

# British Parachute Association

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## The Council

Minutes of the meeting held on

**Tuesday 19 October 2004 at 1830**

at the BPA Office, Wharf Way, Glen Parva, Leicester

<b>Present:</b>	Chris Allen	Chairman
	Paul Applegate	
	Kieran Brady	Development Chairman
	Tony Goodman	
	David Hickling	
	Nigel Holland	(from item 55.2)
	Eddie Jones	Communications Chairman
	Ian Marshall	(from item 55.2)
	Andy Scott	
	John Smyth	Vice Chairman/Competitions Chairman
	Elizabeth Stoodley	
	Jim White	
<b>In attendance:</b>	Tony Butler	Technical Officer
	Lesley Gale	Editor, <i>Skydive Magazine</i>
	John Hitchen	NCSO
	Tony Knight	BPA Liaison Officer to the CAA
	Martin Shuttleworth	Secretary-General
<b>Observer:</b>	Lizbeth Harris	
<b>Apologies for absence:</b>	Calvin Blacker	
	Debbie Carter	Treasurer

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## Item Minute

### 53/04 Minutes

Kieran Brady proposed, and Paul Applegate seconded, a motion that the minutes of the meeting of the Council meeting held on 24 August 2004 should be approved as a correct record. This carried unanimously.

**Approved**

### 54/04 Matters arising

#### **54.1 Report on the Communications Committee meeting held on 24 August 2004 (minute 45)**

Eddie Jones said that in the statement that "The Magazine had made a profit of £6,127 for the year...", the word 'profit' was incorrect. The minute should have stated that "The Magazine was under budget by £6,127...". The word 'profit' should not have been used because the Magazine was funded primarily by Members' subscriptions.

#### **54.2 Entertainment at the Annual Dinner Dance (minute 51)**

A quotation for £1,480 from the soul band *After Midnight* had been circulated. There was no proposal to accept it. The skydivers' rock band *Grounded*, who had played at BPA Dinner

Dances in previous years, had telephoned the BPA Office to say they had re-formed. They had kindly offered to play at the BPA Dinner Dance on Saturday 22 January 2005 for the cost price of hiring amplifiers, which was in the region of £300. Kieran Brady proposed, and Andy Scott seconded, a motion to accept *Grounded's* kind offer with thanks. This carried unanimously.

**Action: BPA Office**

**55/04 Insurance update**

David Hickling (Chairman, Insurance Committee) reported that the Insurance Committee, together with the BPA's insurers, had held a meeting with the military at the Ministry of Defence Directorate of Safety and Claims in London on 1 October. This had been to discuss insurance issues relating to: (1) Joint Services Adventurous Training (JSAT) parachuting activities; and (2) the Rhine Army Parachute Association (RAPA) drop zone at Bad Lippspringe in Germany (Council minute 43 refers). Notes on the meeting, prepared by the MOD, had been circulated, together with the BPA Chairman's clarification of five points.

**55.1 Joint Services Adventurous Training (JSAT) parachuting activities**

At the BPA's request, the MoD had issued a statement of 'MOD Liability Cover for JSAT Students' (circulated as an Annex to the notes of the meeting). This stated that the MOD accepted its own risks, which were covered without financial limit, and, as their employer, accepted vicarious liability for the actions of JSAT students and certain other personnel responsible for the maintenance and preparation of parachute equipment. However, the final paragraph read:

*'If any other person or organisation were found to have contributed to the injury to damage or property suffered by a claimant against MOD, then MOD would seek to join them as a joint defendant against the claim.'*

This meant that the BPA retained a liability for JSAT students, and that it was therefore reasonable that JSAT students should pay the insurance premium component of their BPA membership.

David Hickling proposed, and Kieran Brady seconded, a motion to advise the MOD Training Group that the Council wanted JSAT students to remain in membership of the BPA but that - despite the BPA's best efforts in seeking to negotiate with its underwriters and the MOD - the BPA would have to insist that these students paid the normal BPA temporary membership subscription, including the insurance component. This would take effect from 13 November 2004.

**Carried unanimously**

**55.2 The Rhine Army Parachute Association (RAPA) drop zone at Bad Lippspringe in Germany**

Correspondence from Paul Moore, Commandant of RAPA, had been circulated, together with correspondence from the German Sport Parachuting NGB, DFV, and one of its jumpers. The advice of the BPA's insurers was that the concession that the Council had granted in April 2000, for experienced German skydivers to jump at RAPA with DFV insurance but without BPA membership, should be stopped: all jumpers at BPA Affiliated Drop Zones should be BPA Members, otherwise the BPA and RAPA were exposed to an uninsured risk.

In discussion, it appeared that there was little room for manoeuvre, and that the Council would be obliged to close the loophole because it could not sensibly ignore the advice of its insurers. However, the Council noted that Paul Moore had asked in his letter for time to seek consultation between the BPA's insurers and DFV's insurers.

Kieran Brady therefore proposed, and David Hickling seconded, a motion to defer a decision until the next meeting.

**Carried unanimously**

The onus was therefore on Paul Moore, before the next BPA Council meeting, to seek to convince the BPA's insurers that the DFV insurance was suitable and sufficient to allow German national jumpers at RAPA to jump without BPA insurance.

## **56/04 Ratification of minutes of Subcommittees**

The minutes of each of the following meetings had been circulated in advance.

### **56.1 Development Committee meeting on Tuesday 24 August 2004**

Kieran Brady (Development Chairman) proposed, and Eddie Jones seconded, a motion that the minutes of the Development Committee meeting held on 24 August 2004 should be ratified. This carried unanimously.

**Ratified**

### **56.2 Communications Committee meeting on Tuesday 24 August 2004**

Eddie Jones (Communications Chairman) proposed, and Paul Applegate seconded, a motion that the minutes of the Communications Committee meeting held on 24 August 2004 should be ratified. This carried unanimously.

**Ratified**

### **56.3 Safety and Training Committee meeting held on Thursday 7 October 2004**

John Hitchen (STC Chairman) called attention an item in the minutes that recorded the first fatality of a first-time AFF student. He also corrected an error on page 9 of the minutes with reference to the Canopy Handling Panel Working Group, which he corrected to read that 'CH1 and CH2 will replace the canopy handling elements of IC1'. This correction would be made before the minutes were distributed more widely.

David Hickling then proposed, and Paul Applegate seconded, a motion that the minutes of the STC meeting held on 7 October 2004 be ratified.

**Ratified**

A letter to the Council dated 14 October 2004 from Jim White had been circulated. It questioned the procedures of STC in respect of the St Andrews Flying Panel. The Chairman had circulated a memorandum referring Council Members to page 2, item 2 "Matters arising: St Andrews Flying Panel" of the minutes of the STC meeting held on 7 October 2004; and to Council minute 44.3 of the meeting of 24 August 2004; and minute 2, matters arising, of the minutes of the STC meeting held on 5 August 2004.

The Chairman said that, unless at the insistence of the Council, he did not intend further to discuss this item because the Council had referred Jim White back to STC, but Jim White had not attended the last STC meeting.

David Hickling proposed, and Andy Scott seconded, a motion that Jim White should refer his grievance to STC. The vote was:

For - 10                      Against - 1 (Jim White)

**Carried**

On the question of any appeal against the decision STC on the report of the St Andrews Flying Panel, John Hitchen said that any appeal should be made to the Council. Tony Butler said that Sandy Barnett had signified his intention to lodge an appeal but had failed to do so by the due date, of which the BPA had advised him in writing, as per the exposition. The Chairman said that he would need to review the timetable but he stated that as of now it remained open for Sandy Barnett to lodge an appeal.

### **56.4 Competitions Committee meeting held on Tuesday 7 September 2004**

John Smyth (Competitions Chairman) called attention to the item on canopy piloting on page 3 of the minutes. Ian Marshall proposed, and Andy Scott seconded, a motion that John Smyth should be appointed as self-funded Head of UK Delegation to the Second World Cup in Canopy Piloting to be held at Lake Wales, Florida, USA, in February 2005.

**Carried**

John Smyth proposed, and Nigel Holland seconded, a motion that the minutes of the Competitions Committee meeting held on 7 September 2004 should be ratified. This carried unanimously.

**Ratified**

### **56.5 Competitions Committee meeting held on Tuesday 12 October 2004**

John Smyth highlighted various points from the minutes. The draft competitions bid form for the 2005 season had been circulated. The Chairman suggested that the Canopy Handling Panel were likely to say that the Canopy Piloting Nationals would have to have a water trough 30m long and 1m deep, as per the current IPC rules, and also that the qualification rules should include a carving turn. John Smyth agreed to both of these variations.

John Smyth proposed, and Ian Marshall seconded, a motion that the minutes of the Competitions Committee meeting held on 12 October 2004 should be ratified. This carried unanimously.

**Ratified**

In ratifying the minutes, the Council had agreed that the bid form should now be issued, and had authorised the Competitions Committee to confirm 2005 competitions season dates and venues ahead of the next Council meeting. This would assist in including as many competition dates and venues as possible in the BPA Calendar 2005.

Andy Scott reported that he was aware of a groundswell of opinion among FS competitors that the BPA should consider awarding Life Membership to a well-known jumper. The Council well understood the reasons for this but the consensus was that another form of recognition would be more appropriate, because there were well-established criteria for the award of Life Membership that did not apply to the jumper concerned. John Smyth reported that Jim Crocker had kindly agreed to finance a trophy to be awarded for outstanding achievement in the sport. The Chairman asked the office to find out about this for the next meeting.

**Action: BPA Office**

### **57/04 Reports on Committee meetings held earlier this afternoon**

#### **57.1 Communications Committee**

Eddie Jones (Communications Chairman) reported that the Communications Committee had:

- Approved the Magazine budget for 2004/5.
- Brought forward the review date for the Starter Magazine from mid-2005 to February 2005 because existing stocks were being used more quickly than expected.
- Selected photographs for use in the BPA Calendar 2005.
- Had been pleased to note that there would be an advertising income of at least £2.5K for the calendar, which would help to offset the production costs.

#### **57.2 Development Committee**

Kieran Brady (Development Chairman) reported that the Development Committee had discussed personal accident insurance. It had also heard an update from Elizabeth Stoodley on Media Liaison, which was progressing well. Finally, it had noted that Jason Thomson and Grant Richards were the new directors of the UK Parachute Services Ltd, which was the franchisee of the BPA Shop. The Development Committee would open a dialogue with the new franchisees.

### **58/04 Reports from Club Reps**

Andy Scott summarised his Club Reps' visit to Langar on 11 September 2004. No points required a decision by the Council.

### **59/04 Report on Royal Aero Club Activities**

John Smyth (BPA Delegate to RAeC) reported that he had been away at WPC Croatia at the time of the last RAeC Council meeting. Jim Crocker had kindly agreed to represent the BPA, and John Smyth thanked Jim Crocker for his report on the meeting.

The RAeC had written to FAI to question the relevance of the anti-doping code to airports. The BPA Council was alarmed to hear this, because it fully supported UK Sport's Drug Free Sport Policy and Rules, to which the BPA was signed-up.

John Smyth therefore proposed, and Kieran Brady seconded, a motion that the BPA Chairman should write to the RAeC Chairman to say that the BPA strongly criticised RAeC's decision to write such a letter to FAI, and entirely to disassociate the BPA from that letter. The BPA letter would also be copied to FAI to make our position clear.

**Carried unanimously**

John Smyth reported that a proposed increase in FAI's budget would be discussed at the next RAeC Council meeting. This had the potential to cause a significant increase in the BPA's annual subscription to RAeC.

Finally, John Smyth reported that the RAeC had issued a call for nominations for RAeC Awards. Two nominees were agreed, and John Smyth said he would prepare the citations. He asked that any further suggestions for nominees should be notified to him by no later than Monday 1 November 2004.

#### **60/04 Budget 2005/6**

The Chairman summarised the background to the budget paper that had been tabled at the last meeting. As a result of UK Sport changing its funding strategy, it would be prudent for the BPA to review its budgeting policy at this time.

Rather than bid for UK Sport funds as in the past, the Chairman believed it was necessary for the Council to agree a budget based on the BPA funds that would be available once the running costs of the Association (staff, premises, etc) had been paid. Any funding from UK Sport would be an additional bonus, but would not affect the BPA's internal budgeting.

The Chairman suggested a model whereby the amount of money remaining after the running costs of the Association had been paid might be seen as a pot of 100 units. (The actual value of the pot would depend on the Association's forecast income, based principally on the number of members, but was presently estimated to be around £62.5K.) The Council might then decide to allocate a specific percentage of this money not for immediate use but to put into reserves to help to safeguard the long-term future of the sport - such as, for instance, were the BPA ever to be unable to obtain insurance for sport parachuting. The remainder would then be available to apply to the BPA's principal areas of activity, viz: Communications, Competitions, Development, and Safety and Training. The issue then became one of agreeing on a fair and reasonable percentage of the pot to go into reserves, and to spend on each of the BPA's functional areas.

After some discussion, Ian Marshall proposed, and Kieran Brady seconded, a motion that the new method of budgeting set out above, should be adopted for the financial year starting on 1 July 2005; and therefore used as the basis for the budgets to attach to the 2005/6 Action Plan to be decided early in the New Year.

**Carried unanimously**

The Chairman said that the next stage was to consider the percentages to be used, and considerable discussion ensued, during which the following points were recorded.

- Percentages of between 10% and 25% were suggested to lay down to reserves..
- Percentages of between 55% and 65% were suggested to spend on Competitions
- Percentages of between 10% and 15% were suggested to spend on Communications and Development. (The Communications budget did not include the Magazine, which had its own, separate, budget.)
- Percentages of between 15% and 20% were suggested to spend on Safety and Training.

- Eddie Jones said it was important for Communications to have access to funds to pump-prime new projects such as the Starter Mag and the BPA Calendar - too low a budget could prejudice any future new initiatives of this nature.
- John Smyth outlined the symbiotic relationship between funding top teams to win international medals and the skills coaching they fed back into the Membership. He said this had directly resulted this year in the biggest and most successful FS Nationals ever. Funding top teams and coaching were interdependent because top skydivers were needed to stimulate participation in skills development roadshows.

Andy Scott said it was important for the Council to consider the historical percentages over the last five years (both with and without the UK Sport contribution) in order clearly to analyse the trends. The Chairman agreed, and the Council asked Jon Gretton, BPA Financial Administrator, kindly to prepare the figures for consideration at the next meeting.

**Action: BPA Office**

Kieran Brady said the discussion had been extremely useful and he was reassured that, by the end of it, the percentage figures being quoted to lay to reserves and for spending on different functional areas were not very far apart. He was therefore confident that agreement could be reached at the next meeting, informed by the historical figures to be available then.

**61/04 Application for Affiliation: Skydive Swindon**

This had been circulated. Tony Butler reported that the CCI was the same person as the previous CCI at the London Parachute School, which had yet to demonstrate that it had actioned recommendations made during a BPA audit some two years ago.

Kieran Brady therefore proposed, and Ian Marshall seconded, a motion that Affiliation of Skydive Swindon to the BPA should be granted conditional on a satisfactory audit of London Parachute School.

**Carried unanimously**

**62/04 Staff Christmas Lunch**

The staff left the room for this item to be held in camera. Kieran Brady proposed, and Elizabeth Stoodley seconded, a motion that the BPA should set aside a sum to provide its employed staff, based at the BPA Office in Leicester, with a Christmas Lunch. The staff then returned and thanked the Council for this kind gesture.

**63/04 Sign interpreters at the AGM 2005**

The Office had reported that no offers to provide a sign interpretation service at the AGM had come forward in response to the calls made in the August and October Magazines and on the BPA website. A letter of caution from a sign interpreter was summarised, which highlighted the high-level signing skills that would be necessary for an event such as the AGM and that it was, in her informed view, better not to provide sign interpretation than to try to do it in an ad hoc manner with insufficiently qualified or experienced signers. The Council noted that the cost of providing sign interpreters on a commercial basis had been estimated to be around £800. No proposal was forthcoming to vote this sum as an addition to the AGM budget. David Hickling therefore proposed, and Eddie Jones seconded, a motion that the status quo should apply.

**Carried unanimously**

The Chairman said that he would again be happy to issue the text of his speech in advance to deaf Members who were attending. He asked that, once the draft programme was available, the deaf Members should be consulted to find out which seminars they wished, as a group, to attend, so that the office could contact the presenters to ask them to arrange for their seminars to be as accessible as possible.

**Action: BPA Office**

**64/04 Hong Kong**

Jim White reported that Hong Kong Parachute Centre was planning to re-establish itself. It would be the first non-military parachuting centre in the whole of China. Jim White proposed,

and Paul Applegate seconded, a motion that the Council should send the Hong Kong Parachute Centre a letter of support wishing the centre success and offering to provide help and advice should they require it.

**Carried unanimously**

**65/04 Council 2005**

The Chairman reminded members of the Council that, for those wishing to stand for election to next year's Council, duly completed nominations forms had to reach the BPA Office by no later than noon on Monday 25 October 2004.

**66/04 Date of next meeting**

Tuesday 7 December 2004 at the BPA Office, Leicester, immediately following the EGM at 1830.

The meeting closed at 2130