



The Council

Minutes

Tuesday 19 February 2019 at 18:00

at BPA HQ, Leicester LE2 9TF

Present:	Martin Soulsby	- Chair & RAeC Delegate
	Paul Applegate	
	Adrian Bond	
	Nick Bunting	
	Tash Higman	
	Sam Lee	
	Yassi Molazadeh	
	Craig Poxon	- Vice Chair, IPC & RAeC Alternate Delegate
	Sue Stanhope	
	Brian Vacher	
	Georgie Vacher	
In attendance:	Tony Butler	- Chief Operating Officer (COO)
	Debbie Carter	- Treasurer
	Hari Ganapathy	- British Indoor Skydiving Association
	(item 13 only)	
	Jon Gretton	- Finance Manager & Company Secretary
	(to item 14)	
	Dan Guest	
	John Hitchen	- Vice President
	Martin Shuttleworth	- Secretary-General (Secretary)
	John Smyth MVO	- Vice President & IPC Delegate
Apologies for absence:	Liz Ashley	- Editor, BPA Skydive the Mag
	Mark Bayada	
	Jeff Montgomery	- Safety & Technical Officer (STO) & STC Chair
Observers:	4	

Item Minute

08/19 Welcome

The Chair welcomed Sam Lee to his first ordinary Council meeting.

The Chair said that some of last year's meetings had been fractious and noted that small changes in behaviour would help meetings to run more efficiently.

09/19 In remembrance of Jim Crocker

Council remembered Jim Crocker, BPA's longest-serving Vice President and key figure in our sport. He had passed away after a long illness, shortly before the AGM in January.

10/19 Declarations of interest

The Chair invited any declarations of interest, either now or at the relevant items.

The Chair declared an interest that he was a member of an FS 8-way team that had, since the last meeting, been invited by the British Indoor Skydiving Association to take part in an indoor skydiving competition. He said the team included a member who had a partner who was in an outdoor team that may be eligible for BPA sponsorship.

11/19 Minutes

11.1 Tuesday 27 November 2018

This item was held in camera with only Council Members and staff in the room. The minutes of the meeting on 27 November 2018 (circulated) were considered. Five Council Members had notified the Secretary electronically that they were content with the draft. Five others had suggested variations, which the Secretary had circulated in a paper with the agenda.

The suggested variations were considered, and the majority were taken in. Nick Bunting suggested, and the meeting agreed, that minutes 80 and 85.2.3.3, being the record of two items of business on which BPA was taking legal advice, would be redacted from the published minutes.

COUNCIL AGREED the minutes, with agreed variations, as a correct record. Proposed by Nick Bunting, seconded by Tash Higman. Carried with 2 abstentions (Yassi Molazadeh and Craig Poxon).

11.2 Saturday 26 January 2019

COUNCIL APPROVED the minutes of the meeting held on Saturday 26 January (circulated) as a correct record. Proposed by Yassi Molazadeh, seconded by Tash Higman.

12/19 Matters arising

12.1 Scheduling of meetings (minute 73.6.2)

This would be considered at Council's Strategy Implementation day on Tuesday 20 February.

12.2 SharePoint - facilitating selective access to sensitive Council / committee papers (minute 73.8)

The Secretary said that Computerlink (Leicester) had yet to report back on this.

12.3 Strategic Plan: addition of performance and participation metrics for the Competitions Committee's area of activity (minute 75)

The Competitions Committee was drafting these for consideration by the Council.

Action: Next meeting

12.4 Grievance and whistleblowing procedures (minute 76)

The Secretary reported that Form 256 Consolidated disciplinary and grievance procedures, updated by Yassi Molazadeh, had gone live on 31 January. There had been an error in the approval process of the whistleblowing procedure, which had been approved at last meeting before full consultation with the staff. Staff had recently provided their feedback to Sue Stanhope.

12.5 Equality policy (minute 78)

This was being drafted by Yassi Molazadeh, Tash Higman and Sue Stanhope.

12.6 Sport England quality assurance pack (minute 79)

The Secretary said he had obtained details from Sport England. Nick Bunting said it was the standard of assurance for which to aim; and he asked for a draft response to the Board by September 2019.

Action: COO / Secretary / Finance Manager

12.7 New staff post: Communications Manager (minute 85.2.1.3)

First interviews were due to be held this Friday, 22 February.

12.8 Tenure of Treasurer (minute 2/19)

Per the Secretary's note in the minutes, BPA's constitutional legal advisers had said that because the present Treasurer was co-opted, and co-option under the Articles was for a year, the tenure of the office was therefore one year.

13/19 GB representation at FAI/IPC indoor skydiving competitions

The meeting resumed in open session. Hari Ganapathy of the British Indoor Skydiving Association (BISA) joined the meeting for this item.

Hari Ganapathy thanked BPA for such positive liaison with BISA to date. He was pleased to report that BISA had last week become official [registered with Companies House]. He believed that a stand-alone organisation should be the destination.

The Chair reported that another Royal Aero Club member body had largely autonomous 'specialised groups' associated with it for the purposes of access to RAeC in its role as FAI's national agent, National Airports Control (NAC). One benefit was that the specialised groups did not need to pay their own membership subscription to RAeC.

Nick Bunting believed that BPA should consider granting BISA a 10-year licence as a sign of good faith, rather than dispense altogether with the licensing arrangement. Hari Ganapathy

said the shorter the licence period the better, five years seemed the right amount of time to him.

Nick Bunting sought assurance that BISA would follow best practice. He recommended the Sport England assurance pack, details of which the Secretary would forward to BISA. He sought annual reports from BISA to BPA covering, inter alia, any breach in regulatory activity.

Hari Ganapathy said he would pull together short-, medium- and long-term goals for BISA. He would send these to BPA for consideration for incorporation in the Memorandum of Understanding that set out the licensing agreement between BPA and BISA.

Action: BISA / Secretary

The Chair thanked Hari Ganapathy for attending for this item.

14/19 Finance and compliance

14.1 Management accounts & membership statistics

A report by the Finance Manager had been circulated with the agenda and was received by Council. The report was for month 7 of the financial year (July-June) and month 10 of the membership year (April-March). The Finance Manager answered questions.

14.2 Investment policy

The Treasurer outlined Council's historic and current investment policy. She asked whether Council, going forward, wished to re-state or modify its appetite for investment risk. Nick Bunting asked that the investment Committee (Treasurer, Chair of Council and Finance Manager, assisted by a restricted financial adviser) should draft a paper to recommend to Council investment objectives and attitude to investment risk going forward.

Action: Investment Committee / Next meeting

14.3 GDPR audit

The Secretary reported that BPA had now progressed sufficiently in its GDPR compliance journey to warrant an independent external data audit. He had therefore obtained three quotes and, through the COO, was about to commission an audit.

Action: Secretary

14.4 New staff role of Compliance Officer

The Secretary reported that, after discussion with the COO, the new staff role of Compliance Officer had been offered, on a trial basis for six months, to Joy Ledger, Competitions and Awards Co-ordinator, who had experience in a public sector compliance role. At present, Joy Ledger appeared have had enough capacity to be able to fulfil the anticipated commitment alongside her existing duties. This would help better to shape the Compliance Officer role for the future.

Brian Vacher and Yassi Molazadeh made points about the new role, including the potential for real or perceived conflict of interest between this and other roles held by the same postholder (or indeed any staff postholder).

14.5 Register of Directors at Companies House

The COO reported that an administrative error had come to light in recording the occupation of a Council Member filed at Companies House. In discussion it was noted that occupation was subsidiary information and could most simply be given as Director or left blank.

COUNCIL AGREED that the occupation field in Companies House records of BPA Directors should, by default, be left blank. Proposed by Craig Poxon, seconded by Brian Vacher, carried unanimously.

Action: Company Secretary (Jon Gretton)

15/19 Royal Aero Club

15.1 Report on RAeC meeting of Tuesday 29 January 2019

The Chair, in his capacity as BPA Delegate to RAeC, had circulated a report with the agenda, which was taken as read.

15.2 RAeC Awards 2018

The report included the good news of the following RAeC 2018 Awards to BPA nominees:

Team NFTO - Prince of Wales Cup
Dave Howerski - RAeC Silver Medal
Tony Uragallo - RAeC Silver Medal
Bob King - RAeC Bronze Medal
Kim Newton - RAeC Certificate of Merit

RAeC had posthumously awarded a Diploma to Jim Crocker in recognition of his services to RAeC and the RAeC Trust.

RAeC had kindly agreed that the BPA Jim Crocker Sword for an Outstanding Contribution to Sport Parachuting would be formally presented at the RAeC Awards Ceremony to our winner, Rob Colpus.

The awards ceremony would take place at the Royal Air Force Club, Piccadilly, London W1 on Thursday 16 May 2019 at 17:30 for 18:00. Nearer the time, RAeC would be selling tickets to attend (details would be circulated when we received them), and the Chair hoped that as many Council and other BPA members as possible would do so.

15.3 The Queen's Cup 2019

The Chair was delighted to report that we were successful in our bid to be able to award the Queen's Cup at the 4-way Nationals to the British Champions in AAA. This was a great honour for BPA and with it came a responsibility to promote PR and media for the event. After discussion, Adrian Bond (Communications Chair) suggested, and Council agreed, that the new Communications Manager, once in post, should liaise with the host DZ, Skydive Hibaldstow, to co-ordinate PR and media activity.

Refer to new Communications Manager

15.4 Draft citation for an FAI award

The meeting went in camera for this item, with only Council and staff remaining. A draft citation for an FAI award had been circulated with the agenda. In discussion it was noted that the primary source from which the material in the citation had been drafted could not be considered authoritative. Council therefore decided not to progress the citation on this basis.

16/19 Competitions: open and female category funding

This item was held in camera with only Council Members, IPC Delegate and staff in the room.

The Chair re-declared an interest (as set out at minute 10).

Discussion was held concerning the Equality Act 2010 in relation to holding competitions comprising an Open (to men and women) and a Female category without a Male category.

COUNCIL AGREED UNANIMOUSLY to honour the results of the National 4-way FS Female Championship event 2018 (send medals, record results, and allocate sponsorship for 2019 based on current criteria). Proposed by Georgie Vacher as a recommendation of the Competitions Committee, seconded by Yassi Molazadeh.

Georgie Vacher proposed, as a recommendation from the Competitions Committee, seconded by Tash Higman, to allocate sponsorship for 2019 using the Competitions Committee's criteria from its November 2018 meeting, as adjusted for athletes who had declined or were no longer eligible for sponsorship. The criteria for allocation included a weighting for the size of each discipline. The vote was tied: For - 4, Against - 4, Abstain - 2.

Yassi Molazadeh then counter-proposed, and Craig Poxon seconded, a motion to allow sponsored athletes to decide which FCE event category [for which they needed to be eligible] they chose to compete in. The vote was tied: For - 4, Against - 4, Abstain - 2

Yassi Molazadeh then proposed, and Craig Poxon seconded, a motion to allocate sponsorship differently: all 4-way FS sponsorship from one pot, based on performance alone, and to leave the decision to sponsored athletes of which FCE event category [for which they needed to be eligible to enter] they chose to compete in. The motion was lost: For - 3, Against - 7.

Georgie Vacher returned to her earlier proposal (paragraph 16.12), seconded by Tash Higman, which had resulted in a tied vote. This was to allocate sponsorship for 2019 using the Competitions Committee's criteria from its November 2018 meeting, as adjusted for athletes who had declined or were no longer eligible for sponsorship, based on the size of each discipline.

COUNCIL AGREED to allocate sponsorship based on the November 2018 allocations by the Competitions Committee, as adjusted for any athletes who were not now participating in the World Cup 2019. The vote was For - 9, Against - 1.

Georgie Vacher continued with a suite of further proposals she made on behalf of the Competitions Committee, as follows.

- 1 **COUNCIL AGREED** going forward, from this year (2019), no longer to hold Nationals, or International meets in the UK or at any BPA-Affiliated Drop Zone, that have an Open and Female category in the same event, because of concerns over possible discrimination on the protected characteristic of gender. Seconded by Tash Higman. For - 8, Against - 0, Abstain - 2.
- 2 **COUNCIL AGREED UNANIMOUSLY** to initiate a dialogue with FAI/IPC to make them aware of the issues of gender as a protected characteristic under the Equality Act being discussed at BPA Council. Georgie Vacher offered to lead this, working alongside our IPC Delegation. Seconded by Nick Bunting.
- 3 **COUNCIL AGREED** that, going forward, BPA would no longer be able to support the category of Female 4-way FS through sponsorship. However, logistical support, including provision of a Head of Delegation as appropriate, would continue to be provided. Seconded by Adrian Bond. For - 7, Against - 1, Abstain - 2.
- 4 **COUNCIL AGREED UNANIMOUSLY** to task the Development Committee to consider, and recommend to Council, means by which to encourage female participation in the sport. Seconded by Tash Higman. Nick Bunting then proposed, Tash Higman seconded, and Council unanimously agreed, that this should be extended to encourage participation and retention in the sport by people of all protected characteristics.

Refer to the Development Committee

The Chair asked the Competitions Committee to codify to Council the BPA sponsorship allocations (by providing a list together with the criteria applied to determine the allocation) in the light of the above decisions taken by Council.

Action: Competitions Committee

The meeting returned to open session.

17/19 Grievance by Dan Guest - Venue of CP Nationals 2019

Dan Guest was in attendance to appeal against a decision of the Competitions Committee to hold the CP Nationals 2019 at Skydive Pink Klatovy in Czechia instead of at a BPA Affiliated Drop Zone (minute 69.6 of the Competitions Committee's meeting of 27 November 2018 refers). He summarised his grievance.

The Competitions Chair reported that the Competitions Committee, at its meeting this afternoon, had considered Dan Guest's grievance (which had been circulated both to the Competitions Committee and Council) at some length. The Committee had found there to have been no error in process. He then outlined to Council the process that the Committee had followed. The Committee had been unable to advise this outcome in writing to Dan Guest, who was here because he wished to appeal to Council immediately, on the grounds that the next Council meeting in April would be too late.

The meeting then went in camera with only Council Members and staff remaining in the room.

The Competitions Chair explained the full background and rationale to the Committee's decision.

COUNCIL AGREED to dismiss Dan Guest's appeal on finding that there had been no error of process by the Competitions Committee. Proposed by Sam Lee, seconded by Yassi Molazadeh. For - 7, Against - 1.

18/19 Dissolution of meeting

The time was now after 22:30, so the Chair closed the meeting. [**Secretary's note:** Subsequent to the meeting, Council approved electronically the decisions in the minutes of the STC meeting held on 7 February 2019. The variations to the BPA Operations Manual set out in the STC minutes are reproduced as an Appendix to these minutes.]

19/19 Dates of future meetings

Confirmed: Tuesdays 30 April and 11 June 2019. Provisional: Tuesdays 6 August, 1 October and 26 November 2019. All at 18:00 at BPA HQ, Leicester LE2 9TF.

The meeting closed at 22:35 (duration: 4h 35 min)

AMENDMENTS TO BPA OPERATIONS MANUAL

At the STC meeting of the 7th February 2019 the following amendments were made to the BPA Operations Manual:

SECTION 2 (DESIGNATION AND CLASSIFICATION OF PARACHUTISTS), Paragraph 6 (The Grading System), Sub-para 6.5. (Canopy Formation). Change to read:

6.5. Canopy Formations (CF)

6.5.1. To obtain Grade 1 in Canopy Formation (CF1) the parachutist must be a 'B' Licenced parachutist with a minimum of 100 descents, 5 of which must have been within previous 2 months, be introduced to CF by a CI/Advanced Instructor nominated CF1 Grade parachutist or equivalent of proven CF instructional ability, have received a full safety brief on 'CF Basics' (see BPA CF Manual) and demonstrated the ability to:

- a) Safely approach, and fly in close proximity to, a target canopy
- b) Control 3D movement relative to another canopy using appropriate inputs.
- c) Dock safely on one other person having exited the aircraft after them.
- d) Receive a centre dock and pilot a 2-stack/2-way plane.
- e) Receive and make a wing dock.
- f) Brief the Pilot and spot for a 2-way CF jump from at least 8,000ft AGL.
- g) Land safely within 50m radius of a pre-declared target and show good altitude, heading and airspace awareness throughout each qualifying jump.
- h) Pack CF-specific equipment of the type(s) they are using (packing certificate and/or logbook endorsement).

N.B(1). A CF1 Grade skydiver is able to make 2-way CF formations with other CF1 or CF2 holders with CI approval. A CF1 holder must not make canopy formations larger than 2-way unless with a CI/Advanced Instructor nominated CF1 Grade parachutist or equivalent of proven CF instructional ability.

N.B(2). Training programmes such as those contained in the BPA Canopy Formation Coaching Manual are acceptable for training for CF1, provided all the requirements of sub-para 6.5.1. (above) are met.

6.5.2. To obtain Grade 2 in Canopy Formation (CF2) the parachutist must be a Grade 1 in Canopy Formation (CF1), be introduced to CF2 by a CI/Advanced Instructor nominated CF2 Grade parachutist or equivalent of proven CF instructional ability, have received a full safety brief on 'Considerations for Larger CF' (see BPA CF Manual) and demonstrated the ability to:

- a) Safely approach and fly in close proximity to a target formation.
- b) Control 3D movement relative to at least 3 other canopies using appropriate inputs.
- c) Safely approach a 2-way stack or planed formation and dock 3rd.
- d) Safely approach a 3-way stack or planed formation and dock 4th.

- e) Receive a dock as 2nd or 3rd in a stack.
- f) Pilot a formation of 4 or more canopies in a stacked or planed formation.
- g) Brief and complete a 4-way CF jump, which will include briefing the Pilot appropriately.
- h) Spot for a 4-way CF jump from at least 8,000ft AGL.
- i) Land safely within 50m radius of a pre-declared target and show good altitude, heading and airspace awareness throughout each qualifying jump

N.B(1). Training programmes such as those contained in the BPA Canopy Formation Coaching Manual are acceptable for training for CF2, provided all the requirements of sub-para 6.5.2. (above) are met.

N.B(2) The qualifications to become a CF coach may be found on BPA Form 134A.

SECTION 6 (EQUIPMENT), Paragraph 3 (Personal Clothing and Equipment), New sub-para 3.5. be added to read:

3.5. Wingsuits

Any modifications or repairs to a wingsuit, which may modify, effect or change the operation of the main or reserve system, must be carried out/inspected by a suitably qualified rigger or the wingsuit manufacturer.

SECTION 14 (RIGGERS), Paragraph 2 (Basic Rigger), sub-para 2.1.3. Change to read:

- 2.1.3. Have a written recommendation from the Supervising Rigger, who must be at least a PR who has held their rating for at least two years and has known the candidate for a minimum of six months.