

British Parachute Association

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Development Committee

Minutes of the meeting held on
Tuesday 23 October 2001 at 1600
at the BPA Offices, 5 Wharf Way, Glen Parva, Leicester

Present:	Ian Midgley Kieran Brady David Hickling Craig Poxon Lofty Thomas	Development Chairman
In attendance:	Chris Allen Tony Butler Debbie Carter Beverly Fairhurst Lesley Gale Jon Gretton John Hitchen Ian Marshall Martin Shuttleworth	BPA Chairman (from item 34) Technical Officer Treasurer Skydive Magazine Editor, Skydive Magazine Financial Administrator NCSO National Administrator
Observer:	Aron Jones	
Apologies for absence:	Debbie Carter Lucie Wood	Treasurer Development Officer

Item Minute

- D29/01** Minutes
Kieran Brady proposed, and Lofty Thomas seconded, a motion that the minutes of the meeting of the Development Committee held on 21 August 2001 be approved as a correct record, and this carried unanimously.
Approved
- D30/01** Matter arising: Commonwealth Games Opening Ceremony (minute 23)
Lofty Thomas reported that he had recently sent a follow-up letter (copy already circulated) to the organisers of the Commonwealth Games to ask whether they had yet reached a decision on the BPA's suggestion of holding a parachute display as part of the opening (or closing) ceremony.
Ongoing
- D31/01** Reports
Craig Poxon reported that Sports Coach had called for nominations for their awards for the UK and English coach of the year, and asked for any possible nominees from within the BPA to be advised to him.

Lofty Thomas reported that he was due to attend the AGM of the Federation of Yorkshire Sport next week, and would report back to the next meeting.

D32/01 Freestyle/Freefly Manual

Craig Poxon reported that he had met with Giles Fabris, who was currently reviewing the present documentation that will form the basis of the manual.

Ongoing

D33/01 Banner advertising on the BPA website

The Chairman reported that Lucie Wood had, after consultation with him, set out a three-tier price structure for banner advertising on the BPA website. This gave Affiliated Drop Zones the biggest discount, providers of products and services related to skydiving in the UK some discount, and a non-discounted price for advertising that was not directly related to skydiving (non-core advertising). Affiliated Drop Zones had been offered the first opportunity to take this advertising, and so far two centres - North London Parachute Centre and London Parachute School - had indicated that they wished to take it up. The banner advertisements, and advertisers' websites to which they linked, would be subject to approval by the BPA before the advertising was accepted. The first advertisements would be for an initial trial period of 4 months.

Ongoing

D34/01 Consultation on possible BPA DZ Development Grants

Chris Allen, BPA Chairman, joined the meeting for this item. The Committee had for consideration a letter drafted by Chris Allen for circulation to Affiliated Drop Zones. Its purpose was to consult with DZ Operators on a *possible* BPA grant scheme for the development of Drop Zones. The proposal set out was purely a draft. It proposed that 25% of the cost of a development project specified by a Drop Zone and meeting certain conditions, could be met by the BPA on completion of the work. The amount would be subject to an upper limit to be set by the BPA. Chris Allen explained that the letter was intended to yield feedback on DZO's response to such a scheme and, if it was positive, an idea of projects that might be submitted with an indication of the approximate amount of grant aid that each might require. The intention of the letter was therefore to gain feedback on whether or not DZ development grants should be included in next year's Development Action Plan Matrix and, if so, what the total financial commitment would be likely to be.

In discussion, David Hickling noted that one of the conditions set out in the letter was a requirement for Drop Zones to submit a minimum of three independent quotations for each project. He believed that this did not reflect the way in which Drop Zones were obliged to work. To save money, Drop Zones would carry out most works themselves. Kieran Brady agreed, saying that the 25% contribution to the cost of an independent contractor that might be offered by the BPA was money that would never normally have to be spent.

After further discussion, David Hickling proposed, and Lofty Thomas seconded, a motion that the consultation letter should be sent out as drafted to give all Drop Zones an opportunity to respond.

Carried - Action: BPA Office

D35/01 Courses for Drop Zone Operators

Chris Allen summarised the position on Courses for Drop Zone Operators. The first course, on marketing, had been held last February. Plans for a second course, on a different subject (possibly information technology) had been postponed because of the foot and mouth situation at the time. At the debrief on the marketing course, some Members of the Development Committee had expressed reservations about the cost to the BPA of the course compared with the modest number of Drop Zones that had attended and so benefited from it. As a result, it had been suggested that Drop Zone Operators should be consulted on whether or not they would be interested in taking part in another one-day course on a similar basis but on a different subject and, if so, which subject/s would interest them. The feedback would enable cost projections to be drawn up based on the expected

number of attendees, so that the Development Committee could make a decision on whether or not to go ahead.

Ian Midgley proposed, and Lofty Thomas seconded, a motion that a letter should be sent to all Drop Zone Operators to ask whether they would be interested in another one-day course this winter, and if so on what subject.

Carried - Action: BPA Office (Lucie Wood)

D36/01 Membership Questionnaire 2002

Kieran Brady had kindly agreed to compile a Membership Questionnaire for issue as an insert to the February 2002 issue of *Skydive Magazine*. Members could then complete the questionnaire and return it with their Membership Renewal Form, which would also be circulated as an insert in the same issue.

Kieran Brady sought draft questions for the questionnaire. He asked that the Office should put out a note to invite all Council Members and staff to formulate draft questions and forward them to the appropriate Committee Chairman by Friday 30 November. The Committee Chairmen would be asked to select and edit the questions submitted, and add any of their own, before posting a final draft list of questions for their area of responsibility to Kieran Brady ahead of the next Development Committee meeting on Tuesday 11 December. Work on preparing the final questionnaire would start then, and would need to be finished by mid-January to allow sufficient time for copies to be printed.

In discussion, the Development Committee asked that as many new questions as possible should be included in the new questionnaire to keep it fresh and interesting. A reminder of the questions used last time would be issued with the call for new questions to help in this process. Also, Kieran Brady asked that all questions should have a simple 'Yes/No' answer, for ease of analysis. It was far preferable to ask two linked questions, each with a 'Yes/No' answer, than to ask a question that required a more complex response.

Action: BPA Office

D37/01 Committee Videos for AGM

Chris Allen had asked all Committees to prepare a short (2-3 minute) video on their work during the preceding year, and plans for next year, to be shown at the AGM on Saturday 19 January. The Competitions Committee was planning to use exit footage to illustrate its work. Chris Allen suggested that other material for the videos might be taped at the next Council meeting using the BPA's digital video camera. It was agreed that the Committee Chairmen would discuss this further with Chris Allen outside the meeting.

D38/01 Office Fire Protection

Martin Shuttleworth reported that a fire risk assessment of the BPA Office had been carried out in accordance with the requirements of the Fire Precautions (Workplace) Regulations 1997. This had found that there were adequate escape routes, and adequate provision and maintenance of fire fighting equipment and training of staff in its use. However, the assessment had also highlighted that there was no fire detection or alarm system in place, and no emergency lighting to aid safe evacuation in the event of a power failure after dark. In order to put in place adequate provision in these areas, it was necessary for a fire detection and alarm system, together with emergency lighting, to be installed. Three quotations had been obtained and circulated to the Committee, and the preferred one was from a BSI Registered firm of fire protection engineers, which was also the most economic as they specialised in such installations.

After discussion, Ian Midgley proposed, and David Hickling seconded, a motion that a budget of £3.5K should be allocated for installing a fire detection / alarm system, and emergency lighting, at the BPA Office as soon as possible. This would help safeguard people and premises and ensure full compliance with current workplace fire regulations.

Carried unanimously

D39/01 CF coaching qualification to CF1 standard

Aron Jones, Nick Davidson, Arron Hearsom, Dane Richardson, Roy Charters and Tom Blakey of the Red Devils had all written letters, which had been circulated in advance of the meeting, asking the Development Committee to introduce a formal coaching qualification for CF1. Aron Jones was present and spoke to the proposal, saying that he would be happy to work with other CF coaches to put together a package of training and assessment.

Ian Marshall welcomed the idea and said he was keen to help. He had spoken to Ian Cashman, who was a BPA Examiner, who had indicated that he too would be pleased to support this project. 16 CF coaches, who had attended the last CF seminar, had all expressed an interest. In answer to a question from Kieran Brady, Aron Jones said that a period of time - perhaps one year - would be allowed for existing coaches to qualify under the proposed new arrangements. He said that all of the CF coaches to whom he had spoken supported the idea and would be more than happy to attend a course.

Tony Butler suggested that the system should be set out in a CF training manual. He further suggested that, just as the FS training system was not mandatory, the CF system should also not be mandatory.

After discussion, the Chairman confirmed that the Development Committee gave its blessing to the preparation of a WARP-type system for a **CF coaching qualification to CF1 standard** that came within current BPA guidelines. He asked Aron Jones to put together a draft, in close liaison with STC, Tony Butler and John Hitchen and other contacts within the discipline, and to present this initially to the Development Committee. The Development Committee would then pass on the proposed scheme to STC for final consideration.

Action: Aron Jones

Chris Allen suggested that this item might be included in the next BPA Action Plan Matrix for the development of the sport.

D40/01 Date of next meeting

Tuesday 12 December 2001 at 1600 at the BPA Office, Glen Parva, Leicester.

The meeting closed at 1658.

D41/01 Expenses Working Party

The meeting was followed by a short meeting of the Expenses Working Party (Ian Midgley, Kieran Brady, John Smyth, Tony Butler, Jon Gretton and Martin Shuttleworth). This concluded that the existing guidelines on claiming expenses should be set out for ease of reference on front the claim forms. Examples of claims forms so annotated by Jon Gretton were tabled and agreed. These represented no change in policy, just a better way to communicate the existing policy, so there was no need to refer back the item to the Development Committee for a formal proposal and vote.