

# British Parachute Association

5 Wharf Way  
Glen Parva  
Leicester  
LE2 9TF

Tel: 0116 278 5271  
Fax: 0116 247 7662  
e-mail: [skydive@bpa.org.uk](mailto:skydive@bpa.org.uk)  
[www.bpa.org.uk](http://www.bpa.org.uk)



---

## Development Committee

Minutes of the meeting held on  
**Tuesday 13 October 2009 at 1530**  
at the BPA Office, 5 Wharf Way, Glen Parva, Leicester

<b>Present:</b>	Craig Poxon Paul Applegate Ray Armstrong John Horne	Chairman
<b>In attendance:</b>	Adrian Bond Tony Butler Debbie Carter Jon Gretton Martin Mansley Martin Shuttleworth Andy Tedstone	Technical Officer Treasurer (from mid item 53) Financial Administrator Manson Insurance Brokers (for items 52 & 53) Secretary-General Clarke Roxburgh (for items 52 & 53)
<b>Apologies for absence:</b>	John Hitchen* Paul Ledden Paul Moore* Grant Richards Weed Stoodley*	NCSO

- at a meeting of the Competitions Committee running concurrently.

---

### Item Minute

#### 52/09 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 18 August 2009 had already been approved by the Committee, ratified electronically by the Council and published on the BPA website <http://www.bpa.org.uk/minutes>. The Chairman thanked John Horne for kindly chairing the meeting in his absence on an AFF instructor course, which he was pleased to report he had passed so that he now held an AFF instructor rating.

#### 53/09 Affinity programme

The Chairman, with the agreement of the meeting, took this item first, before matters arising. He invited Martin Mansley (Mansons Insurance Brokers), the BPA's broker, to introduce Andy Tedstone of Clarke Roxburgh, an associate company of Mansons in the Jelf Group plc, who had come today to talk about a possible membership affinity programme for the BPA. Andy Tedstone explained that the scheme he was proposing would make discounted insurances, such as home insurance, travel insurance and personal accident insurance available to the membership. It could be customised for skydivers, so that home insurance might cover skydiving rigs. Other types of insurance might also be available through the scheme. The scheme would be jointly badged with the BPA logo, advertised in the BPA magazine, website and through flyers. The BPA would receive a commission based on the number of policies sold. It would require the BPA to be recognised by the Financial Services Authority as an Introducer Appointed Representative.

John Horne quoted from minute 50.2 of the last meeting "The Committee... believed it to be important to maintain the BPA's independence from recommending any particular provider of personal insurance." Andy Tedstone said it was possible to arrange that all the value was returned to members purchasing insurance. However, he gave an example of another sports national governing body where the affinity scheme was promoted as 'supporting our sport' and

said that this was the arrangement that a national governing body might typically establish. The Chairman said that the BPA's position might justifiably be different as this scheme was effectively being proposed by the existing insurers for the sport with whom the BPA already had a relationship because of the third party public liability insurance that was an integral part of BPA membership.

The Chairman thanked Andy Tedstone for his presentation and he and Martin Mansley left.

After discussion, the Committee decided to invite Andy Tedstone to set out written proposals for consideration at the next meeting, including the duties and obligations of a Financial Services Authority Introducer Appointed Representative.

**Action: Next meeting**

#### **54/09 Matters arising**

##### **54.1 Mag article (minute 43.1)**

Contacts for the proposed articles on DZDF and the British Team Fund for the February 2010 issue of the Mag, to coincide with the start of membership renewals, had been referred to Lesley Gale, Editor.

**Action: Lesley Gale**

##### **54.2 Suggestion of a display skydive at the London 2012 Olympics (minute 43.2)**

The Chairman said there was nothing to report.

**Action: Development Chairman**

##### **54.3 BPA representatives to Sport England Regions (minute 43.3)**

John Horne reported that both the Cornish Parachute Club and Skydive UK at Dunkeswell had indicated they would be content to act as a PO Box for any post from Sport England South West Region.

##### **54.4 BPA Shop (minute 43.5)**

John Horne noted that there still appeared to be no agreed contract with UK Parachute Services franchisees of the BPA Shop. The Chairman said this needed to be considered when Grant Richards, of the franchisee, was present. Ray Armstrong believed there was considerable untapped potential in the BPA Shop. The Chairman agreed, and said that at present no-one was pushing on either side. He invited Ray Armstrong to set out his ideas for consideration at the next meeting.

**Action: Ray Armstrong**

In answer to a question, Jon Gretton (Financial Administrator) said that the BPA had not received any income from the BPA Shop during the last year. The Committee asked him kindly to obtain a copy of the accounts from UK Parachute Services Ltd.

**Action: BPA Office (Jon Gretton)**

#### **55/09 Reports on areas of responsibility**

##### **55.1 UK Sport / Sport England / BPA Regional Reps to Sport England**

John Horne reported that a university club had liaised with him over a draft application to the Sport England small grants fund. He had not yet heard the outcome, and would contact the club to find out now that the new academic year was under way.

**Action: John Horne**

##### **55.2.1 Liaison with CCPR**

Ray Armstrong said that nothing had arisen of particular interest to the BPA.

##### **55.2.2 BingoLotto benefiting sport through CCPR**

Adrian Bond reported the disappointing news that BingoLotto had been suspended last week because of poor ticket sales. There would be some funds due to sport, including the BPA, through CCPR from the few weeks that BingoLotto had run.

##### **55.3 Insurance**

An annual review meeting was due to be held with the current insurers, Mansons Insurance Brokers, probably in November. Tony Butler reported that the new death and critical injury insurance policy that had been introduced at the start of the current membership year on 1 April, had paid out on the accidental death of Tom Scanlon.

Towergate Insurance Brokers had approached the BPA to express their continuing interest in providing the BPA's third party public liability insurance.

**56/09 Survey of lapsed members**

The Chairman reported on the electronic survey of lapsed members he had conducted in July 2009 through a specialist third sector communications company. Over 8000 e-mails had been sent. About 80% had got through to members who had been lapsed for a year, with about 50% getting through to members who had been lapsed for longer. The total response of about 500 comprised about 150 of last year's members, with the remainder having lapsed their membership earlier. There were very few unsubscribe responses, which he found encouraging. He said the survey had been very successful for an outlay of only about £250.

The Chairman said he had collated the responses and was still analysing them. He therefore planned to present the analysis to the next meeting.

**Action: Chairman / Next meeting**

An incentive had been offered to respond, with 10 Temporary memberships or annual Magazine subscriptions available. 22% of respondents said they would like a Temporary membership, 67% a Mag subscription, and the remaining 37% did not specify either. The Chairman said he would randomly select winners of the incentive and advise the Office.

**Action: Chairman**

**57/09 Online membership survey 2010**

Adrian Bond, who was compiling the survey, asked that draft questions should be sent to him by the end of the month. The last survey had contained only three questions for development, he hoped for more this time.

**Action: All Committee Members**

**58/09 Update of Memorandum & Articles of Association**

This was an item for full Council at its meeting tonight.

**Refer to Council**

**59/09 The Airkix Fund: CH/CP video**

Dave Giffen and Stuart Meacock had prepared a rough edit of their footage. Tony Butler (Technical Officer) had seen the footage and replied that he was not sure that the kit featured looked like student equipment. He also commented that a collapsible slider was also different from what a student might see but Martin Soulsby was of the opinion (via email) that this was so that the canopy could be seen from the jumper's perspective.

**Ongoing**

**60/09 Safeguarding vulnerable groups**

John Horne said that, as colleagues around the table would no doubt been aware, there had been something of a public/media outcry at the detail of some of the provisions about safeguarding children which some believed to be over-bureaucratic. This may have delayed publication of specific guidance by the government. However, additional guidance had recently been published, although as yet not the long-awaited sector-specific guidance for sport. There was a distinction between activities intended specifically for vulnerable groups (such as children, disabled people or the elderly people) and those that were open to the public that might have the incidental patronage of a few people from vulnerable groups. Analysis of student figures in our sport had shown that only 1% to 2% of first-time jumpers were aged 16 or 17, therefore most activities in our sport were unlikely to come in scope to the provisions of 'regulated activities' although this did not mean that the new provisions would have no effect. He would provide an update for DZOs at the meeting on Tuesday 27 October.

**Ongoing**

**61/09 BPA meeting for Drop Zone Owners & Operators**

This would be held on Tuesday 27 October 2009 at Walcote Village Memorial Hall near Lutterworth in Leicestershire (M1 Jct 20), from 1030 until approximately 1600. Ian Rosenvinge (Skydive Academy, Peterlee) had asked for a new name for RAPS. Tony Butler (Technical Officer) said the Operations Manual no longer used the term RAPS and he therefore saw no need for the BPA to seek to replace it, although individual centres were of course at liberty to use whatever terminology they believed to be appropriate for marketing and publicity purposes. It was on the agenda for consideration in the Open Forum at the DZO meeting.

Feedback from the DZO meeting would be considered at the next meeting of this Committee.

**Action: Next meeting**

**62/09 Development Action Plan: 1 July 2009 to 30 June 2010**

**62.1 Implement stage 2 of the new BPA website and database**

A briefing meeting with Hcoms and BPA staff for the start of stage 2, online renewals, had been held at the BPA Office on Monday 21 September. A report had been circulated with the agenda. First it was necessary for Hcoms to populate the new database with the data from the current one, and for staff to become familiar with how the new database worked. The plan was to start this in November. The next step would be to offer a small group of members who did not have any ratings to be signed off, the option of renewing online as a first trial of the new system. The members to be invited would be selected by a random criterion, such as the first letter of their surname. The meeting of Hcoms/BPA staff had discussed whether the confirmation of a renewal application should itself serve as a valid membership, as a cover note until the membership card arrived by post. The Committee confirmed the view that it should not – membership cards would be issued by post in the normal way irrespective of whether the application for renewal had been made on paper or online. The message sent to members who had applied for renewal online would state this, and say when applicants for renewal should expect to receive their new membership card.

**Ongoing**

**62.2 Explore the viability of the BPA developing a tandem bookings agency as an arm's length commercial activity**

This idea would be discussed with Drop Zone Operators and Owners at the DZOs meeting to be held on Tuesday 27 October 2009 (minute 61).

**Action: Development Chairman**

**62.3 Support and encourage Clubs & Centres to run more safety events**

As Weed Stoodley could not currently attend meetings of this Committee because they clashed with those of the Competitions Committee, it was understood that Paul Ledden had kindly agreed to help to progress this item.

**Action: Weed Stoodley / Paul Ledden**

**62.4 Keep up-to-date with developments in statutory safeguarding of vulnerable groups**

See minute 60.

**Ongoing**

**62.5 Take further initiatives in membership promotion and retention**

The experimental concession to allow up to two temporary memberships to those who had not been full members in the last membership year depended on Centres to control. Staff at the Office had noted a number of cases where those who had been full members last year had taken advantage of this concession, but by then the temporary membership had been issued. The position would be kept under review.

See minute 55 reference the survey of lapsed members.

**62.6 Put updated Memo & Articles of Association to AGM 2010**

See minute 58.

**Ongoing**

**63/09 BPA credit card**

Adrian Bond reported on upgraded web marketing facilities for the BPA Affinity credit card. He said he would get updated figures for the next meeting on the take-up of the card and the commission to the BPA.

**Action: Adrian Bond / Next meeting**

**64/09 Date of next meeting**

Tuesday 8 December 2009 at 1530 at the BPA Office, Glen Parva, Leicester

The meeting closed at 1700.

Ratified electronically by the Council and published on 2 November 2009