



## Opportunity

If you are passionate about indoor skydiving/tunnel flying and love the competitive element of the sport, and have some spare time, this could be the opportunity for you. We are looking to appoint a volunteer Director to work alongside the current Directors in assisting with strategic direction for British Indoor Skydiving Association (BISA) as well as to provide support for the running of the organisation.

Get in touch for a no commitment chat to find out more.

[mail@britishindoorskydiving.co.uk](mailto:mail@britishindoorskydiving.co.uk)

## BISA background and purpose

In 2019 British Skydiving (then the BPA) outsourced “*...functions relating to the selection, organisation and administration of UK indoor skydiving delegations to FAI/IPC indoor skydiving competitions internationally...*” to the British Indoor Skydiving Association (BISA) which was incorporated as a company limited by guarantee that year.

BISA operates under a Memorandum of Understanding (MoU) with British Skydiving, renewed in Dec 2024, which is reviewed annually. We operate independently of British Skydiving but commit to meet with them at least annually and still operate under their auspices.

Current organisation set up:

- Directors: Hari Ganapathy, Marc Fletcher, Adam Mattacola
- SME / Advisor - Kate Lindsley
- Tech consultant – Rob Shipley

BISA is operated by unpaid volunteers and we are ‘funded’ solely by UK Indoor British Nationals competition entry fees.

Our main purpose is to select teams to represent GB at world level competitions (we do this via indoor Nationals comps) and appoint Heads of Delegations (HoD) for FAI comps. We also issue sporting licences to people representing GB (if not a skydiver) through delegated authority from British Skydiving. We assist with arranging judges (primarily for艺术 disciplines) and assist the indoor Nationals hosting tunnel with event organisation. From the competition fees we fund Head of Delegation expenses, team GB t-shirts, purchases of union flags for GB delegations, business operating expenses (accountant, Microsoft, web hosting, flyers etc), gifts to thank host tunnel organisers and other ad hoc expenses.

## **Role Responsibilities:**

Given that BISA is a very small organisation the Directors are responsible for the administration and running the organisation as well as the setting and delivery of the organisational strategy.

This is an admin heavy role and duties include, but are not limited to, such things as writing and updating policies and procedures, answering emails, liaising with competitors before, during and after competitions, liaising with host tunnels running both national and world competitions, completing registration forms for international competitions, liaising with international competition organisers, ordering and selling BISA tshirts and any other duty required for the smooth running of the organisation.

Directors also have legal responsibilities under the Companies Act 2006 and are required to provide leadership and oversight as a member of the Board, ensure the Organisation is well-governed, financially sound, legally compliant and operates in accordance with its objects, Articles of Association, and the best interests of the UK indoor skydiving community.

All current directors carry out BISA work alongside their main role / jobs, this necessitates occasional evening and weekend comms / messaging between the BISA team.

## **Person Specification**

### **Essential**

- Commitment to BISA's purpose
- Ability to work constructively as part of a Board and with the indoor skydiving community more broadly
- Sufficient time to prepare for and attend meetings
- Flexible in terms of meeting times when required ad hoc
- Ability to write
  - policies and procedures,
  - social media posts,
  - Communications,
  - emails
- Ability to contribute strategically and operationally and to exercise sound judgment
- Willingness and time to undertake regular admin tasks
- Integrity, independence and professionalism
- Understanding of, or willingness to learn, directors' duties under the Companies Act 2006

### **Desirable**

- Knowledge and experience of indoor skydiving competitions and judging
- Be an indoor or outdoor skydiver
- Previous board or senior leadership experience
- Experience in governance, finance, risk, legal, HR and indoor skydiving

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## Time Commitment

- Attendance at monthly board meetings, with adequate preparation
- Ability to dedicate the required time to work with BISA alongside any other held roles
- Ability to respond, in a timely manner, to team WhatsApp messages / emails which are often sent outside of typical working hours due to the volunteer nature of the organisation

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## Key Responsibilities as a Director

### Governance & Leadership

- Act collectively as part of the Board
- Uphold high standards of corporate governance
- Ensure compliance with the Articles of Association and relevant legislation

### Statutory Duties

- Act within powers and promote the success of the Organisation for the benefit of the indoor skydiving community
- Exercise independent judgment, reasonable care, skill, and diligence
- Avoid and declare conflicts of interest

### Strategy & Oversight

- Contribute to setting and reviewing strategy and objectives
- Ensure activities align with the Organisation's objects
- Monitor performance and organisational sustainability

### Financial Oversight

- Approve budgets and oversee financial performance
- Ensure proper accounting records, controls, and risk management
- Approve statutory accounts and ensure timely filings with Companies House

### Risk & Compliance

- Identify and manage key risks
- Ensure compliance with legal, regulatory, and policy requirements
- Safeguard the Organisation's assets and reputation

### Stakeholders

- Act in the best interests of the indoor skydiving community as a whole
- Support appropriate engagement and transparency
- Represent the Organisation externally when required

### Conduct & Integrity

- Be a positive ambassador for BISA at all times, in person and in all communications
- Maintain confidentiality

- Declare and manage conflicts of interest
- Act ethically, professionally, and in the Organisation's best interests

#### Remuneration & Expenses

- Directors are unpaid
- Expenses will only be reimbursed if prior agreement has been given