

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

Keir Boissevain
Mike Casey (Item 6a: dealt with as first agenda item)
Kylie Cooper

2. Declarations of Interest.

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

3. Approval of the Minutes of the Meeting Held on 31st January 2024 and Board Cover Sheet.

The minutes were unanimously approved by those who were present at the last meeting, the minutes had been republished with some very minor format / typo changes. It was agreed the following would, going forward be added to the foot of the cover sheet as an unnumbered para as part of the board's system for ensuring compliance with the Sports Code's rules 4.7 and 5.2 :

"Richard Fogden or such other person as the board and such person may agree from time to time is nominated to bring the requirements detailed above to the specific attention of the board on such occasions as is considered necessary".

4. Matters Arising not Covered by this Agenda.

a) Initiations & IWWF Policy – prohibition of initiations by IWWF was discussed in detail at the Paris EC Congress and there was a presentation by the IWWF Safeguarding Lead and a clear statement made to Federations on this **matter to the effect that all such ceremonies were completely "off limits". The board reiterated that "welcome meetings" or similar that had the slightest similarity with any form of initiation ceremony however harmless a third party considered them to be was completely unacceptable in all circumstances whatsoever.** It was noted that this issue had been raised by a BWSW associate member following a last night dinner at the European U21s in August. The board recorded its thanks to that person for bringing it to BWSW's attention via the relevant committee and, as a direct result, to that of the European Confederation and the Safe Sport Committee of IWWF.
Action: With BWSW having, as described, raised this important issue last season, Martin would write to the EC President with a note of thanks for comprehensively addressing the issue and confirming the crystal clear IWWF stance / policy at the Congress.

b) EDI Lead Report February – Patrick had followed up with Cathy on a number of points within the EDI report where there was some potential for duplication and had clarified some existing documentation already in place e.g. succession plan, fit and proper persons declaration etc.

c) Succession Planning – to be discussed at the next meeting with Martin / Patrick to extend the current version of the plan including given the important role currently carried out by Mike Lock.

5. Finance

a) Finance Report – Andy outlined his current work assisting HQ with the back log re bank reconciliation and bringing various postings up to date following on from a significant gap whilst recruiting a new staff member and previous issues with the finance function. The situation had now greatly improved and our new Finance Manager had been provided with an initial and ongoing induction re the myriad aspects of BWSW finances. The Finance Manager was reported by Andy to be doing a great job already. A comprehensive finance report was circulated outlining management accounts for the 9 months to end of December 2023 with a comparison to the figures for end of March 2023. Andy elaborated on the figures and any significant variations were clarified and various queries outlined. Andy said it should be possible to split out “free cash” in the management accounts after taking into account amounts allocated as deemed restricted funds for the benefit of particular disciplines and committees. A note of thanks to Andy for his first comprehensive report and the significant time input on achieving the set of management accounts presented today.

b) Skills Audit re Broader Available Finance Skills – a draft skills audit assessing the broader available finance skills both within and accessible by the organisation e.g. from our auditors was circulated prior to the meeting. An annual process was agreed to periodically ensure and record that the organisation’s board and finance staff have the relevant competence, skills and qualifications in financial matters to meet the organisation’s changing needs. The new section added to the annual board skills audit / matrix included a both simple and broader annual assessment of financial skills across the non-executive finance director, the sole staff member responsible for finance and other senior staff who have a backup role in ensuring the finance function runs smoothly (e.g. during periods of holiday). External support was also available in terms of our auditors who could provide more technical input for example on taxation as well as outsourcing services in times of particular pressure and backlog.

6. Board Related Matters.

a) Safeguarding / Ann Craft Trust Update – Mike Casey went through his 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 submission. Notes and actions from the early February safeguarding group were also circulated for information. Mike updated everyone on completed actions, a plan to rebrand ‘One Voice’ and work around new approaches to dealing with lower level concerns. The BWSW submission to the CPSU was currently on track with two meetings scheduled to ensure a timely delivery and alignment of our actions with the Safeguarding Action Plan and Communications Plan. Board safeguarding training date to be agreed outside of a routine board meeting as this was a 3 hour commitment, date to be confirmed.

Action: Mike would liaise with the CPSU board training provider on a number of queries in relation to the scheduling and any delivery options for this training. Mike would update the actions / progress for the next scheduled board meeting with a written report to be submitted so as to go out with the board papers for such meeting.

b) Board Skills Audit Update – a draft to include new members was circulated prior to the meeting with some minor changes made during the meeting. The aim was for the skills matrix to inform future recruitment and provide an overview of the expertise and skills available at board level.

c) Racing Update:

The fatality notified by IWWF at the Southern 80 river race in Australia was noted, and condolences expressed for those impacted both in terms of the family and wider racing community by this most tragic incident.

- Safety Report completed by John Puddifoot together with a new Standard Operations

Procedures Manual designed to provide a clear and concise set of operational procedures to be followed by all BWSW Officials and Clubs involved in the running of any water ski racing in the UK. The report and manual were currently being reviewed by the Racing Committee.

- IWWF Discussions: these were ongoing, with a video conference call having taken place in early February to include representatives of the unsanctioned race group currently operating outside of the BWSW umbrella. Following on from correspondence to IWWF on 12th February we awaited a response on a number of points to include:

i) the paperwork pursuant to which an IWWF affiliated member (an incorporated entity) deals directly with IWWF and IWWF Racing in taking responsibility for waterski racing in its jurisdiction including the issue of international licences (this was understood to be the USA / Australian model).

ii) clarification from the actual insurer re the IWWF insurance policy (now received) referred to by Ivar Fosse as giving cover to "officials" at Waterski Racing events (and thereby apparently waterski racing drivers in competition and training). Ivar Fosse had subsequently confirmed that the insurance policy did **not** cover competitor liability to other competitors. It was reiterated that it appeared to BWSW (as it had notified IWWF) that the same analysis applied to the SRA arranged insurance policy competitors were obliged to sign up to at the Racing World Championships in Gosford, New South Wales in November 2023. It would be helpful to have confirmation / clarity on what the IWWF policy did cover from the actual insurer.

iii) clarification of the IWWF stance on racing rule 3.04 which outlined that competitor to competitor cover was not 'compulsory'

- Date for Special Board Meeting – it was agreed to meet on Friday 8th March at 11 AM with a view to the board seeking to make a decision on the way forward on Racing in the UK. This is in the context of the safety work that had been done, BWSW's interaction with a number of stakeholders. and the continued significant gap re the motorised aspect of competitor to competitor cover to include race practice / training.

Action: Patrick would contact the IWWF Secretary General / IWWF Racing (once again) re the 11 March board meeting. In order to have a sensible view on the options available it was critical to have beforehand /the relevant documentation on the formal SRA (Australian racing) /USA standalone entity relationship with IWWF (this point follows on from (c) (i) above).

d) UKAD Compliance – the UK Anti-Doping Framework outlined 24 areas where evidence of compliance was required to include the roll out and monitoring of an education strategy and actioning a Clean Sport Implementation Plan approved by UKAD and reporting of progress and data against this plan. The 'cranked up' approach of the new framework, roll out and reporting / monitoring requirements were a resource issue (Martin referred to it as a black hole) for small governing bodies particularly those that were no longer eligible for elite funding streams such as UK Sport and Sport England Talent (due to non-Olympic status) and who therefore no longer had athlete management / training staff resources in place. Kylie provided a brief update on some of the materials she had kindly produced and posted on our website as an additional training aid and plans to schedule some related training sessions for GB Team members. There was an initial discussion on filling this resource gap in terms of having in post an anti-doping lead officer (operational role) and an actual board lead director to act as anti-doping 'champion'; discussion to be continued outside of the meeting.

Action: Patrick and Kylie would discuss further offline and produce a paper for a suggested way forward including identifying a responsible director / UKAD lead. Board members were asked to consider if they would have the time and be willing to take on the workload in relation to the director lead role. Both a UKAD lead officer and a responsible director were needed to ensure compliance. There were delinquencies here since Rich Fazackerley ceasing to be lead officer and Nick Fellows' retirement from the board.

e) Safety Documentation Intro & Update:

- Accreditation – Site Visit Check List circulated for information after some minor amendments to the suite of documents already presented to the board. This process had included a

comprehensive review/input in a number of sessions from our safety consultant John Puddifoot.

Action: Keir would send out to the full suite of accreditation documents to accredited sites on 23 February under cover of the agreed email text. Martin said he had a call with Freeths that afternoon in case they had any final points. He hoped these would be minimal as Freeths had already signed off on the documentation and it was felt the suite of documents had since then become better focused.

- Water Safety Policy documents – Keir to arrange a further imminent session with John and Rich Fogden to canvass points helpfully raised by Rich so these documents could be finalised [Martin failed to mention but Mike also asked to be in attendance]. Steve also to be invited.

- Safety Resources Circular – a draft communication was approved for circulation to clubs and centres as a reminder of the broad array of safety guidance and related documentation available to affiliates. BWSW had made many of these generic documents, which are based on third party input / expertise, available to its affiliated clubs and centres during the previous two seasons. It was highlighted that clubs and centres must, of course, continue to take responsibility for the operation of their own site and setting appropriate standards.

f) Driving Standards Issue – the board were brought up to date with a statement as to a ‘near miss’ scenario and concerns raised by an SBD Principal at an affiliated members club. BWSW of course always encouraged the highest safety standards and actively maintained the integrity of its driving qualifications. BWSW did not have the resource to police this at a granular level across the country at a facility level but would always refer issues raised to a relevant club/centre drawing to its attention the need for appropriate risk assessments and safety operating procedures. Our Driving Lead, Michael Lock was in communication with the club concerned regarding steps that might be taken in the context of the particular site configuration, to be , managed by the club itself.

Action: Kylie and Michael to draft a letter from the CEO re acknowledging the initial concern raised, the BWSW resource issue as briefly detailed above and any support mechanism to enable an improvement to driving skills at the club. Draft letter to be sent to Martin solely initially and would then be vetted by another board member before despatch.

g) IWWF Executive Board Minutes October – BWSW had responded to a number of points within the IWWF minutes and this response was circulated as part of the papers for today’s meeting. IWWF Secretary General Louis Polomé had responded very promptly. Some matters such as ski racing insurance and the closure and striking off of the IWWF English corporate and the transfer of its business to a new Swiss company were ongoing matters. Some clarifications provided in his response would be recorded in the final version of the approved IWWF October minutes. Patrick had written to the Secretary General thanking him for his very prompt and timely response in terms of today’s scheduled meeting.

7. Confirmation of Future Meeting Dates.

Board

Friday 8 th March	11AM * NB additional date re Racing
Thursday 18 th April	9AM ** Amended date (was 4 th April)
Thursday 20 th June	9AM
Thursday 5 th September	9AM
Thursday 17 th October	9AM
Thursday 21 st 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
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Advisory Council

TBC

AGM

TBC

The meeting closed at 11:45AM

Minuted by:

Patrick Donovan
CEO