

MINUTES

Of the meeting of the British Water Ski & Wakeboard Board held on
Thursday 5th June 2025 via Video Conference Call

1. To Record Attendance and Apologies for Absence.

Present:

Martin Winter
Andy Phillips
Michael Lock
Patrick Donovan

Kylie Cooper, Operations Manager
Peter James, Advisory Council re Item 5a)
Simon Sinclair re Item 4a)
Sarah Wassell, Lead Safeguarding Officer re Item 5d)

Apologies:

Shelley Meyern
Anny Wooldridge
Steve Sopp
Rod Beattie, Advisory Council
Keir Boissevain, Business Development Officer
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 24th April.

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

4. Matters Arising Not Covered by this Agenda.

a) Sponsorship – Simon joined the meeting to outline recent activity to re-assess the potential for sponsorship avenues. A sponsorship pack was close to finalisation, a promotional video had been produced, the aim was to circulate the pack and raise awareness of sponsorship opportunities. Simon highlighted the use of athletes with profile as a useful public facing role model for the sport.

b) Qualifications Suite tweak to reflect the need to 'police' SBD1 delivery – Michael had identified a need as part of ongoing verification and ensuring the integrity of the SBD qualifications suite and its consistency of delivery as part of maintaining standards.

Action: Michael would provide a summary paper and an outline of cost implications re expanding verification to include SBD1 centres.

c) Environmental Sustainability Plan – rolled forward to the next meeting for an update from Shelley on progress

5. Board Related Matters.

a) Advisory Council – Peter joined the meeting to discuss points raised at the recent May Council meeting, the Council minutes had been circulated to board members prior to today's meeting. Peter provided an overview of the key points raised e.g. boat insurance issues ongoing, safeguarding, e-membership, capturing the wakesurf community together with the standard discipline reports and very early stage but potential 2032 Olympic participation (not

discipline specific) . Noted that there was positive progress re e-members via one of our accredited cable parks who had built e-membership sign up into their online booking system (50-70 e-members in the initial months of the season). Clearly if 4/5 centres could be encouraged/persuaded to adopt the same approach there would be the potential for a significant step forward in participant engagement. but only if there was follow up by the provision of messages and alerts to these members Keir to liaise with Anny and Jane to ensure this opportunity was duly followed up.

Action: Patrick would arrange a plug in the magazine (if possible at this stage) and visibility re the partnership with IRCM and their boat scheme, Richard to be asked to provide some short material or share a current post via Anny on social media. Keir was currently speaking with Richard Ward of IRCM regarding the commercial boat insurance premium increases and anything he could do to assist. HQ as routine directed queries regarding boat insurance to IRCM as standard (Patrick had made 4 referrals himself during the week). Andy was pursuing the club insurance problem of ever increasing expense; Andy also asked to be supplied with the IWWF video submitted to the International Olympic Committee.

b) Membership & Affiliations Update – general update on recent discussions with particular clubs and centres re membership registration and any related issues around meeting the terms of our affiliation agreement. In the absence of Steve, through sickness, this could not be a comprehensive discussion though it seemed most or all issues had now been resolved by Steve.

c) HSE Cable Owners Meeting – this meeting (Steve and Martin) had finalised the cable information note produced with the assistance of HSE re standard health and safety procedures and UV deterioration of polypropylene material used to construct certain features. This information note was also about to go out to boat wakeboard (non-cable) sites. It had already been sent out to accredited and non-affiliated cable centres. Keir to confirm whether we had heard back from HSE in relation to the amended John Puddifoot risk assessment and the original meeting note.

d) Safeguarding Working Group – Sarah outlined her report and the recent Working Group meeting which primarily consisted of filling in some gaps in the safeguarding form template submission. A key focus currently was the Ann Craft Trust submission which had to be completed once within the current funding round. The CPSU annual submission (almost complete), also a number of club visits and Club Welfare Officer drop-in sessions scheduled. Additionally, a draft information pack was complete re youth involvement at clubs from a safeguarding perspective. No adult or child concerns reported this month. As regards club visits the “template” document referenced, and requested, at various times previously was not, in fact, a template of responses to be logged rather a list of positives similar to the membership benefits material. Martin reiterated that club visits were extremely positive and all involved were to be congratulated. In order to cover key areas going forward some agreed standard questions were probably a good idea (e.g. as regards feedback on BWSW performance and very basic safety pointers) even if it was felt that many of the issues were effectively (and inevitably) covered anyway in the course of visits.

e) Succession & Recruitment – 8 applications received primarily via LinkedIn to date with a deadline of close of play Friday 6th June. Patrick would circulate to the nominations committee once the deadline had passed for consideration and would notify Sport England as per the Sports Code requirement 2.9 in relation to the current Chair vacancy and recruitment process. Once everyone’s availability was clear aiming for interviews in the week beginning Monday 16th June if workable and a timetable through to closing of the process involving the board. There seemed to be little traction with the candidate who had previously expressed interest. Martin reiterated there needed to be a plan to deal with post 30 June. This should be canvassed next Wednesday when hopefully Steve would be able to attend.

f) UKAD Update – Steve was not available to attend today so this would be rolled over to the next meeting. A meeting to be arranged with Waterski Scotland as part of the handover process with the current anti-doping lead based there and the 2025 UKAD submission made in March. Martin reiterated that he continued to be very concerned indeed with the state of the

submission as it stood and we continued to need to move this forward as a matter of urgency. No great workstream was involved. The board needed, in any event, to discuss UKAD at least once a year to meet the Framework Assurance requirements and a board meeting would need to be held once the meeting with the current doping lead had been held (so this meeting continued to remain a priority).

Action: Martin to forward to Patrick the suggested dates suggested by our current anti-doping lead (who would imminently be standing down). Once the lead stood down there would be delinquency in terms of the Framework Assurance obligations until a new appointment had occurred (with the new appointee then undertaking UKAD training).

g) IWWF Response re Racing – Martin outlined that a further amended Memorandum of Understanding was now in the court of IWWF also with a repeat request (as per a previous letter dated 13th May) for IWWF to confirm that it accepted and fully understood the following points:

By countersigning this letter you agree and acknowledge:

1. Waterski Racing has been removed from the articles of BWSW as a discipline of BWSW. Accordingly BWSW has **no jurisdiction of any sort howsoever over waterski racing or UKWR.**
2. Given 1 above nothing contained in this letter can be construed as any form of sanction or approval by BWSW of Waterski Racing or UKWR
3. BWSW would represent UKWR on the basis of acting as a conduit only based on the instructions of UKWR and **strictly on the basis contemplated by the memorandum**

h) Appointment of IWWF Liaison Officers, Martin & Steve (as deputy) to continue post next AGM – unanimously agreed as a sensible proposal to represent BWSW.

Action: Terms of reference to be produced with some simple, clear bullet points to outline the respective roles.

i) Confirmation of Any Code Requirement 4.7 / 5.2 Issues for Noting at this Meeting - ongoing update reports on development of safeguarding compliance, cable safety and EDI programmes however no particular specific key decisions made today that provided for significant / measurable impact in terms of social and environmental governance. A case of work ongoing in relation to these workstreams.

6. Finance. (Andy)

a) Finance Report – Andy provided a summary overview on the year end financial position and circulated a comprehensive set of management accounts to end of March for information. With a pre-audit meeting having recently taken place and a post audit meeting scheduled for August, a draft financial statement and a set of workings was with Menzies, the BWSW auditor, for review with an onsite audit process at our HQ scheduled for late June.

b) Updated Draft Budget 2025-26 – Andy and Patrick had met to review the initial draft budget produced and made a number of changes. This was now subject to a further review including by Martin and Patrick would further work on a summary document to outline some additional potential measures both short term, medium and longer term in relation to the budget position. Martin said the approval of a budget was, in accordance with the specific requirements of the Sports Code, a matter for the whole board. Proper board consideration necessitated the prior circulation of a budget document before the relevant board meeting (and which obviously needed to be in acceptable form if approval was to be given). A further board meeting would therefore be needed. There would be further discussion on this next Wednesday which did not constitute a formal board meeting.

7. AOB.

None recorded.

8. Confirmation of Future Meeting Dates.

Board

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 18th January	Virtual Online AGM
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The meeting closed at 10:55AM

Minuted by:

Patrick Donovan

CEO