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## The Council

### Minutes

**Tuesday 26 November 2019 at 18:00**

at British Skydiving HQ, Leicester LE2 9TF

<b>Present:</b>	Martin Soulsby	- Chair & RAeC Delegate
	Paul Applegate	
	Mark Bayada	- Competitions Chair
	Adrian Bond	- Communications Chair
	Tash Higman	
	(by Microsoft Teams video, to item 84.1 and from mid-item 84.5)	
	Sam Lee	
	(to item 85.8)	
	Yassi Müller	
	Craig Poxon	- Vice Chair, IPC & RAeC Alternate Delegate and Development Chair
	Sue Stanhope	
	(to item 89)	
<b>In attendance:</b>	Tony Butler	- Chief Operating Officer (COO)
	Debbie Carter	- (co-opted) Treasurer
	Jon Gretton	- Finance Manager
	(to item 84)	
	John Hitchen	- Vice President
	Jeff Montgomery	- (co-opted) Safety & Technical Officer and STC Chair
	Martin Shuttleworth	- Secretary-General (Secretary)
<b>Apologies for absence:</b>	Nick Bunting	
	Angel Fernandez	- Communications Manager
	John Smyth MVO	- Vice President & IPC Delegate
<b>Observer:</b>	Jack Davies	- Candidate for Council 2020

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### Item Minutes

**80/19 Retirement of Jon Gretton, Finance Manager**

The Chair thanked and made a presentation to Jon Gretton, who was retiring as Finance Manager after 23 years' sterling service.

**81/19 Chair**

The Chair said this would be his last scheduled Council meeting. He had already advised Council by a message he had circulated at the close of nominations for Council 2020, that he would stand down from Council at the end of the AGM. This was at the completion of nine years as Chair, the recommended maximum under good governance, including three years as initial Chair under the transition to the new Articles, that transition having now been successfully completed.

**82/19 Minutes**

**COUNCIL CONFIRMED**, its electronic approval of the minutes of the meeting on Tuesday 1 October 2019 as a true and correct record.

### **83/19 Matters arising from the minutes**

The Chair said that some matters arising would need to be taken in camera. The meeting agreed to do this together with other items during a single in-camera session (minute 85).

#### **83.1 Publication of the sponsorship allocation process (minute 71)**

This was deferred to the spring meeting of 2020 pending presentation of the document by the successor to the Competitions Committee (minute 86.1) to Council for approval.

***Action: Spring 2020 meeting***

#### **83.2 New web hub and Personal Information Management System (PIMS) (minute 77)**

The Chair reported that this was due to go live tomorrow, Wednesday 27 November. It would reveal the new British Skydiving brand identity. PIMS would follow, it was due to go live during the first week of December.

#### **83.3 Communication of Council actions to members (minute 77)**

This had been published on the website.

### **84/19 Finance and compliance**

#### **84.1 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 four months of the financial year (July-June) and month seven of the membership year (April-March).

The Chair was disappointed to note a year-on-year decrease of 1% in the number of members renewing (69 members). Year-on-year income was £3K up to date, but as it included £47K of investment income was significantly lower with this stripped out, reflecting a decrease in membership subscription income. There had been an accompanying increase in costs.

The Treasurer confirmed that this document would in future, as requested at the last meeting (minute 67.2), be provided as a supporting paper to the agenda as an Excel spreadsheet rather than a document scan.

***Action: Finance Manager***

#### **84.2 Membership subscription rate 2020-21**

The subscription comprises a British Skydiving element and an insurance element, which Council recommends for formal approval by the AGM.

##### **84.2.1 Insurance element**

**COUNCIL APPROVED** a recommendation by Development Committee to increase the indemnity limit of members' third party public liability insurance by £5m to £10m per incident or occurrence. This was in line with the strong consensus the DZO Specialised Interest Group meeting on Tuesday 20 August. It would add just under £7 to the insurance premium component of the full membership subscription, and approximately £1.80 to that of a student provisional member. The Chair outlined the background to changes in injury compensation awards by the courts due to changes in the discount rate applied to the Ogden tables. Proposed by Craig Poxon, seconded by Adrian Bond, carried with an abstention by Tash Higman who declared a conflict of interest as she worked or had worked for the group of which the underwriters were a part.

##### **84.2.2 British Skydiving element**

**COUNCIL APPROVED** a recommendation by the Treasurer to increase the British Skydiving element by 3%. Papers from the Finance Manager had been circulated in advance and this followed discussion. Proposed by Tash Higman, seconded by Yassi Müller, carried with abstentions by Sam Lee and Sue Stanhope.

#### **84.3 Appointment of Finance Manager**

A local financial staff recruitment agency had been used to identify potential candidates to succeed Jon Gretton, who was retiring as Finance Manager (minute 80). A shortlist of three candidates had been invited for first interview by the Treasurer and Secretary-General, and second interview by the Chair. The preferred candidate had been offered and had accepted the position, and would start on Monday 6 January. In the meantime, the agency was providing interim cover. The Chair thanked those who had been included in the selection process who also included Tash Higman and the COO.

**Secretary's note:** The agency engaged to recruit the new Finance Manager advised by telephone on Monday 16 December that the preferred candidate had informed the agency by

telephone that they had withdrawn her acceptance of the post. The agency will continue to provide interim cover as they assist with recruitment of a new Finance Manager.]

#### **84.4 Appointment of Company Secretary**

**COUNCIL APPOINTED** Martin Shuttleworth as Company Secretary, the vacancy having been created by Jon Gretton's retirement (minute 80). Proposed by Adrian Bond, seconded by Yassi Müller and carried unanimously.

#### **84.5 Business and financial risk register**

Tash Higman, who was co-ordinating this document, was highlighting for discussion one area at a time at consecutive Council meetings. These were areas currently assigned a high-risk score, because mitigation measures had not to date been discussed around the table.

At this meeting, Tash Higman focused on (i) the risk of reputational damage, and (ii) the risk of having insufficient funds to continue as a going concern.

Tash Higman said she would update the business and financial risk register in the the risk mitigation measures in the light of the decision, including the risk mitigation measures in place for the risks discussed today.

**Action: Tash Higman**

The Chair thanked Tash Higman for her continuing work on the risk register.

#### **85/19 In-camera session**

The Chair called an in-camera session with Council members and staff. The meeting agreed that John Hitchen, a Vice President, should remain in the meeting.

#### **85.1 Further matter arising from the minutes of the meeting on Tuesday 1 October 2019: Chair's letter to Brian and Georgie Vacher**

A letter dated 5 November had been circulated in advance for information with the papers for the meeting. This was discussed. The Chair reported that he had sent the letter at the request of our IPC Delegate and Alternate Delegate. The Chair accepted a point by Tash Higman that it would have been appropriate to report back to Georgie Vacher on the mechanism by which a proposal she (Georgie Vacher) had made to Council was being considered.

#### **85.2 The British Skydiving Jim Crocker Trophy for an Outstanding Contribution to the Sport**

**COUNCIL AWARDED** the British Skydiving Jim Crocker Trophy for an Outstanding Contribution to the Sport to Graham Spicer. The nomination, by the COO, had been circulated with the agenda, and was discussed. Proposed by Paul Applegate, seconded by Craig Poxon and carried unanimously.

#### **85.3 Nominations for the British Skydiving Taz Causer Award for Experienced Skydiver of the Year 2019**

Six nominations had been received, which had been circulated with the agenda, and they were taken as read.

**COUNCIL AGREED** not to make the award this year. Whilst all the nominees had accomplished laudable skydiving achievements in 2019, of which their nominators could be justly proud, none stood out sufficiently to trigger special recognition by the Taz Award.

#### **85.4 British Skydiving nominations for Royal Aero Club Awards**

**COUNCIL APPROVED** two nominations for RAeC Awards that had been circulated with the agenda. These nominations would now be made to RAeC. See also minute 85.7.

The Chair left the meeting at this point, handing the chair to the Vice Chair.

#### **85.5 Grievance case - review of correspondence by the Compliance Officer**

A review paper by James Potts, Compliance Officer, had been circulated with the agenda. The Vice Chair reported that the grievance remained unresolved.

The paper was discussed and a number of points raised in respect of the content.

**COUNCIL AGREED** to a proposal by Yassi Müller, that it may be helpful to brief the Compliance Officer on why the grievance and disciplinary procedures were drafted the way they were. She agreed to do this, and would then seek to introduce the Compliance Officer to other members of the grievance, disciplinary and whistleblowing procedures working parties

(Sue Stanhope, Tash Higman and Nick Bunting). Seconded by Sam Lee and carried unanimously.

Later in the meeting it was announced that the grievance had been withdrawn by the complainant as a gesture of goodwill.

#### **85.6 Sponsorship funding**

A paper by Mark Bayada (Competitions Chair) had been circulated with the agenda and was discussed at some length.

**COUNCIL AGREED** the sponsorship allocation for 2020 of Team NFTO in accordance with the mediation settlement agreement reached with the team at Sport Resolutions (minute 70). Proposed by Sam Lee. Seconded by Sue Stanhope, carried with an abstention by Mark Bayada.

Sam Lee, in his capacity as the Competitions Committee's FS Discipline Rep, would liaise with Team NFTO.

#### **85.7 British Skydiving nominations for Royal Aero Club Awards**

**COUNCIL APPROVED** a further (to minute 85.4) nomination for a RAeC Award that had been circulated in advance to those present.

#### **85.8 Election of Martin Soulsby as Vice President and Life Member**

**COUNCIL ELECTED** Martin Soulsby as a Vice President, to take office when he stepped down from the Chair after the AGM. He was also elected as a Life Member. Proposed by Craig Poxon, seconded by Adrian Bond, carried unanimously.

#### **85.9 Issue raised by the Treasurer**

The Treasurer raised a confidential non-financial matter. After discussion, Sue Stanhope agreed to liaise with another party to seek a meeting by which to endeavour to resolve the matter.

**Action: Sue Stanhope**

The Vice Chair handed the chair back to the Chair, who had returned to the meeting. The meeting continued in camera, with the staff having left the room.

#### **85.10 Staff Christmas bonus**

**COUNCIL AGREED** a staff Christmas bonus of £300 net of tax to staff working over 25 hours a week who had been on the payroll for the full year and for Jon Gretton (minute 80). Staff working less than 25 hours a week and new starters during the year would receive a bonus of £150 net of tax. Council was especially grateful to the staff team for their hard work during the lead-up to go-live of rebranding, the new web hub and PIMS.

The meeting now continued in open session. The Chair announced Council's decision on the staff Christmas bonus and the COO thanked Council on behalf of the staff.

### **86/19 Committee structure and meeting frequency working party**

#### **86.1 New Committee structure from 2020**

A paper from the Committee Structure working party had been circulated with the agenda. It included draft terms of reference for the new committees approved by Council at the previous meeting (minute 69).

**COUNCIL AGREED** the terms of reference are set out at Appendix 1. The new committee structure would take effect after the AGM. Proposed by Adrian Bond, seconded by Mark Bayada and carried unanimously.

The terms of reference specify a complement of at least three Council members on each Committee and that the Chair and (except for STC) Vice Chair shall be Council Members. No more than six Council Members or 50% of Council could serve on any committee. There would also be volunteer seats on committees and many working or task and finish groups (that committees may from time to time establish on an ad hoc basis) for members from the wider membership to volunteer appropriate skills and competences. A call for volunteers had been made in Skydive the Mag for December and would be reinforced on social media.

Discipline representatives on the current Competitions Committee (whose successor would be the Élite Performance Committee) would become Technical Excellence Advisers (TEAs)

under the new arrangements. This was a new specialist technical and ambassadorial role with a wider remit, to advise both the Member Development Committee (MDC) and the Élite Performance Committee (EPC). MDC which would oversee skills coaching roadshows as part of its responsibilities for member development, and EDC would cover competitions.

The annual composition (membership) of committees (except STC), apart from the Chair of each committee who is elected by Council, would be proposed by the Chair of the appropriate committee and decided by a meeting of all main chairs (Council, STC, EPC, and Communications).

### **86.2 Suggested Council dates 2020**

Council had previously agreed (minute 61) to hold quarterly meetings in 2020 on different days from meetings of its committees, and that committees would report to Council by minutes supported by other papers where necessary.

Council approved the following provisional meeting dates for consideration by the January meeting, which would take place at lunchtime after the AGM to elect chairs and other officers for the year (minute 94). The provisional dates were Tuesdays at 18:00: 10 March, 16 June, 15 September and 24 November 2020.

### **87/19 Strategic deliverables 2019**

These were recorded on the Communications and Development Committees' agendas and minutes in relation to those deliverables under their respective terms of reference. As noted in minute 83.2, the new web hub (Communications Committee and Communications Manager with commercial partner Eudonet (UK)) was due to go live tomorrow, Wednesday 27 November. It would reveal the new British Skydiving brand identity (Communications Committee and Communications Manager with external partner Creative Sponge). The new Personal Information Management System (PIMS, Development Committee and Graham Spicer, client-side PIMS co-ordinator) was due to go live during the first week of December. Together, this fundamental package represented a significant milestone in delivery of the British Skydiving Strategic Plan.

### **88/19 Operations Manual**

The minutes of the STC meeting held on Thursday 14 November, including STC's amendments to the Operations Manual of that date, had been circulated in advance. The amendments are set out as an appendix to these minutes.

An updated Operations Manual in British Skydiving branding, whose content had been approved by STC (STC minute 8 refers) had also been circulated with the agenda.

**COUNCIL APPROVED** the new British Skydiving Operations Manual including the amendments agreed by STC at its meeting on Thursday 14 November. Proposed by Mark Bayada, seconded by Tash Higman, and carried unanimously.

### **89/19 Oral reports from committee meetings held this afternoon**

#### **89.1 Competitions Committee**

Mark Bayada (Competitions Chair) reported on the business of his committee that had met before Council, and would be recorded in the minutes of that meeting.

**COUNCIL APPROVED** the allocation of a UKSL meet 2020 to APA Netheravon which had bid to host it. The Competitions Committee had been inquorate for that item because the bidder was the Competitions Chair's own DZ, who had declared an interest. He had therefore referred the item to Council. Proposed by Paul Applegate, seconded by Adrian Bond, carried with abstentions from Mark Bayada and Craig Poxon, who each declared a conflict of interest.

Tash Higman raised a point of order that the bids to host competitions were not on SharePoint, so she was being asked to vote on a matter on which she had no access to the relevant papers. The Competitions Secretary had not uploaded the bids to SharePoint because of several conflicts of interest among members of the Competitions Committee. Tash Higman said her concern was that Council was being asked to make a decision on an item of business because it had been inquorate when it came up at a committee meeting. However, Council did not have access to the relevant supporting papers and was therefore unable to make an informed decision. Craig Poxon said we had the technology to limit access to confidential papers, which we had used successfully before.

The Chair would discuss this with the Competitions Chair and Competitions Secretary, who would arrange for Tash Higman to have access to the bids. In the meantime, he asked her to

cast her vote on trust, and if on sight of the bids she wished to change her vote and/ or request a re-vote by e-mail, to let the secretariat of both Council and Competitions know.

**Action: Chair, Tash Higman**

### **89.2 Communications Committee**

Adrian Bond (Communications Chair) reported on the business of his committee that had met before Council, and would be recorded in the minutes of that meeting. The December issue of Skydive the Mag, which was due to be mailed out at the end of this week with the British Skydiving Calendar 2020, was the first to be produced under our new production and print contract with Warners.

Planning was going well for the first two-day Skydive the Expo - industry day on Friday 24 January and member/consumer day on Saturday 25 January (the day of the AGM), including the Annual Gala Dinner. The COO was pleased to report that Ed Scott, Executive Director of the United States Parachute Association, and Richard McCooley, Chief Executive Officer of the Australian Parachute Federation, planned to be with us for the Expo 2020.

**COUNCIL APPROVED** a recommendation by the Communications Committee to register British Skydiving Ltd as a dormant company to register the name in case Council wished to recommend a change of registered name to a future AGM.

### **89.3 Development Committee**

Craig Poxon (Development Chair) reported on the business of his committee that had met before Council, and would be recorded in the minutes of that meeting.

Yassi Müller, who would be standing down from Council and the Development Committee, had kindly offered to remain as a volunteer to co-ordinate and administer the Rise Up mentoring programme. The Committee was most grateful for this, and Council added its thanks to her.

A member working in academic research had contacted the Committee as a result of a social media post asking for input in relation to researching gender and the sport, especially in relation to female participation. Work on this was ongoing.

The IT Strategy Group had not met since May due to a change in Chair and a continuing vacancy for Secretary, for which temporary arrangements had been made. Every effort would be made to hold a meeting in January.

### **90/19 Council 2020**

A paper had been circulated with the agenda listing the eight nominations for five seats on Council that would become available at the AGM (4 x 3 year and a casual vacancy of one year). An election had therefore been triggered and this would be held not at the AGM, but as usual by a vote over Christmas and the New Year under the auspices of scrutineers Mi-Voice. Voting was due to open at 09:00 on Tuesday 17 December and close at noon on Thursday 9 January. The results received from Mi-Voice would be posted on the British Skydiving website later that afternoon.

### **91/19 Application for Affiliation: Skydive Snowdonia**

**COUNCIL APPROVED** an application for Affiliation from Skydive Snowdonia, that had been circulated with the agenda. The technical staff and STC were content with the application. Proposed by Mark Bayada, seconded by Adrian Bond, and carried unanimously.

### **92/19 Vote of thanks to the Chair**

**COUNCIL GAVE A VOTE OF THANKS TO THE CHAIR** at the end of this, his last scheduled Council meeting before standing down after chairing the AGM. Proposed by Craig Poxon, seconded by Adrian Bond, and carried unanimously.

The Vice Chair then advised Martin Soulsby that, during the in-camera session held earlier in the meeting, Council had elected him a Vice President and Life Member of British Skydiving, effective once he stood down from the Chair after the AGM (minute 85.8). Martin Soulsby said this was a great honour that he was delighted to accept.

### **93/19 Thanks to Council 2019**

The Chair thanked Council for its work during an often challenging year under which it was now appropriate to draw a line and look forward to the next phase of the development of British Skydiving from the strong position we were now in. Yassi Müller said she was stepping

down from Council but looked forward to continuing her work on Rise Up as a volunteer (minute 88.3).

**94/19 Date of next meeting**

Saturday 25 January 2020, at about 12:30 after the AGM and Presentation Ceremony, at the De Vere Orchard Hotel, University Park, Nottingham NG7 2RJ.

The meeting closed at 21:50 (duration: 3h 50 min)

**Appendices:**

- 1 Terms of Reference for new/reconstituted Committees from 2020, and role description of Technical Excellence Advisers (TEAs)
- 2 Amendments to the Operations Manual, November 2019

**Appendix 1:**

**Terms of reference for new/reconstituted Committees from 2020 and role description of Technical Excellence Advisers (TEAs)**

<b>Name</b>
<b>Finance Committee</b>
<b>Status</b>
A main Committee of Council reporting to the Council and whose primary role is oversight
<b>Purpose</b>
Oversight of financial matters, making recommendations to Council on subscription rates, insurance, spend, travel and subsistence expenses rates for staff, Council and other volunteers, investment policy and budget matters. NB: Recommendations on staff pay rates are formulated by the Employment Committee, of which the Treasurer is a member.
<b>Composition</b>
<ul style="list-style-type: none"><li>• Constituted annually (from AGM to AGM), composition subject to approval by Council</li><li>• Chaired by the Treasurer, elected by Council</li><li>• Vice-Chair shall be a Council member</li><li>• Up to two other Council Members</li><li>• Up to two volunteer committee member/s (if available with appropriate skills)</li><li>• No more than seven voting members</li><li>• COO, Secretary-General/Company Secretary (non-voting)</li><li>• Finance Manager (non-voting), as Finance Committee Secretary</li><li>• Other members of the staff management team may attend (non-voting)</li></ul>
<b>Quorum and voting</b>
Two-stage quorum of: <ul style="list-style-type: none"><li>(i) a minimum of two Council Members including the Chair or Vice Chair and</li><li>(ii) at least 51% of voting members (per committee composition each year)</li></ul> Motions carry by a simple majority. Chair has second or casting vote in a tie. Decisions subject to approval by Council. British Skydiving rules for proxy votes apply. Conflicts of interest managed by the Chair.
<b>Responsibilities</b>
Financial <ul style="list-style-type: none"><li>• Make recommendations on long-term financial goals and strategies, including investment strategies including investment in performance in British Skydiving, in association with the Élite Performance Committee</li><li>• Management of the annual budget setting process for HQ and Committees and monitoring of performance against budget</li><li>• Ensure financial reports meet the requirement of staff and Council, coordinating with Finance Manager if additional reporting is required</li></ul> Internal Control <ul style="list-style-type: none"><li>• Oversight including regular review of the Business and Financial Risk Register</li><li>• Oversight including regular review of financial policies, procedures and controls</li><li>• Oversight of the Drop Zone Defence Fund (DZDF)</li><li>• Oversight of the British Team Fund</li></ul>



**Subsidiary bodies**  
**Reporting in:**

IT Strategy Group

**Additional details**

All Council members may attend all committees (including in camera discussions). In camera sessions of each committee may be attended by the voting members of that committee; other Council members; and others only by invitation of the Chair of the meeting.

Any member of British Skydiving has the right to attend to observe (except for any closed sessions) and speak.

**Annual Review of this document**

This document will be reviewed towards the end of each committee year and any proposed variations shall be subject to approval by Council to maintain consistency across its committees.

<b>Name</b>
<b>Member Development Committee (MDC)</b>
<b>Status</b>
A main Committee of Council reporting to the Council
<b>Purpose</b>
Working as appropriate with internal and external stakeholder partners in the UK and beyond, to facilitate, enhance and inspire members in their journeys in our sport.
<b>Composition</b>
<ul style="list-style-type: none"> <li>• Constituted annually (from AGM to AGM), composition subject to approval by Council</li> <li>• Chair elected by Council</li> <li>• Vice Chair shall be a Council member</li> <li>• One to four other Council members and never more than 50% of Council</li> <li>• Volunteer committee member/s (if available with appropriate skills)</li> <li>• Maximum nine voting members</li> <li>• COO and staff management team may attend (non-voting)</li> <li>• Communications Manager (non-voting)</li> <li>• Staff Committee Secretary (non-voting)</li> </ul>
<b>Quorum and voting</b>
<p>Two-stage quorum of:</p> <ul style="list-style-type: none"> <li>(i) a minimum of two Council Members including the Chair or Vice Chair and</li> <li>(ii) at least 51% of voting members (per committee composition each year)</li> </ul> <p>Motions carry by a simple majority. Chair has second or casting vote in a tie. Decisions subject to approval by Council. British Skydiving rules for proxy votes apply. Conflicts of interest managed by the Chair.</p>
<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>• Member development including participation, talent identification and progression, coaching, skills coaching roadshows, the development of qualifications relating to retention of members (STC is responsible for the introduction of ratings), personal development pathways and mentoring</li> <li>• Membership recruitment and retention</li> <li>• Encouraging members to improve their skills in skydiving and providing them with a range of opportunities to do this</li> <li>• Understanding membership journeys through research and analysis better to support and enhance these journeys to meet members' current and changing needs</li> <li>• Promoting equality, diversity and inclusivity in our sport</li> <li>• Promoting best practice in customer service at Drop Zones</li> <li>• Surveying members to find out about them, their membership journeys in the sport, and how we can help</li> <li>• Monitoring the effect of our initiatives</li> </ul>

**Subsidiary bodies**

Reporting in: Coaching Qualifications Group (CQG), and task and finish groups constituted as necessary. Assisted by Technical Excellence Advisers (TEAs).

Sponsoring Committee of the Drop Zone Operators' Specialised Interest Group

**Additional details**

All Council members may attend all Committees (including in camera discussions). In camera sessions of each committee may be attended by; the voting members of that committee; other Council members; and others by invitation of the Chair of the meeting.

Any member of British Skydiving has the right to attend to observe (except for any closed sessions) and speak.

**Annual Review of this document**

This document will be reviewed towards the end of each committee year and any proposed variations shall be subject to approval by Council to maintain consistency across its committees.

<b>Élite Performance Committee (EPC)</b>
<b>Status</b>
A main Committee of Council reporting to the Council
<b>Purpose</b>
Responsible for Competitions - regional (UK Skydiving League and Grand Prix); National, and International (selection and management of GBR delegation to international events and any UK-based international events)
<b>Composition</b>
<ul style="list-style-type: none"> <li>• Constituted annually (from AGM to AGM), composition subject to approval by Council</li> <li>• Chair, who must be a Council member, elected by Council</li> <li>• Vice Chair shall be a Council Member</li> <li>• One to four other Council members and never more than 50% of Council</li> <li>• Volunteer committee member/s (if available with appropriate skills)</li> <li>• No more than eight voting members</li> <li>• Judges' Co-ordinator (co-opted non-voting) if not otherwise a member)</li> <li>• UK Delegate to IPC (co-opted non-voting) if not otherwise a member</li> <li>• COO and staff management team may attend (non-voting)</li> <li>• Staff Committee Secretary (non-voting)</li> </ul>
<b>Quorum and voting</b>
<p>Two-stage quorum of:</p> <ul style="list-style-type: none"> <li>(i) a minimum of two Council Members including the Chair or Vice Chair and</li> <li>(ii) at least 51% of voting members (per committee composition each year)</li> </ul> <p>Motions carry by a simple majority. Chair has second or casting vote in a tie. Decisions subject to approval by Council. British Skydiving rules for proxy votes apply. Conflicts of interest managed by the Chair.</p>
<b>Responsibilities</b>
<p><i>Domestic competitions</i></p> <ul style="list-style-type: none"> <li>• Setting the rules for British Skydiving competitions with due regard to FAI and IPC international rules</li> <li>• Selecting venues for British Open National and UKSL/Grand Prix competitions</li> <li>• Maintaining and providing appropriate judging equipment to UK-based competitions, as agreed with host Parachute Training Organisations</li> <li>• Encouraging and developing competitions</li> </ul>

*British Skydiving on the international stage*

- Selection of teams, individuals and officials to represent GBR in British Skydiving National Delegations to international skydiving competitions
- Recommending to Council, through its Finance Committee, criteria for investment in élite performance in British Skydiving

*Judges*

- Encouraging new and retraining National (British Skydiving) and International (FAI) rated judges

*Other responsibilities*

- Allocations from the British Team Fund, in association with the Finance Committee
- Any other competitions matters.

**Subsidiary bodies**

**Reporting In:**

- Judges, through the Judges' Co-ordinator
- National delegations, through the Head of Delegation
- Ad hoc task and finish groups constituted as necessary
- Ad hoc competitor forums

Assisted by Technical Excellence Advisers (TEAs)

Sponsoring Committee of the Judges' Specialised Interest Group

**Additional details**

All Council members may attend all Committees (including in camera discussions). In camera sessions of each committee may be attended by; the voting members of that Committee; other Council members; and others only by invitation of the Chair of the meeting.

Any member of British Skydiving has the right to attend to observe (except for any closed sessions) and speak.

**Annual review of this document**

This document will be reviewed towards the end of each committee year and any proposed variations shall be subject to approval by Council to maintain consistency across its committees.

<b>Name</b>
<b>Communications Committee</b>
<b>Status</b>
A main Committee of Council reporting to the Council
<b>Purpose</b>
Communications with members, the media and the wider public, including Skydive the Mag, Skydive Starter Mag, social media and the British Skydiving web hub: effectively, the Editorial Policy Committee.
<b>Composition</b>
<ul style="list-style-type: none"> <li>• Constituted annually (from AGM to AGM) composition subject to approval by Council</li> <li>• Chair elected by Council</li> <li>• Vice Chair shall be a Council member</li> <li>• One to three other Council members and never more than 50% of Council</li> <li>• Volunteer committee member/s</li> <li>• No more than seven voting members</li> <li>• Editor of 'Skydive the Mag' and Communications Manager co-opted as non-voting members of the Committee</li> <li>• Representative/s of publishing partner usually attends (non-voting)</li> <li>• COO and staff management team may attend (non-voting)</li> <li>• Staff Committee Secretary (non-voting)</li> </ul>
<b>Quorum and voting</b>
<p>Two-stage quorum of:</p> <ul style="list-style-type: none"> <li>(i) a minimum of two Council Members including the Chair or Vice Chair and</li> <li>(ii) at least 51% of voting members (per committee composition each year)</li> </ul> <p>Motions carry by a simple majority. Chair has second or casting vote in a tie. Decisions subject to approval by Council. British Skydiving rules for proxy votes apply. Conflicts of interest managed by the Chair.</p>
<b>Responsibilities</b>
Everything to do with communications.
<b>Subsidiary bodies</b>
<b>Reporting in:</b>
Expo steering group and any other ad hoc task and finish groups the committee may from time to time convene.
<b>Additional details</b>
<p>All Council members may attend all committees (including in camera discussions). In camera sessions of each committee may be attended by; the voting members of that committee; other Council members; and others by invitation of the Chair of the meeting.</p> <p>Any member of British Skydiving has the right to attend to observe (except for any closed sessions) and speak.</p>

**Annual Review of this document**

This document will be reviewed towards the end of each committee year and any proposed variations shall be subject to approval by Council to maintain consistency across its committees.

<b>Name</b>
<b>Role description: Technical Excellence Advisers (TEAs)</b>
<b>Status</b>
<p>A group of recognised subject experts in their own specialist field of skydiving, acting in an ambassadorial and advisory capacity and recognised as leaders in their field. TEAs are at the nexus of their specialism and typically represent a community of skydivers sharing a passion for a specialist discipline or field within our sport.</p> <p>Note:</p> <p>1 The TEAs do not include British Skydiving's professional advisers in matters that encompass all areas/disciplines of the sport, such as medical, aviation, safeguarding, governance, finance, insurance, equality and inclusivity, etc.</p> <p>2 It is not envisaged that the TEAs will need to meet as a group, so no committee composition or terms of reference is set out for this.</p>
<b>Purpose</b>
To provide advice to the Performance and Member Development Committees on events, qualifications/ratings, training and development.
<b>Composition</b>
One expert, occasionally and where it can be justified, more than one, for each recognised discipline or area of specialism within the sport. Initial appointment as a TEA for the year shall be at the annual a meeting of the Chairs of Council and the main committees, on the recommendation of the COO and STO (or delegated by the chairs thereto) based on members emerging as subject matter experts and/or a call to the membership for specialist expertise in relevant fields. To keep up with developing areas of the sport, there needs to be fluidity as well as formality in the engagement of TEAs, and the COO and STO will play an important part in assuring the TEAs as a team cover between them the appropriate specialist technical areas of British Skydiving.
<b>Responsibilities</b>
TEAs will provide advice and support to the Performance and Member Development Committees, and any task and finish groups they may convene, in relation to their specialist field as a TEA. TEAs may also be consulted on, or otherwise involved in the preparation of training materials or manuals relative to their area of specialist expertise.



## **AMENDMENTS TO THE OPERATIONS MANUAL**

At the STC meeting of 14 November 2019 the following amendments were made to the Operations Manual:

### **SECTION 2 (DESIGNATION AND CLASSIFICATION OF PARACHUTISTS),**

#### **Paragraph 2 (BPA Parachutist Licence), sub-para 2.3. Change to read:**

- 2.3. BPA 'C' LICENCE: BPA 'B' Licence, 200 descents, at least one further 'Grade 1' and the C Licence Written Examination (BPA Form 324)

### **SECTION 2 (DESIGNATION AND CLASSIFICATION OF PARACHUTISTS),**

#### **Paragraph 2 (BPA Parachutist Licence), N.B.(1) below sub-para 2.4. Change to read:**

*N.B.(1).BPA Licence applications must be endorsed by an Advanced Instructor.*

### **SECTION 4 (INSTRUCTORS), Paragraph 5 (Tandem Instructor), New Sub-para 5.5. to read:**

#### **5.5 Tandem Instructor Probationary Period.**

After successful completion of the Tandem Instructor Course, the recently qualified Tandem Instructor will start a probation period consisting of 20 Tandem descents. During the 20 probationary Tandem descents the Tandem Instructor will be restricted to the limitations laid out in The Tandem Instructor Probationary Record (BPA Form 325).

**Note:** Previous Sub-paras 5.5 to 5.9 now becomes 5.7 to 5.10

### **SECTION 4 (INSTRUCTORS), Paragraph 5 (Tandem Instructor), sub-para 5.8. (Currency requirements to jump a hand/wrist mounted camera). New Sub-para 5.8.3. to read:**

- 5.8.3 Any TI who has over 500 hand/wrist mounted camera descents must do a minimum of 50 hand/wrist mounted camera descents within the previous two years to continue jumping a hand/wrist mounted camera.