

## MINUTES

Of the meeting of the British Water Ski & Wakeboard Board held on  
Thursday 24<sup>th</sup> April 2025 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  
Shelley Meyern  
Patrick Donovan

Keir Boissevain - Business Development Officer  
Sarah Wassell - Lead Safeguarding Officer (Items 5b & 5f)

**Apologies:**

Anny Wooldridge  
Cathy Hughes – EDI Lead

### 2. Declarations of Interest.

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

### 3. Approval of the Minutes of Meeting Held on 20<sup>th</sup> March.

The minutes were unanimously approved by those who were present at the previous meeting.

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

a) Qualifications Suite (QC) – Michael had highlighted a need to ‘police’ SBD1 test delivery more broadly to ensure standards were being maintained.

**Action:** Michael to consider a tweak to the QC to reflect this point as an ongoing monitoring of the scheme for discussion at a Wednesday Sub-Group call.

b) Board Website Profiles – Patrick to provide a brief profile for members where there are gaps.

c) Environmental Sustainability – Shelly to liaise with HQ on any points relating to HQ operations that met sustainability objectives e.g. recycling, switch to low energy LED lighting and any related matters.

d) Sponsorship / Partnerships – meeting booked with Simon Sinclair for this Friday with Keir and a mixed boat/ cable site visit to be scheduled.

**Action:** Keir to call Simon for an update on previous actions agreed and any progress. Members discount scheme schedule to be forwarded to Simon additionally so that our approach is joined up if any contact is to be made to parties currently offering discounts. Martin made the point that Simon should be aware of the Instagram offerings of 3 tournament skiers. Whilst at 14k, 22k and 70k in number they were hardly at influencer level their figures were likely to be helpful in addition to the BWSW figures already supplied.

e) Sport England Reporting – Patrick provided a brief summary overview of the new ‘theory of change’ reporting which aimed to outline an organisation’s use of learning and feedback, as part of a structured process, to foster continuous improvement across the Systemic, Governing and Delivery funded roles to impact change.

### 5. Board Related Matters.

a) Membership & Affiliations Update – an update was provided prior to the meeting on a small number of particular affiliate issues in relation to meeting the requirements of affiliation,

membership registration and BWSW member 'leakage' being the point being currently addressed. It was noted that for a commercial club to be affiliated there was a very modest £120+VAT fee but a requirement to register members as BWSW associate members. There were very clear benefits however it was not viable for BWSW to provide benefits for solely the very modest base affiliation fee. As a comparison the RYA charged an affiliation fee based on club turnover, a club with £82k turnover being charged a fee of £2,295 for the benefits provided.

A very small number of unsigned up "members" has been identified and steps taken to remedy this. The principle of all commercial and voluntary club members joining was fundamental to the survival of BWSW. There could be no derogations from this.

b) Club Visits – Keir, Cathy and Sarah had made a number of clubs visits (e.g. Sale, The Waterski Academy and Rickmansworth) with more planned providing for an in person discussion with those involved on the ground at club and centre level. An opportunity to promote the work of the Federation, EDI initiatives roll out and opportunities and also of course safeguarding and welfare related roll out as well as learning about issues at club level. Keir briefly outlined a response template utilised to log notes of the visit being produced for sharing internally.

**Action:** Keir to share this template with Martin for information. Keir would update the club spreadsheet log to include the notes of the visits already having taken place.

c) Health & Safety Executive (HSE) Update re Cable – an introductory meeting with David Kivlin, an Inspector from the Health and Safety Executive had taken place in mid- March with BWSW and two cable representatives. This was as part of a follow up regarding the successful criminal prosecution of a centre where a participant had suffered life changing injuries Polypropylene had, as part of this, been identified as a material with a significant question mark over its use in outdoor settings when incorporated into features. David highlighted the key issue in that this material is susceptible to degradation from ultraviolet radiation, leading to a loss of mechanical strength and physical properties, such as cracking, discoloration, and embrittlement even though in certain circumstances this can be ameliorated.

**Action:** A final updated version of a circular to highlight this issue was now with HSE for final review / approval. Once approved this would be distributed as an information note relating to cable features, to all known cable centres in the UK, whether they are or aren't accredited or affiliated to BWSW. The note highlights (i) core legislative requirements in relation to Health and Safety with some practical guidelines; and (ii) some technical information, sourced from publicly available content, relating to the serious dangers represented by polypropylene. The information note reflects what many centres will already be aware of, and adhering to, in their day to day operation. However, given its importance it is also being sent in any event, for completeness, to all UK cable centres.

Additionally, a mid May meeting date (as part of the usual 2 meetings a year BWSW/Cable owners programme) was being arranged with the accredited cable site owners to canvass this issue. This meeting would be held regardless of whether the cable centre communication had been signed off by HSE for distribution at that point. .

A note of thanks to David Kivlin for his input in relation to the referenced incident / health and safety issue and his highlighting current applicable legislation, (being The Health and Safety at Work etc. Act 1974).

d) Succession & Recruitment – Martin outlined a potential candidate who had expressed an interest in the Chair role with the current Chair retiring at end of June this year.

**Action:** Patrick would send a member circular highlighting the need to recruit a new Chair to advertise this opportunity.

e) UK Anti-Doping (UKAD) Update – Steve provided a summary update on progress by the BWSW appointed third party provider in progressing compliance with the UKAD annual framework process. The closing date for submission had passed at end of March and Steve had received confirmation from UKAD that the BWSW submission had been completed.

**Action:** Steve would speak to our UKAD Lead for a further update and to discuss particular points within the report, any feedback to be discussed at next Wednesday's Sub-Group

meeting. **Critically the e-learning requirements needed to be communicated to elite athletes soonest to ensure compliance with BWSW's obligations and avoid issues with continued squad membership.**

f) Safeguarding – Shelley had kindly agreed to be appointed as Welfare & Safety Lead Director and was now also a member of the Safeguarding Working Group.

Sarah outlined her updated Lead Safeguarding Officer report which outlined completed actions e.g. two club visits and working with our EDI Lead on the Women & Girls participation sessions roll out together with progressing the Ann Craft Trust adult safeguarding compliance process. Planned actions and key dates were highlighted within the report together with a summary report of any concerns reported (no concerns reported to date during April). It was welcome to hear that recent Club Welfare Officer drop-in sessions were well received and a good response. Deadline for the new streamlined CPSU annual compliance process very recently received however considered achievable considering the work to date already have taken place / in progress.

g) E&A Racing – following on from recent contact from Tony Williams of UK Waterski Racing, Patrick would send a further follow up communication to E&A/IWWF re our last communication in an effort to gain some traction and positive movement. Martin had also been in contact with Janice Thurgar of Ski Racing Australia.

**Action:** Patrick would send a follow up chaser to E&A/IWWF given the imminence of the season

h) Confirmation of Any Code Requirement 4.7 / 5.2 Issues for Noting at this Meeting – Item 5c was the material item on the agenda to note in relation to Code item 4.7 regarding BWSW responsibility towards the welfare and safety of its members and people (including but not limited to employees, participants and volunteers). Action on this point was material in seeking to minimise the risk of a repetition of the incident detailed above.

## **6. Finance Report.**

Andy provided a brief update on the year ending March 2025 and ongoing work in relation to the forthcoming audit. The February management accounts were the last full set with work on the March figures currently in progress.

## **7. AOB.**

None recorded.

## **8. Confirmation of Future Meeting Dates.**

### **Board**

Thursday 29th May	09:30AM
Thursday 10th July	09:30AM
Thursday 11th September	09:30AM
Thursday 30th October	09:30AM
Thursday 4th December	09:30AM

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
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### **Advisory Council**

Tuesday 29th April	10AM
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### **AGM**

Sunday 18 <sup>th</sup> January	Virtual Online AGM
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The meeting closed at 11:35AM

**Minuted by:**

Patrick Donovan  
**CEO**