

# 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)



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## Development Committee

Minutes of the meeting held on

**Tuesday 20 April 2010 at 1530**

at the BPA Office, 5 Wharf Way, Glen Parva, Leicester

<b>Present:</b>	Craig Poxon	-	Development Chairman
	Paul Applegate		
	Christopher Beattie		
	Adrian Bond		
	Kieran Brady		
<b>In attendance:</b>	Tony Butler	-	Technical Officer
	Debbie Carter	-	Treasurer
	Jon Gretton	-	Financial Administrator
	Lee Harrison	-	Insurance adviser (for item 14.1)
	Paul Moore		
	Paul Nicholson	-	Towergate TLC underwriters (for item 14.1)
	Andy Scott	-	Co-opted
	Martin Shuttleworth	-	Secretary-General
<b>Apologies for absence:</b>	John Hitchen	-	NCSO
	John Horne		
	Paul Ledden		

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### Item Minute

#### 13/10 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 23 February 2010 had already been approved by the Committee, ratified electronically by the Council and published on the BPA website <http://www.bpa.org.uk/minutes>

#### 14/10 Matters arising

##### 14.1 Insurance (minute 3.1)

The Chairman welcomed back Lee Harrison of Equation Financial Services. He had brought with him Paul Nicholson of Towergate TLC, who spoke on travel insurance for skydivers. He outlined a new product that provided travel insurance for sportspeople, which gave worldwide cover, including the USA and Canada and included repatriation to the UK in the event of a serious illness or accident. Because it covered a basket of sports, the premium balanced out across them, which meant that skydiving did not attract a higher premium as an adrenaline sport.

Participants in international competitions were covered, although the premium would be different from that for recreational skydivers. Competitors could buy the policy individually, although the National Governing Bodies who organised the teams in other sports often purchased a group policy (which they could recharge to the competitors) because it was more cost-effective.

Andy Scott offered to provide Paul Nicholson with example data from the British teams at UK international competitions last year for an indicative quote, which he would then forward to the Competitions Committee/

**Action: Andy Scott**

The Chairman thanked Lee Harrison and Paul Nicholson for attending, and they left the meeting.

Kieran Brady asked that the BPA's brokers for other insurances, Mansons Insurance Brokers Ltd, should also be offered the opportunity to quote from the same data.

**Action: Andy Scott / BPA Office**

#### **14.2 Possible display skydive at the London 2012 Olympics (minute 3.2)**

As John Horne was not present, consideration of this item was deferred until the next meeting.

**Action: Next meeting**

#### **14.3 BPA Shop (minute 3.3)**

The Chairman had circulated to the Committee the final draft letter of agreement with the BPA Shop. The Committee was happy that it should be signed. The Chairman would therefore circulate the letter of agreement to the full Council for ratification before signature.

**Action: Chairman**

#### **14.4 Consultation with Vice Presidents on their role (minute 3.4)**

The Chairman of Council had sent a letter to the four BPA Vice Presidents to consult on the possible development of the Vice Presidential role. A positive reply from Jim Croker had been circulated to this Committee. The Chairman of Council was believed to have received a reply from at least one other Vice President, but details were not yet known because he was presently delayed outside the UK as a result of the current closure of UK airspace because of a volcanic ash cloud.

**Review at next meeting**

#### **14.5 BBC Thrillseeker promotion (minute 4.2)**

Details of the BBC Thrillseeker web pages - a promoting outdoor activities - had been circulated by the Office to Clubs & Centres. Among the conditions to participate in the BBC Thrillseeker campaign was the requirement that activity organisers should offer their activities on a free-of-charge or cost recovery basis. It was up to Clubs & Centres to decide whether or not they wished to sign up to offer jumps on this basis.

**No further action**

#### **14.6 Sponsorship of BPA meeting for DZO's (minute 7)**

The Office confirmed that Manson Insurance Brokers and Liberty International Underwriters had kindly agreed to sponsor the above meeting at Walcote Village Hall, Lutterworth, Leicestershire, on Tuesday 9 November 2010. The date had already been announced to Drop Zone Owners & operators. A reminder would be sent in the summer and a call made for agenda items about a month before the meeting.

**Action: BPA Office**

#### **14.7 Survey of lapsed members (minute 5)**

The Chairman had late last week e-mailed a link to the completed survey, together with a summary provided by the Office. He suggested the Committee should have more time to consider the results of the survey, as they included a quite extensive range of free responses.

**Action: Next meeting**

### **15/10 Areas of responsibility 2010**

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

John Horne had telephoned the Office to discuss the service the BPA was receiving from CCPR. Both he and the Office believed that BPA should be more proactive in this relationship, making our requirements of the 'trade federation for sports governing bodies' clearer rather than being passive recipients of CCPR conference and seminar promotions. The Committee agreed.

The Committee noted that CCPR had now taken over responsibility from UK Sport (as part of its divestment of non-Olympic sports) for administering funding contributions to official UK representatives to international governing bodies, in our case our Delegate and Alternate Delegate to the annual IPC plenary meeting. The funding was however, certainly up to last year, was still understood to be provided by UK Sport.

No update was available on John Horne's liaison with the BPA's Reps to the Sport England regions, on whether or not they considered the level and nature of regional activity in their regions to be appropriate to the BPA maintaining a network of regional Reps.

## **15.2 Insurance**

The Chairman reported that Tony Butler, Technical Officer, had contacted the insurers who had confirmed that the BPA's third party public liability policy was not affected by current airspace restrictions due to volcanic ash..

### **16/10 The Airkix Fund – CH videos**

There was no update to report.

**Ongoing**

### **17/10 Development Action Plan: 1 July 2009 to 30 June 2010**

#### **17.1 Implement stage 2 of the new BPA website and database**

Adrian Bond, with Martin Shuttleworth and Helen Lucas from the Office, had met with the existing contractor on 2 March and Adrian Bond summarised the current position. Development of the new BPA database by the contractor had missed the agreed window of opportunity last autumn and BPA staff in membership services were now at their peak workload of processing renewals. The BPA had therefore been let down by its supplier in trialling online renewals this year. This was a matter of regret to the Committee.

**Delayed**

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

Not now being progressed. See minute 71.2/09.

**No further action**

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

Paul Ledden was working on this and would provide an update in due course.

**Action: Paul Ledden**

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

John Horne had circulated an update on the Independent safeguarding Authority's Vetting and Barring Scheme (VBS). It was now almost certain that skydiving would not be classed as a 'regulated activity' which involved additional compliance measures. In skydiving courses open to the general public, occasional contact with people from vulnerable groups was likely to be classed as 'incidental'. The Committee planned to put out this update to Clubs as a consultation, also seeking feedback from them. However it was important for the BPA not to see anything as absolute until the government had published the long-awaited sector specific guidance for sport.

**Action: BPA Office**

The Committee thanked John Horne for his paper and for his work in investigating the new safeguarding provisions.

#### **17.5 Take further initiatives in membership promotion and retention**

As noted in minute 8.5, the experimental initiative to allow up to two temporary memberships to those who had not been full members in the last membership year would continue, as originally envisaged, during the new membership year beginning on 1 April 2010. A second year of trialling the scheme should enable sufficient data to be accumulated to evaluate its effectiveness.

**Ongoing**

See minute 14.7 reference the survey of lapsed members.

#### **17.6 Put updated Memo & Articles of Association to the AGM**

The re-draft of the BPA's governing instrument in the new format of Articles only (previously circulated) was still being considered by Weed Stoodley and Martin Shuttleworth, who would report in due course. The timetable now was for the Council to recommend the updated Articles for formal adoption by the AGM 2011.

**Ongoing**

### **18/10 Development Action Plan: 1 July 2010 to 30 June 2011**

#### **18.1 Rolling membership**

The Chairman said that John Horne was keen to explore the possibility of rolling BPA membership, based on the popularity of this idea in the responses to the recent online membership survey. Rolling membership – where members renewed on the anniversary of their

joining – would spread renewal applications over the year to avoid an enormous peak workload for the Office each spring, so making it more efficient to administer, with less chance of any delay due to the high volume of renewal applications around Easter each year. It would also avoid the need to have a series of different subscription rates, pro rata to the full year, for those converting to full membership between September and February each year.

In discussion, Tony Butler said that rolling membership had been suggested before but was expressly against the wish of Clubs & Centres who found a fixed renewal date of 1 April each year more convenient for checks and controls. As a DZO, Kieran Brady confirmed this. In addition, Tony Butler said there were implications for BPA insurance because members and Clubs were covered by the same third party policy. Also, only new members / conversions would be affected by rolling membership, because the renewal date for existing members was 1 April. He said this was a simple solution that had worked for 30 years. The Committee therefore agreed not to include rolling membership in its Action Plan.

**No further action**

### **18.2 BPA website and database**

Adrian Bond reported on continuing issues with the existing supplier, with whom he had negotiated a severance clause should the BPA so decide. He confirmed that the BPA would not suffer material financial loss by invoking this clause.

Adrian Bond had negotiated the draft of a contract with Archant Dialogue Ltd, the new contract publishers of the BPA magazine and new Mag website, for them to build a BPA website as a re-skinned version of the new Mag website. They would also update the functionality of the BPA database to facilitate online membership renewals using a new BPA website. The £15K cost of this work would, within a year, be offset by savings on placing printing and distribution of the Mag with Archant Dialogue – these services were presently provided by another supplier. This was agreed as target 1.

### **18.3 Resource pack for safety days at Clubs & Centres**

Tony Butler said he believed it likely that the BPA's insurers, Mansons Insurance Brokers and Liberty International Underwriters, would be likely to be willing to sponsor resource material for safety days at Clubs & Centres. The material published by USPA was excellent and, if their permission were sought and granted, one way forward might be to adapt this for use at BPA Centres.

Developing a resource pack for safety days was agreed as target 2.

### **18.4 Research provision and adequacy of information / courses for first-aiders at Drop Zones.**

Kieran Brady suggested the BPA should research the provision of first-aid at Drop Zones by consulting with relevant stakeholders.

This was agreed as target 3.

### **18.5 Summary of targets**

- 1 Commission a new BPA website and database.
- 2 Develop a resource package for safety events at DZs.
- 3 Research provision and adequacy of information / courses for first-aiders at Drop Zones.
- 4 Update the BPA's governing instrument, its Articles of Association to reflect the BPA in the 21st century. Present this to the membership for consideration for approval at the AGM 2011.

**Action: Recommend to Council**

### **19/10 Grant Finder**

The Committee noted a letter (circulated) the Office had received from a commercial grant-finding service. After consideration, it decided not to subscribe.

**No further action**

### **20/10 Dates of next meetings**

Tuesdays 22 June, 17 August, 12 October and 7 December at 1530 at the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF.

The meeting closed at 1738.

Ratified by the Council and published on 17 May 2010.