



Role description of BPA Discipline Representatives

- 1 BPA Discipline Representatives are Members of the BPA Council who are also Members of the Competitions Committee, or are BPA members who are coopted to Competitions Committee for their expertise. Discipline Reps are elected annually at the first meeting of the Competitions Committee each year, and normally serve until the next AGM. There may be more than one Rep per Discipline.
- 2 Broadly, the role of Discipline Reps is to represent their discipline by encouraging competition in, and development of, the discipline and improving two-way liaison between the competitors and potential competitors, Drop Zone Operators /DZ staff and the Competitions Committee, including the Judges' Co-ordinator.
- 3 Specific responsibilities of Discipline Reps include:
 - 3.1 Drafting updates to the rules each year for domestic competitions (Nationals and Regionals) in their discipline, which need to go forward to the full Committee for approval, and after ratification by the Council, for preparation and publication by the office well ahead of each competition season. Also, checking that the BPA score sheets (stocked in the office) are up-to-date in relation to the current year's rules.
 - 3.2 Helping to answer enquiries from competitors and potential competitors on interpretation of the rules, in consultation with the Judges.
 - 3.3 Liaison with BPA Clubs & Centre (Parachute Training Organisations – PTOs) and coaches to arrange BPA Skills Coaching Roadshow events for Juniors and Intermediates in their discipline, and helping to publicise these to competitors and potential competitors (including liaison with *Skydive the Mag*: editor@skydivethemag.com and the BPA Office: skydive@bpa.org.uk). Coaches are current and previous national champions who may claim travelling expenses and subsistence at standard BPA rates. PTOs should normally make contact with Discipline Reps to initiate a Roadshow. However, the policy of the Competitions Committee is that a Roadshow will normally be held - availability of PTO and coaches permitting - the weekend before the Nationals in the same discipline and at the same Drop Zone - Discipline Reps should initiate contact on this with the PTO hosting the Nationals.
 - 3.4 Attending as many domestic Competitions / Skills Coaching Roadshows as possible in their discipline. (When it is not possible to attend, please try to touch base with the DZ Operator by phone or e-mail ahead of the meet, to ensure all is well.)
 - 3.5 Reporting back to the Competitions Committee, preferably in writing (however short), with as many facts and figures as possible (numbers entering/attending, number of jumps, etc. A crumb of fact is worth a loaf of opinion!). For Skills Coaching Roadshows, a feedback form (Form 217) is available to help with this. Reports for circulation ahead of Committee meetings may be sent by e-mail to skydive@bpa.org.uk. Please try to keep the Competitions Chairman and the office informed - it will be easier for you if everyone knows what is going on!
- 4 If you will be out of circulation for a while, or find the workload is becoming too heavy, please shout! The BPA fully appreciates that Discipline Reps are volunteers who give freely of their own time, and that they have many other personal responsibilities, usually including paid employment, partner, family, etc. If the workload looks as if it may become too much, please contact the Competitions Chairman and the office as early as possible, and they will do their best to arrange help. Please shout early: it's much easier to arrange help then! (Please do not ask individual staff direct for help, but use the proper channel as above, as it will try to match capacity with task.)
- 5 Please remember that Discipline Reps are, above all, Members of an important team - the Competitions Committee.. **Together Everyone Achieves More!** Discipline Reps should bat for their discipline but need to recognise that sometimes decisions may have to be taken for the greater good, and that these may happen to be unpopular within a particular discipline or stakeholder group. The Discipline Rep's role is to ensure there has been a full and fair debate before a decision is taken, and to help bring any material facts to the attention of the Competitions Committee. Listen carefully to, and please respect, other people's points of view and take them fully into consideration before making up your mind. After a vote - even if it goes against a Discipline Rep's point of view or 'mandate' - it is the duty of the Discipline Rep to explain and defend the decision by adopting collective responsibility as part of the democratic process (the Discipline Rep may, of course, state publicly whether they voted (if entitled) in favour or against a particular motion, whatever the outcome!).
- 6 Please channel your energies to be as constructive as possible, concentrate on the big picture, and recognise the constraints under which the BPA operates, especially when it comes to traditionally the most contentious issue... sponsorship! Lastly, enjoy it!