



MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on **Thursday 22nd June 2023** via **Video Conference Call**

1. To Record Attendance and Apologies for Absence.

Present:

Martin Winter
Steve Sopp
Peter James
Michael Lock
Margaret Curtis
Clare Lobb
Patrick Donovan

Kylie Cooper
Keir Boissevain

Apologies:

Nick Fellows
Rod Beattie (Chair Advisory Council)
Charlotte Wharton (Lead Safeguarding Officer)

2. Declarations of Interest.

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

3. To Approve the Minutes of the Meeting Held on 26th April 2023.

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

4. Matters Arising not Covered by this Agenda.

None recorded.

5. To Note Items for AOB.

None recorded.

6. Board Related Matters.

a) Strategy

i BWSW 2022-27 Strategy - 'Us' the new five-year strategy for water skiing and wakeboarding outlined our partnership working with our facilities, participants, the wider community and key stakeholders. The document outlined 8 key ambitions and 4 key themes. The strategy was approved and would be reviewed as necessary in terms of scope and progress ongoing.

ii 'Shrink' Strategy – produced by Martin and reflected in the 'Us' strategy. Martin highlighted that Government policy has been to drive funding towards sport for all and most recently exclusivity, diversity and inclusion. This was recognised to be a very positive thing. However, this means that resources towards other things, particularly in a leanly staffed organisation like BWSW, can be constrained and focus rather more limited. Third party expectation was that once there is an National Governing Body in charge that everything will inherently be fine across the piece which is an incorrect assumption. Whilst individual clubs and centres have to take responsibility for safety and risk assessment at their facilities, BWSW has, in place, a wealth of historic documentation relating to the physical activity inherent in the sport. These documents need continued oversight by way of focus and updating e.g. in relation to accreditation, qualifications etc. - and the limitations of BWSW's own resources made clear. All board members had confirmed reading the executive summary and recommendations of the

Whyte review. The board would be cognisant of the fact that the NGB subject to that review, despite being very successful in a number of respects, (e.g doubled membership, significant medal tally) found as soon as there was a major issue (in that case it was safeguarding but it applies to any issue) the outside world came knocking on the door of the CEO and board members. The board will be well aware the time it was taking to bring the necessary third-party expertise to bear on BWSW written resources, and therefore key revised documents, to the board for review. Martin said he was continuing, when time permitted, to work on a document that explained the overall workings of BWSW. Once ready that draft would need board input on various areas, outside pure governance itself, with which he was not familiar.

The Racing report produced by John Puddifoot highlighted important issues and would be considered later. Looking at the wider sport, whilst it was felt that there was a reasonable anecdotal awareness of safety incidents, the board would conclude from the report that gathering accident and incident data was something that needed to be better formalised in terms of the other disciplines. Martin referenced his experience on safeguarding and offenders. Patrick/Kylie already review annually with insurers the personal accident claims experience in relation to the club voluntary policy. Mike Lock would change the accreditation process so the actual accident book would be reviewed and anything untoward reported on and Keir had a proposal for the 11 commercial clubs that were affiliated rather than accredited (and so not subject to an inspection).

b) Code of Conduct / Complaints Procedure – circulated prior to the meeting both documents were unanimously approved and represented a very much improved and a much need upgrade in relation to the code of conduct in particular. A note of thanks to Martin for his work on both of these documents.

Action: Kylie would update the website as appropriate with the newly approved documents.

c) Safeguarding & Welfare – our Lead Safeguarding Officer had provided a summary report on key actions during April and May and plans for further roll out ongoing to include training and communications throughout the year. The Child Protection in Sport compliance meeting was scheduled for late July and currently work was taking place on a draft submission.

Action: Patrick would invite Charlotte (and the full board) to a suitably convenient Wednesday sub-group meeting to explain her report and related matters. d) Racing Safety Review – Next Steps. A draft safety review document had now been completed, had been circulated to the Board and the Racing Committee. Racing were meeting today to further discuss the scope of the document and the areas outlined within detailing shortcomings and areas for improvement. Racing then would meet with the consultant to develop an action plan with an aim to mitigate the risks in the points highlighted. Any further consultancy with John Puddifoot from Capital Training to be clarified; aim to assess the scope of work required and which areas the committee could realistically absorb / support in terms of workload. In terms of any additional consultancy costs, BWSW would support 25% from general funds of an agreed / board approved fixed price quote by the current consultant with BWSW racing funds being utilised to support the remainder. Martin said he felt that the action points would not be resolved without material third party input.

In terms of the risk profile the discipline had been accepted as being operated in safe manner including in terms of the low number of serious incidents / deaths recorded. However, it was highlighted within the review document that there were important gaps and there was a need for greater documentation / logging at a more granular level e.g. to include skier training, venue assessment / rationale for choice, use of officials etc. It was clear that Racing had a very different risk profile compared to the other disciplines of the sport, the speed and close proximity of powerboats being a key aspect of risk which required a particular level of mitigation.

An area of such suggesting additional logging / documentation that was considered possibly too onerous (page 39 of the review document) was in relation to SBD2 training – Michael Lock (driving lead) to consider this point further and the point to be carried over to a sub-group meeting for further discussion and then brought back to the board

As a further point on the management of racing, it had very recently been claimed that international racing licences were apparently being made available via third parties outside of the GB Federation and the IWWF EMF online event system. In a standard year BWSW would administer these licences and there were internal processes to ensure that applicants were eligible for any international licence in terms of level of qualification and that any individual met the requirements of membership, medical requirements etc.

Action: Patrick would now write to IWWF and i) highlight the above point in relation to alleged inappropriate distribution of international racing licences by third parties. It would be made crystal clear the fact that BWSW was not issuing any international racing licences this season (the discipline remained suspended). Any issue of such licences by third parties which bypassed the GB Federation did not meet the needs of the British Racing Rules nor the IWWF Racing Rules and were not approved in any way by BWSW. This would be reported as a matter requiring prompt attention. ii) IWWF would now be made aware of the existence of a completed draft of the safety review document; the document would be circulated to IWWF together with the consultancy agreement / terms of engagement with any feedback / essential actions from the Racing Committee on Friday 30th June. The board could not contemplate withholding a report raising safety issues. Patrick would today contact Tim Mayers (Racing Chair) to highlight the above two points in readiness for the Racing Committee meeting taking place this evening.

e) Anti-Doping Compliance – for the 31st March deadline regarding the UK Anti-Doping (UKAD) compliance submission, BWSW had indicated that it was not compliant, principally due to not having in place a named anti-doping officer and also due to limitations in the roll out of UKAD approved / developed training to the target groups identified in the original BWSW compliance submission. BWSW staff had reported to UKAD some weeks ago that there was a system error in their *Clean Sport Hub* which meant that it was not possible to access the reading material / links within the training modules (still not resolved). Kylie had been responding to the absence of progress within BWSW and, in this respect, produced an outline of the BWSW target groups (athlete (elite, national, talented and recreational) and athlete support (qualified officials/judges, team captains, parents/guardians, coaches, staff/board members/club owners.) and the separate subject matter / topics that applied to these groups in terms of their required learning. Kylie had added links to the relevant UKAD training materials as part of the anti-doping online learning resources. A note of thanks to Kylie for taking this up and her work in this area during what has been a very busy and pressurised time in the season. Martin had worked with Kylie to provide wording for the competitors' licence click through. This was so as to obtain competitors' confirmation that they had read and understood the resources relevant to them as required under the UKAD provisions. These resources would now be identified and communicated separately to the different category of athlete and athlete support personnel. The issues/impracticalities around getting elite athletes with busy travel, training and competition schedules to sign up to 8 hours training was noted. At this point at the height of a busy season achieving confirmation was acknowledged to be an issue, in any event, given the elapse of time since the deadline. This would need to be a focus for 2024.

f) Commercial Centres

i) Accreditation – this needed to be progressed. In terms of safety and greater record keeping (as reflected in the broader discussion from the racing safety review) Keir had an offer of assistance from a BWSW member to collect and collate data on accidents / incidents across all BWSW affiliates. This could buttress BWSW safety initiatives with a source of relevant data to identify patterns to inform broader risk mitigation.

ii) Cable Site Owners Meeting – Keir was not present to report back on the recent meeting however this would be carried over to the next sub-group / reported at the next board meeting.

g) Advisory Council (AC) Meeting April – Rod Beattie was unable to attend today's meeting however the draft minutes of the April meeting had been circulated to the board. Martin commented that it was very important board respond and are seen to respond to the issues raised with no ping pong played i.e. the board needs to give clear views in response/advance things. The points raised at the Council meeting for board attention and response to the AC

were addressed as follows:

i Need for Regions - board view is that the Areas (as they are now called) should combine as they deem fit for e.g. “backyard competitions”, making points to the AC via the regional reps, or, if they feel they need, to the board direct. However, the board are not looking for an additional layer of governance on top of that contemplated back in 2016 which has the disciplines, working groups and the AC as the main bodies in addition to the board. BWSW governance is already too fragmented as it is. The board will seek to give whatever support is required to any Area or other regional grouping that sees fit to combine to promote waterskiing and riding. However, the board is not seeking to promote the Areas/Regions as another layer of governance.

ii Ski Boat Driver (SBD) - BWSW in the form of Patrick, Keir and Steve will prepare a list of known harbours/local authorities associated with ski clubs. Patrick will supply this list to Richard Mattos and other relevant AC members for comment. He will then write to the parties identified and any added by the AC, to the extent we have contact details, with information in support of drivers holding a valid SBD.

iii SBD Additional Training - The details of SBD holders would include where supplied a record of any first aid certificates or safeguarding qualifications held. It was thought unhelpful to make these a prerequisite of SBD 2 as it would discourage take up. These would be recommendations though.

iv Safeguarding & Training - As regards safeguarding on squad days and development days for any discipline there should be a person present with a safeguarding qualification. This could be a qualified coach (i.e. with all credentials up to date including safeguarding) on the basis there is at least one other adult present. Facilities offering these days will be required to confirm in writing to the discipline organiser of the day compliance with the above.

h) Recruitment

i Volunteers – Martin had spoken to a person who was interested in the Diversity Lead board position with Clare standing down at the next AGM. Kylie provided an update on other potential persons who had expressed an interest in being more closely involved e.g. in the adaptive discipline / inclusion programme. Jane Sowerby was putting together an adaptive committee. Once done the names needed to be recorded at HQ in the usual way and noted by the board.

ii Lead Safeguarding Officer – Charlotte would be standing down from this role at the end of August; the role had now been widely advertised across the current membership with a deadline date for applications of 7th July. **[Not discussed but Charlotte will need to provide an exit report to facilitate an efficient handover]**

iii Finance Manager, New Treasurer & Audit Impact – our current finance administrator would be leaving imminently and a newly revised role had been advertised both internally, externally and was also with a local recruitment agency. A note of thanks to Peter for assisting with the new expanded role description which aimed to attract a candidate with a higher level of qualification and skill set. Currently the submission deadline for the draft accounts could not be met and the actual audit originally scheduled for July had been postponed and subject to ongoing discussion with our auditor Menzies re assessing additional accounting support (an autumn audit date was now more likely). Peter would stand down at the next AGM and a willing individual, identified by Martin, who had expressed an interest in standing for the board in his role had met with both Peter and Patrick yesterday. He was likely to satisfy the definition of independence (to be an independent director) given his lack of involvement in the sport in any administrative capacity in recent times. The meeting was reported as very positive. Peter would not be a stranger and would be happy to assist e.g. with induction and acting as a member of any finance and audit committee which was very much welcomed

iv) CEO Appraisal – Steve confirmed that an appraisal had taken place and that a written record was in progress.

Action: Martin would, when time permitted, discuss with Nick the 2022 board appraisals which had been set out in a deliberate simple format so as to help with completion. The appraisals themselves needed to be logged at HQ as a sports code requirement (and as such an issue for any future onsite audit).

7. Confirmation of Future Meeting Dates.

Board:

Thursday 7 th September	14:00
Thursday 19 th October	14:00
Thursday 23 rd November	14:00

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	09:00
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Advisory Council:

Wednesday 12 th July	11:00
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AGM

Sunday 14th January 2024	13:00	Queens Club, London
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The meeting closed at 16:25

Minuted by:

Patrick Donovan
CEO