The second meeting will proceed even if a quorum is not present and the motion will then be carried by a simple majority vote.
64. On dissolution and after the sale of assets, settlement of all outstanding debts will be paid from club funds where this allows. The refund of subscriptions for the remaining part of the year to the paid up members will occur as an equal proportion of all funds remaining within the club, not to exceed the amount outstanding at time of dissolution
65. If the dissolution of the club has occurred as a result of any act or omissions, including malicious behaviour by a member in relation to the clubs landlord/nearby residents, then the committee is not responsible for any outstanding membership payments, unless the proportion of rent paid to the landlord is repaid by the landlord to the club in full.

Appendix 1.

FIELD / SAFETY RULES

1. All members must observe field discipline and comply with the Air Navigation Order, all relevant BMFA safety codes as contained within the BMFA Members' Handbook and Civil Aviation Publication (CAP) 658.
2. All pilots must comply with CAA and hold a valid CAA Operator ID and display that ID No on any aircraft that they fly.
3. On matters of field safety needing an immediate decision, the responsibility lies with nominated club instructors and/or member of the committee. Any instructions must be accepted without dissent. However, should a member believe the instructions to be wrong, then he should bring this to the attention of the Committee.
4. Any pilot not holding their minimum solo qualification (BMFA "A" certificate) for the type of aircraft they are flying must not fly without the supervision of an instructor or their specially appointed deputy, unless they have been deemed safe to do so after an instructor-led flying assessment.
5. Spot checks will be carried out by the committee to ensure all members are appropriately insured. Upon completion of a satisfactory instructor-led flying assessment, all non BMFA certified members will have their proof of flying competence recorded and held with their membership details.
6. Due consideration must be given at all times to trainee or novice pilots in the circuit. In the event that the pleasure or concentration of a pilot is affected by the flying style of another, precedence will be given to the pilot who was airborne first. Intimidating flying of any sort is not permitted.
7. Main patch -- No more than 6 average size aircraft (below 60cc for fixed wing, 450 size for helicopters, 500 size for multi/quad copters) of the same type shall be airborne at any one time from the main patch. In the case of turbine powered models, only 1 aircraft can be flown at any one time, unless by prior agreement at an organised ARA event. Turbine and non-turbine models can be flown together by prior agreement/arrangement by the pilots involved and when considered safe to do so. Helicopters up to 450 size are permitted to be flown from the designated helicopter patches (left and right of the pits) at the same time as other aircraft on the main patch. The right-hand patch can be used for any size helicopter I/C or electric. Helicopters and fixed wing cannot be flown from the main patch at the same time, unless by prior arrangement/agreement for the purposes of display, filming from a multi-copter etc.
Only 1 FPV aircraft of any type is permitted to be flown at any one time from the main strip/rotary patches
Large fixed wing aircraft (above 60cc), and helicopters above 450 size are restricted to 2 models in the air at any one time.

It is the responsibility of all pilots on the flight line to communicate and apply appropriate good judgement in relation to flying solo and together. Safety and good airmanship are paramount in all situations.

8. All flying is to be done in the designated areas only. Over-flying of the pits area or behind the flight line is NOT permitted at any time.
9. All pilots must observe the established flight line and stand in the designated area whilst flying. Any spectators must remain in the spectators' area whilst flying is in progress. Only pilots and their nominated helpers/spotters can be on the flight line. Unsupervised children must NOT be present on the flight line.
10. Any person wishing to enter or cross the runway area must seek clearance from any pilots flying at the time before doing so.
11. All vehicles must be parked in the designated area only.
12. The frequency allocation system in use is peg on for 35 MHz. This does not apply to 2.4 GHz radio equipment.
13. Before switching on a transmitter at the site, if using 35 MHz, a pilot must ensure that his channel is free and that their channel identification fob is displayed on the peg board. All fobs must be removed once the transmitter is no longer in use.
14. 35 MHz frequency numbers must be called out before the transmitter in question is switched on.
15. All 35MHz transmitter aerials must remain retracted unless the model is being flown. The flight is defined from the point of release to when the engine is stopped or the model is restrained.
16. Transmitters should not be taken away from the flight line when retrieving an aircraft, unless to do so would aid retrieval of the model.
17. Should an aircraft go out of control, the first priority must be the safety of persons with the second being avoidance of damage to property. A warning is to be shouted by the pilot which is to be taken up by other members.
18. Before starting an engine, the model must be suitably restrained either by a starting table, tether or by an assistant.
19. In the interest of safety, assistance should be sought when running up engines and taking models to the runway for take-off. All helpers must have BMFA membership. The use of throttle hold for pilots with Helicopters is mandatory for starting and carrying the model to the flight line, whether they are electric, turbine or I/C.

20. Appropriate use should be made of all available pit area, and under no circumstances should engines be set up in the immediate vicinity of the pilots who are flying at that time. Where practical, models should face outward from the pit area.
21. Under no circumstances must an engine be run unless all persons are behind the line of the propeller with the exception of the person starting the engine. When carrying out power checks all persons including the pilot are to be behind the line of the propeller.
22. Models having their engines run in on the ground must not be left unattended whilst the engine is running.
23. All models repaired at the field after an incident should be checked out by a competent person or club instructor/their appointed deputy (if available) before being allowed to fly. The BMFA "A" certificate safety standards are a guideline for model safety. All models are subject to random safety/airworthiness and noise level spot checks which will be carried out by a member of the committee or club instructor. If in their opinion a model is unsafe to fly or does not conform to Club rules, it will be grounded until rectified.
24. ***Members must ensure that they comply with the ARA Club acceptable noise level of 82DB at 7 meters on 4 axis and 1 metre off the ground, for the minimisation of noise from all model aircraft. This is to ensure that the club can comply with the acceptable noise level rules set out by the landlord and local neighbours. "Add on" silencers and "quiet" propellers should be fitted unless the model emits below 82 decibels at 7 metres without them. All models must pass this noise test with the throttle stick at full. Pilots can, where safe and to allow the aircraft to still to fly within acceptable parameters, limit physical throttle movement electronically or mechanically in order to comply with the 82DB level. However, the throttle stick must always be at maximum even after adjustment. Notwithstanding if in the opinion of the Committee a model is excessively noisy in the air, then it is to be grounded until rectified. Jet turbine models are exempt from these sound regulations due to directional noise under guidelines set out by the BMFA and our local agreement with the landlord and local residents. Failure to comply with the sound rules may put the clubs future in jeopardy!***
25. All operational fail safes in use on powered models operated from our Club site must set the throttle to tick-over, not hold, (stopped in the case of electric power) regardless of the other control operations governed by the fail-safe. Fail safes are to be checked prior to flight by switching the transmitter off whilst the model is restrained.
26. Scrutineering of all aircraft, regardless of type, will take place on all club special event days to ensure they are safe to fly under the general guidelines of the BMFA "A" certificate standards and to ensure that all operational fail safes are set as per point 25. Once passed, models will be given a small sticker to show they have been successfully tested or marked as deemed appropriate by the committee.

27. No person shall attempt to retrieve a model from any land adjacent to the flying site unless safe to do so, to ensure that the situation is properly assessed and minimal disruption caused. If it is considered that the landowner's permission should be sought before retrieving the model, it will be the owner of the model and one of the committee members present at the time who must approach them for permission.
28. Mobile telephones must not be taken onto the flight line.
29. No smoking is permitted in the vicinity of inflammable fuels and materials. The club house/caravan is a public enclosed space and as such is a no smoking area. This also applies to electronic cigarettes.
30. Children must be closely supervised at all times and must not be allowed to run around the pit area or runways.
31. No dogs are permitted at the flying field
32. Any incident involving a third party or another member must be reported to the Committee.
33. ***All members are responsible for the safety of themselves and other members as the ARA operates a policy of all members are safety officers. If a member believes that an activity or aircraft or flying style is unsafe, it is their duty and right to voice this concern to the member in question and should also report this behaviour to a member of the committee, should the member in question not be willing to change their behaviour.***
34. All turbine models must be started in the presence of a CO² fire extinguisher operated by an appropriate helper. Turbines must only be started on the flight line prior to flight/for a test run if required and not in the pits or outfield. Turbine models must not fly when the field is cropped with combustible material.
35. No aircraft, regardless of type, must fly when contractors/farmers are active on the field. Discretion must be used under these circumstances to ensure safety.
36. Before flying a model for the first time at any one session, all pilots should carry out an appropriate radio range check to ensure all controls are working as expected. It is the pilot's responsibility to ensure that this initial check is carried out.
37. WIFI must not be turned on for devices used on aircraft that transmit on the 2.4GHz frequency, such as GO PRO cameras, as it has been noticed that ancillary equipment that transmits on this frequency could interfere with the aircraft. Only the radio equipment used for the control of an aircraft should be used on this frequency. Only FPV systems transmitting on 5.8GHz should be used
38. Fixed wing aircraft are not permitted to land on the heli patches. If such aircraft need to be landed off the patch for emergency/safety reasons, then they can do so in front of the patch, when safe, where there is adequate room to do so. **Safety and pilot communication is paramount in such situations.**
39. On busy days when many pilots wish to fly, they should form a ready-line or queue to the north (left) of the gate inside the pits compound.

Flight Times and Restrictions

40. The agreement we have with the farmer requires that we abide strictly with the new conditions. Any member flouting the rules will be subject to exclusion from the club. Any breach will activate a notice to quit and the whole club will be barred from flying at this site.
41. All models will have to comply with the BMFA/DoE noise guidelines. The club committee members will carry out spot checks, marking tested aircraft and making a record of the results. It is expected that some models will have to be modified; for example, by changing propellers or fitting an after-silencer.
42. Avoid flying far to the north of the runway as this brings aircraft into view and earshot of the cottages.
43. Time restrictions apply to non-silent models (including some electrics):
 - a) Weekdays and Saturdays: 9:00 am to 7:00 pm
 - b) Sundays & bank holidays 10:00 am to 5:00 pm
 - c) Christmas day no flying
44. When one or more motorcycles are being ridden on the track adjacent to the flying field, pilots must ensure that aircraft do not overfly any part of the track field.
45. Additions and amendments to field safety rules can only be made by proposals at a General Meeting
46. All field safety rules will be reviewed annually, and will be considered binding for 12 months, excepting where urgent action is required. This action must then be ratified by the members at the next general meeting.

Appendix 2

POLICY ON CARING FOR JUNIOR MEMBERS

Responsibility for junior members is shared between the parents/guardians and the club members

1. A Junior Member is defined as being under 18 years of age.
2. A responsible adult is defined as a senior member or parent/guardian who has the experience commensurate with the type and degree of supervision required.
3. Junior members must be supervised at all times by a responsible adult. The level of supervision is to be commensurate with the junior member's age, maturity, capabilities and levels of experience.
4. Junior members under the age of 14 years shall not start an engine or carry a model with the engine running unless they are supervised by a responsible adult.
5. No junior member under the age of 14 years shall fly a model aircraft unless supervised by a responsible adult **or** the junior member holds the minimum of a BMFA Achievement Scheme "A" certificate.
6. No senior member is to be expected to assume responsibility for a junior member unless he/she has been specifically requested to do so by the junior member's parent/guardian. If required to do so, he/she is to assume complete and total responsibility for the junior member whilst he/she is in their charge.
7. Notwithstanding the requirements of Paragraph 6, should a member discover a junior member is unsupervised he/she must assume responsibility for the junior member's safety in the first instance. The situation should then be rectified as soon as possible by seeking out the junior member's parent/guardian/nominated supervisor. Any instance of such an occurrence is to be reported to the Committee as soon as possible.

8. Whilst supervising junior members, senior members should be aware of the requirements of The Children Act (1989) and avoid placing themselves in a position that could be open to misinterpretation or question. A leaflet giving advice is available from the BMFA Leicester Office or from the Club Secretary.

Note to parents and guardians:

ARA does not undertake to supervise junior members other than for the actual act of model aircraft flying and associated pre-flight and post-flight procedures, unless specifically arranged. Our activities at the flying site do not finish at a regular time and it is therefore the responsibility to ensure the wellbeing of your child over and above arranging a predetermined collection time. Should you wish to leave your child at the flying site, it is your responsibility to arrange for one of the senior members to supervise him/her during your absence.

The membership application form must be countersigned by the parent/guardian if the applicant is under 18 years of age, thereby signifying you accept the conditions of junior membership.

POLICY ON CARING FOR DISABLED MEMBERS

Every effort will be made to assist and accommodate any member with a physical or mental impairment as defined by the Equality Act of 2010.

Where possible, reasonable adjustments will be made to assist such members.

Due to the nature of the site, during winter months, and exceptionally wet periods, access to the site is severely restricted and so may not be accessible, therefore adjustments may not be deemed as reasonable.

Any access issues are to be discussed with a serving officer of the committee in the first instance to allow for assessment of possible adjustments and assistance where possible