



# MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on **Thursday 18<sup>th</sup> April 2024** via **Video Conference Call**

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## 1. To Record Attendance and Apologies for Absence.

### Present:

Martin Winter  
Steve Sopp  
Andy Phillips  
Michael Lock  
Margaret Curtis  
Richard Fogden  
Anny Wooldridge  
Patrick Donovan

Kylie Cooper  
Keir Boissevain  
Cathy Hughes, EDI Lead (Items 7c and 7d)

Richard Moon – Observer re external board evaluation

### Apologies:

Mike Casey, Lead Safeguarding Officer

Martin welcomed everyone to the meeting and introduced Richard Moon who was kindly assisting today with a requirement for all funded organisations to carry out an external evaluation of the board at least once each four years. Richard had a legal background and a strong connection with sport, he was currently a board member with British Blind Sport.

## 2. Declarations of Interest.

There were no changes made to the register of members interests.

## 3. Approval of the Minutes of the Meetings Held on 22<sup>nd</sup> February and 8<sup>th</sup> March 2024.

The minutes were unanimously approved by those who were present at the respective meetings.

## 4. Matters Arising Not Covered by this Agenda.

Martin outlined a number of brief updates and comments on the February and March minutes. As regards the 22<sup>nd</sup> February minutes Martin had emailed Patrice Martin to thank him for the work done at the recent EC meeting on making clear initiations in all their forms were completely unacceptable. Accreditation would be followed up on the next Board sub-group call re the perception of value to commercial operators in terms of the site visit. The driving standards issue at a members club previously discussed at the February meeting appeared to be resolved, Mike Lock was following up an addition to the SBD3 discussed with John Battleday to make sure it was duly papered. Patrick had written to the club and individual who had reported the issue. An additional Board meeting had been scheduled with the June meeting now allocated solely to Board safeguarding training. As regards the 8<sup>th</sup> March minutes, Racing would be dealt with later but clarification was still needed from IWWF on its stance relating to its racing rule 3.04.

## 5. Finance Report.

Andy circulated a comprehensive finance report for today's meeting and provided a summary overview of the finances for the period to end of February. An acceptable small end of year loss was anticipated at draft stage due to exceptional expenditure and use of reserve funds in relation to the disciplines and a comprehensive safety and operating review. The Federation

continued to have reasonable cash reserves and assets, principally (as regards its assets) in terms of the freehold HQ building.

## 6. Safeguarding & Welfare.

a) Safeguarding Report – Mike Casey was unable to attend the meeting, he had provided a board report of recent areas of work, pending actions together with timelines and deadlines for meeting the Child Protection in Sport Unit (CPSU) compliance process and submission. Mike would be asked to present his report to board members as soon as possible including clarifying the position on the development of procedures for taking minors abroad. Notes and actions from the early April Safeguarding Group were also circulated for information. Mike to follow up on outstanding points e.g. with Anny on social media / communications and publicising safeguarding courses to appropriate target groups e.g. Officials, Squad Members etc. 'One Voice' to be replaced throughout our website as the 'brand' of our safeguarding roll out. An issue highlighted by Whitworth re young athletes travel had been addressed by Mike. Martin outlined some inconsistencies in the revised policy and would put on the to-do list for future mark up and review (some were at the more picky end: reference to "RYA" instead of BSWW, "performers instead of athletes", incorrect citation of the code of conduct and varied application of definitions but there were also inconsistencies as regards the disciplinary process and monitoring and appraisal requirements).

**Action:** Kylie would upload the safeguarding policy circulated for the meeting to the BSWW website as the current approved version. Mike to provide a date for a 9AM meeting to follow up with the Board on the points within his safeguarding report.

b) Children & Young Persons Safeguarding Policy – the proposed changes to this policy with the wording re toilet facilities and changing rooms highlighted in relation to transgender children was outlined whereby children transitioning would not be entitled to choose their changing room. The revised wording aligned with current government policy and the BSWW Safeguarding Group had discussed this point with the CPSU. No additional comments on this point other than that changing the policy from the wording provided by the CPSU (and currently apparently used by other sports) was not something the CPSU had a difficulty with.

## 7. Other Board Related Matters.

a) UK Anti-Doping (UKAD) Compliance Framework – Kylie, as interim Anti-Doping Officer, outlined in detail the revamp of the anti-doping education strategy, implementation plan and the various target groups to include both athletes and athlete support personnel who would be required to complete varying levels of training. She had liaised with the discipline committees on both mandatory and optional groups regarding this point. The UKAD annual compliance process had been submitted prior to the 8<sup>th</sup> April deadline and would be assessed imminently. The 2021 UKAD Assurance Framework, which outlined the 24 points of compliance required by all national governing bodies, was circulated as background for the meeting. Martin said he had a user friendly one page summary of the 24 requirements issued by UKAD and also their February 2023 ongoing compliance requirements which he would circulate.

A huge note of thanks to Kylie who had put in very significant time to include many meetings with UKAD to put this area of education and welfare back on track with a much improved and revamped strategy and implementation plan.

b) Sport England System Partner Reporting – Patrick outlined the Year 2, 6 monthly reporting process which comprised of four areas of reporting via an online portal to include:

- better impact (initial steps, medium steps and long terms aims as per the original 2022-27 submission)
- better organisations (organisational / workforce development aims in terms of learning and development as part of the strategy shift to tackling inequality as per the original 2022-27 submission)
- Summary statement re Governing Role, Systemic (connecting and influencing) Role and Delivery Role

- Local / regional demographic analysis of delivery and impact

In terms of the funding, the largest role was the Systemic Role which included full or partial funding of three staff member salaries, the smallest of the roles was the Delivery Role with circa £44K per annum in relation to direct or indirect delivery across a range of pre-agreed areas of work to include safeguarding, club projects, EDI consultancy, disability and communications. Patrick thanked Kylie and Cathy for their assistance and contribution to the reporting process which was currently ongoing. The reports would be assessed after the deadline for submission which was 30<sup>th</sup> April and would be followed up with meetings with our Sport England liaison.

c) People Plan Support – Cathy had produced the first iteration of the BWSW People Plan as part of the evidencing of the seven new or updated requirements in the revised Code for Sports Governance. The sport and physical activity workforce is made up of volunteers, coaches and the professional workforce – paid professionals who are employed or self-employed either full-time or part-time. Coaches who are paid for the work they do would be considered part of the professional workforce, but like volunteers, many will give their time to support sport and activity. A goal was to ensure that people who are engaged in sport and physical activity have the best possible experience. To achieve this, the workforce must be recruited, developed and supported in the right way - Cathy outlined the resource gap in actually rolling out and achieving the objectives within the People Plan with a broad number of areas to include HR systems, workforce development / CPD, volunteering strategy, coach development etc. which required a particular expertise and time input. A job specification had been produced which outlined a potential part time role that could support this area of work however it would require additional investment. The costings were uncertain but with on-costs this could amount to £30k plus. Andy expressed concerns around affordability. Rich stressed this was a role that should be considered in the context of filling other acknowledged resource deficits. Martin said that the support role brief appeared to require front loading and therefore could be achievable by external non-permanent input rather than engaging significant ongoing cost. No decision was reached to proceed on the basis outlined.

**Action:** To be discussed in more detail on a forthcoming Board sub-group call in two weeks' time. Martin would have an initial conversation with a former independent director applicant with a related background in HR / workforce development. Patrick would circulate the BWSW People Plan as approved by Sport England within the April Code compliance submission. Anny briefly outlined the Brighton Declaration in relation to EDI for further discussion, Anny would circulate a link to this equality and diversity initiative. Patrick had asked another organisation if they would share their People Plan with us for comparative purposes and approach.

d) Diversity & Inclusion Action Plan Update (DIAP) – Cathy outlined that a statement of compliance had very recently been received from Sport England following on from an assessment of the DIAP, with BWSW only the second organisation (out of 100+) to do so.

**Action:** In terms of maintaining ongoing compliance with Code items 2.2c and 2.3, the next step would be to publish the DIAP online and ensure the Board maintains and reviews it on at least an annual basis, publishing an annual update. Kylie would upload the DIAP into the relevant section of the BWSW website.

e) Racing Update & Future Direction (attachment: Operation Procedures Manual) – Martin reported on his recent discussion with Louis Polome, IWWF Secretary General regarding the relationship between the standalone Australian racing entity, SRA and their relationship / link with IWWF as the governing body of the discipline in Australia. Apart from an organisational diagram received that outlined the link between the SRA and IWWF together with some additional notes there was no further documentation available. Martin had kindly offered to assist IWWF by producing letters of agreement outlining the relationship to provide a documented formality to the relationship to include the Oceania Confederation / IWWF geographical region.

In terms of the ongoing safety review for GB racing the operations procedures manual, as produced by our consultant John Puddifoot, had been circulated for the meeting. The Board awaited a response from the BWSW Racing Committee re the proposal for taking racing

forward as a discipline, enabling it to operate as a standalone incorporated entity with an affiliation link with BWSW and direct governing role relationship with IWWF. Patrick had been in contact very recently with both the Chair of BWSW Racing and the Chair of the 'breakaway' racing group operating racing events unsanctioned by BWSW, regarding a way forward considering the current hiatus.

**Action:** Patrick would contact the BWSW Racing Chair once again regarding moving matters forward or otherwise as per the proposal document.

f) Incentive for Accredited Centres re E-membership – Keir would engage with the centres once again on this incentive / rebate scheme to capture participant data. He highlighted the need for any newsletter communications to be specifically targeted in terms of content specific to that particular community.

**Action:** The discussion and the development of a related paper by Keir would continue offline.

g) Water Safety Documents – following on from some final helpful input by Rich, Keir would follow up with their original author Atlantic Crest as regards the inclusion, or not, of their branding on the documents. A view needed to be taken on the extent it was sensible to add the BWSW logo on the suite of safety documents now due to be sent out. This would be analysed at a future meeting on a document by document basis.

**Action:** Keir would upload the documents on the relevant resources section of the website in due course, these resources together with other related documents on safety and operating would be highlighted to clubs and centres with an imminent circular. The documents were general guidance specific to the sport developed principally by third party consultancy.

## 8. To note for review at next board meeting: Compliance schedule, Risk Register, Business Continuity Plan and accident reporting.

To be actioned once the Sport England reporting cycle processes had been dealt with.

## 9. Confirmation of Future Meeting Dates.

### Board

Wednesday 1st May	9AM	NB new additional date
Thursday 20th June	9AM	Board Safeguarding Training
Thursday 4th July	9AM	NB new additional date
Thursday 5th September	9AM	
Thursday 17th October	9AM	
Thursday 21st November	9AM	

Some additional meetings may well be required to address ad hoc issues and the proposed time for these meetings is 9AM on Wednesday mornings.

### Board Sub-Group

Wednesdays 9AM

### Advisory Council

TBC

### AGM

Sunday 19<sup>th</sup> January 1PM

The meeting closed at 11:50AM, a final note of thanks to Richard Moon for assisting with the external evaluation process.

### Minuted by:

Patrick Donovan  
CEO