

# British Parachute Association

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## The Council

Minutes of the meeting held on  
**Tuesday 23 October 2001 at 1800**  
at the BPA Offices, 5 Wharf Way, Glen Parva, Leicester

<b>Present:</b>	Chris Allen	-	Chairman
	Paul Applegate		
	Kieran Brady	-	Communications Chairman
	David Hickling		
	Ian Marshall		
	Ian Midgley	-	Development Chairman
	Craig Poxon		
	John Smyth	-	Vice Chairman / Competitions Chairman (to item 66)
	Lofty Thomas		
<b>In attendance:</b>	Tony Butler	-	Technical Officer
	Beverly Fairhurst	-	Skydive Magazine
	Lesley Gale	-	Editor, Skydive Magazine
	John Hitchen	-	NCSO
	Martin Shuttleworth	-	National Administrator
<b>Apologies for absence:</b>	Tim Andrewes		
	Debbie Carter	-	Treasurer
	Chris Clements		
	Dona Crum		
	Carl Williams		
	Lucie Wood	-	Development Officer

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## Item Minute

### 63/01 Minutes of the meeting held on 21 August 2001

Ian Midgley proposed, and Paul Applegate seconded, a motion that the minutes of the meeting held on 21 August 2001 be approved, and this carried unanimously.

**Approved**

### 64/01 Matters arising

#### 64.1 Late renewal of a Membership (minute 50.2)

Consideration of this item was held over until the next meeting.

#### 64.2 Commonwealth Games 2002 - Suggestion of a parachute display (minute 50.3)

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**

## **65/01 Ratification of minutes of Subcommittees**

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

### **65.1 Competitions Committee meeting on 29 August 2001**

#### **65.1.1 Cost of Team XL's participation in the World Games, Akita, Japan**

John Smyth requested on behalf of the Competitions Committee that the BPA should meet the cost of £5K for XL's participation in the World Games, Akita, Japan. This had been an Olympic test-bed event in August 2001, at which XL had come fourth in 4-way FS. He said that if the £5K had to come from the £25K UK Sports Council grant for BPA Competitions, it could cause a financial shortfall. This could mean the successful Skills Coaching Roadshow programme might have to be curtailed through lack of funds in the first part of next season.

Following a discussion, the Chairman asked for details of the actual competitions expenditure to date. John Smyth said that the figure was not yet available, as the final expenses claims for this season's Coaching Roadshows were still being processed. However, he would be able to report the figure to the next meeting of the Council. The Chairman therefore deferred consideration of the Competitions Committee's request until then.

**Action: Competitions Committee / Next Meeting**

#### **65.1.2 Donations to the British Team Fund**

John Smyth announced that he had decided, after informal consultation, not to make a proposal to the AGM for a non-discretionary donation of £5 or £10 for the British Team Fund to be added to next year's Membership renewal. However, the idea could be put to the membership in the next Membership Questionnaire (minute 67.2.1).

**Action: John Smyth**

#### **65.1.3 Ratification of minutes**

John Smyth then proposed, and Paul Applegate seconded, a motion that the minutes of the meeting of the Competitions Committee held on 29 August 2001 be ratified. This carried unanimously.

**Ratified**

### **65.2 Competitions Committee meeting on 2 October 2001**

John Smyth reported that this meeting had not been quorate although certain votes had included a written proxy, which had made them quorate.

#### **65.2.1 Eligibility of a 4-way FS Team**

The meeting had been well attended by competitors. There had been an allegation that a junior FS 4-way team had not been eligible to compete in the junior category because its jump numbers had been too high. The team in question had naturally been offered a full right of reply, and would be represented at the next meeting of the Competitions Committee to be held on Tuesday 4 December at 1830.

#### **65.2.2 Domestic competitions bid form 2002**

The Nationals and Regionals / Grand Prix 2002 competitions bid form had been circulated to the Council as a final draft (as had been requested by last year's Council) and, in the absence of any points from Council Members, would be cleared for issue to all UK Clubs and Centres with ratification of the minutes.

#### **65.2.3 Trophies for new CF 2-way competition**

Ian Marshall noted that one or more new trophies would be required for the first CF 2-way competition to be held next season. John Hitchen suggested that Clubs and Centres might be approached to see whether they would be prepared to sponsor the necessary trophy/ies.

**Action: Competitions Committee**

#### **65.2.4 On-year selection for Classics**

John Smyth reported that Classics Competitors had expressed, by an overwhelming majority, a preference for on-year selection for the world meet in 2003. The Competitions Committee had respected the wish of the competitors and had voted it through, although the minutes recorded that John Smyth did not personally support the decision. The Chairman noted that the Competitions Committee had honoured the preference of most Classics Competitors but pointed out that the decision to opt for on-year selection would make the prospect of any UK Sports Council funding for Classics Competitors extremely difficult.

#### **65.2.5 National Team 2003**

John Smyth highlighted the excellent position that the BPA was now in to attract sponsorship for the home team for the world meet in 2003. This was because all 3 FS teams, *XL*, *VMax* and *VNE* had confirmed their intention to compete a full 18 months ahead. Never before had the teams been in place so early. A strong package could therefore be formulated by Lucie Wood, Development Officer, to attract potential sponsors. It would capitalise on the skills, experience and personalities of the athletes involved. *CF Team X* could be added to the package when it had made up its remaining member. Lesley Gale suggested that for advice on possible sponsors, it might be helpful to contact an agency she had engaged to sell non-core advertising for the Magazine.

**Action: BPA Office (Lucie Wood)**

#### **65.2.6 Coaching for Senior Teams**

The Council noted that the Competitions Committee had earmarked funding of up to £2K for coaching for each of the four senior teams. There was also the possible addition of the 4-way FS team *4 Pack*, whose training plan had yet to be received. This meant a total spend of up to £8K or even £10K. However, the Council had no knowledge of the Competitions Committee's expenditure to date, and what remained unspent in its budget.

The Chairman asked John Smyth that the Competitions Committee should account for this expenditure in its budget, which should be put to the next Council meeting on Tuesday 11 December. John Smyth reported that some coaches from senior teams had foregone claiming reimbursement of their expenses for Coaching Roadshows. This noble gesture had been to boost the funds available for team coaching.

#### **65.2.7 CF Coaching Roadshow**

Kieran Brady considered a reference to 'a female closing 13th' in the report on a CF Roadshow (Competitions minute 63.2) to be sexist. John Smyth apologised if it had come over in this way, which had not been the intention. The reference had been purely to highlight the welcome participation of a female jumper in a traditionally male discipline.

#### **65.2.8 Newly-qualified International FS Judge**

John Smyth was delighted to report that Karla Cole had qualified for her rating as an International FS Judge at an FAI training seminar held in Germany earlier this month. He understood from Kate Charters, Judges Co-ordinator, that Karla Cole had come top in the seminar. He would write to congratulate her on this achievement.

**Action: John Smyth**

#### **65.2.9 New BPA Certificates of Achievement and Appreciation**

The Council considered the Competitions Committee's recommendation that two new BPA Certificates should be introduced. These would be for presentation at the AGM. They would not necessarily be awarded every year, but as and when deserving nominations were agreed by the Council. Although the recommendation had come from the Competitions Committee, there was no intention that nomination for the Certificates should be limited to those who had contributed through competitions. Any field of endeavour in, or associated with, the BPA would be equally eligible for consideration. The two proposed new certificates were:

- **BPA Certificate of Achievement** for outstanding sportsmanship or outstanding achievement (ie, recovery from serious injury or illness, etc).
- **BPA Certificate of Appreciation** for those who have made a significant contribution to the activities of the BPA (as a Member or non-member).

John Smyth proposed, and Ian Marshall seconded, a motion that two new BPA Certificates (as above) should be introduced. The vote was For - 5; Against - 0; Abstentions - 2.

**Carried**

There followed a brief discussion in which Lesley Gale said it was important to have involvement by Clubs and Centres, and the membership generally, in nominations for various BPA awards. The Chairman asked that the introduction of the new Certificates should be reported in *Skydive Magazine* so that the membership was aware of them for the future. Any suggestions for nominations from the membership should be made initially to the appropriate Committee for consideration. Nominations that won the support of a Committee would then be recommended to the full Council.

#### **65.2.10 Ratification of minutes**

John Smyth proposed, and Paul Applegate seconded, a motion that the minutes of the meeting of the Competitions Committee held on 2 October 2001 should be ratified. This was except for Competitions minute 64, on coaching expenditure on senior teams, which would come back to the next Council meeting for consideration. The motion carried unanimously.

#### **65.3 Communications Committee meeting on 21 August 2001**

The Communications Committee had changed the word 'article' to 'photograph' in Communications Committee minute 25: Starter Magazine, paragraph 5, line 3, which now read '...whether it was entirely appropriate that a photograph of this nature...'. With this variation, Kieran Brady proposed, and Ian Midgley seconded, a motion that the minutes of the Communications Committee meeting on 21 August 2001 should be ratified. This carried unanimously.

**Ratified**

#### **65.4 Development Committee meeting on 21 August 2001**

Ian Midgley proposed, and Kieran Brady seconded, a motion that the minutes of the Development Committee meeting held on 21 August 2001 should be ratified. This carried unanimously.

**Ratified**

#### **65.5 STC meeting on 11 October 2001**

##### **65.5.1 Student and Exert Cypres AAD**

John Hitchen, STC Chairman, reported that, in accordance with the wishes of the Council and its own wishes, STC had voted again on the motion that the Student Cypres AAD should be used on student parachute equipment, as per the manufacturers' recommendations. The original vote had been 3 votes in favour with 8 abstentions, and both the Council and STC had been uncomfortable with the high number of abstentions. The outcome of the re-vote, on 11 October, had been clear: 10 in favour, 1 against and no abstentions.

##### **65.5.2 Fatality at Topcliffe on 1 September 2001**

John Hitchen reported that STC had accepted the Report by the Board of Inquiry. A Panel of Inquiry had been formed. The ratings of the Chief Instructor had been suspended, and STC had decided that this suspension should remain pending presentation of the Report by the Panel of Inquiry.

##### **65.5.3 Working Group on RAPS**

As reported at the last Council meeting, the Panel of Inquiry into a fatality at Tilstock on 23 June 2001 had become a working group of STC to consider all aspects of RAPS safety. David Hickling was chairman of the working group. He reported that it had held its first meeting last Friday. A short questionnaire on entanglement drills had been e-mailed to all Clubs and Centres and the first responses were now being received. Kieran Brady asked that the Council should be kept informed of the working group's findings.

It was expected to take some time for the working group to complete its business as there was a need to test different exits from every type of aircraft. This would incur a significant cost, which could be at least £3.5K. The Council considered it to be essential that such work was adequately funded. It also had a duty to ensure that BPA funds were being properly managed. Kieran Brady therefore proposed, and Ian Midgley seconded, a motion that expenditure of up to £5K by the RAPS working group of STC be authorised. In addition, the Chairmen of all Committees should collectively be authorised to approve any expenditure above this, reporting back to the Council on any further funding.

**Carried unanimously**

#### **65.5.4 Ratification of minutes**

Chris Allen asked that STC minute 6 viii on Incident Reports be clarified to state that there had in fact been a safety boat present when a jumper who had landed in the water had been brought back by a jet skier, who had reached him just ahead of the boat. With this addition, Ian Midgley proposed, and Paul Applegate seconded, a motion that the minutes of the STC meeting held on 11 October 2001 be ratified. This carried unanimously.

**Ratified**

#### **66/01 Royal Aero Club Report**

This item was taken out of agenda order (between item 65.2 and 65.3) because John Smyth had to leave early.

John Smyth reported that the Royal Aero Club's Centenary Dinner had unfortunately had to be cancelled because of lack of interest. He said that at the last RAeC meeting, he had played devil's advocate and called attention to a perception outside the RAeC that it was a rather traditional body not always entirely relevant to the full range of issues facing its Member Associations. As a result, he was pleased that the RAeC had created a new subcommittee to try to find out what more it could do to support its Member Associations.

Finally, John Smyth requested BPA nominations for the RAeC Awards to be presented in spring 2002. BPA nominees had swept the board last year, and this year he was expecting to put forward fewer nominees. This was not least because other air sports had recorded significant achievements, such as the hang gliders' gold medal. However, it was important that skydiving was represented among the nominations. John Smyth asked that suggestions should be made to him by **Wednesday 14 November**, with a brief citation/cv of the suggested nominee. He planned then to circulate a preliminary list for postal round consideration by the Council, and to contact the proposed nominees, ahead of the RAeC's deadline for nominations at the end of November.

**Action: All Council Members**

John Smyth then left the meeting, and the previous item was resumed (from minute 65.3).

#### **67/01 Reports on meetings held earlier today**

##### **67.1 Communications Committee**

Kieran Brady reported that the Communications Committee had received reports on the latest updates to the BPA and newly-redesigned *Skydive Magazine* websites. A new editorial contract for the Magazine to run from October 2001 to October 2002 had been agreed with Lesley Gale. Some financial matters, which did not affect the wording of the contract, had been deferred for consideration at the next meeting, with Lesley Gale's agreement. A report on 'Club News' had also been received.

##### **67.2 Development Committee**

Ian Midgley reported that the Development Committee had considered three main areas.

##### **67.2.1 Membership Questionnaire 2002**

Questions were sought from Council Members and staff for possible use on the Membership Questionnaire to be issued as an insert to the February 2002 issue of the Magazine. It was intended that this would contain as many new and different questions as possible. Each proposed question should have a simple yes / no answer for ease of analysis. Draft

questions should be sent to the relevant Committee Chairmen by **Friday 30 November 2001**. The Committee Chairmen were being asked to select and edit a final draft list of questions for their area and send them to Kieran Brady, who would compile the final questionnaire, ahead of the next Development Committee meeting on Tuesday 12 December.

#### **67.2.2 Office fire protection**

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 considered by 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. 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**

#### **67.2.3 Qualifying coaches to CF1**

Ian Marshall and several Members of the Red Devils had proposed, and the Development Committee had carried a motion in favour of, the preparation of a BPA system to qualify coaches to CF1. The work would be undertaken in liaison with STC. The format would be along the lines of the existing WARP system.

#### **68/01 Reports from Club Representatives**

There were no reports.

#### **69/01 Risk assessment for Skydiving**

A report on an informal meeting with Martin Elliott, a BPA Member experienced in risk assessment, and BPA staff, had been circulated. It recommended to the Council, and the Council agreed, that the report should be referred to STC to (i) prepare risk assessments for sport parachuting; and (ii) advise on how these might be incorporated by adaptation of the BPA's existing operational procedures, which provide a solid framework on which to build. Tony Butler said that documents from the CAA would also assist.

**Action: Refer to STC**

#### **70/01 Development Officer**

Ian Midgley said that Lucie Wood was doing a good job as Development Officer for the BPA. Ian Midgley proposed, and Paul Applegate seconded, a motion that Lucie Wood should be offered a further contract as Development Officer for one year from 1 January 2002, when her existing contract expired.

**Carried unanimously**

#### **71/01 Future policy on sending hard copies of e-mails in the weekly Council post**

This item had been included on the agenda at the request of Dona Crum who was not present to speak to it. It was therefore held over until the next meeting.

#### **72/01 Council Matters in the Magazine for December**

The Chairman said an item on his membership of POPS in the October issue of *Skydive Magazine* had reminded him that a number of Members still believed - incorrectly - that Council Members received a fee for their services to the Association. He therefore suggested that, in the December issue, there should be an item to say that Council Members received no fee and that they gave up much time, and travelled many miles, to attend meetings. Ian Midgley proposed, and Kieran Brady seconded, a motion that the attendance at Council meetings during the year to date should be included in the magazine item. The vote was: 4 in favour, 2 against and 1 abstention.

**Carried**

**73/01 Council 2002**

The Chairman reminded Members of the Council that completed nomination forms for next year's Council needed to be returned to the BPA Office by the published deadline of noon on Thursday 1 November 2001.

Lofty Thomas announced that he had decided not to seek re-election next year. He would therefore be retiring from the Council at the AGM 2002 after serving almost continuously as a Council Member since 1973. David Hickling congratulated Lofty Thomas on behalf of the Council on his exceptional record of service to the Association.

**74/01 Date of next meeting**

**Tuesday 11 December 2001**, immediately following the EGM at 1830, at the BPA Office, Leicester.

The meeting closed at 1940.