



## MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on **Thursday 30<sup>th</sup> March 2023** via **Video Conference Call**

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

**Present:**

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

Keir Boissevain  
Kylie Cooper

### 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 23<sup>rd</sup> February 2023.

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

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

The email to members, which was advisory council focused, had elicited a couple of responses which had yet to be reviewed for potential. Martin said his own experience (and that of others he was aware of) of trying to volunteer some years previously indicated the need to deal with these respectfully by, at the very least, appropriate acknowledgement etc. Martin said a number of directors were nudging up against the 9 year rule which would become an increasing issue and a new less AC focused message should be sent to members asking for volunteers. He and Kylie would deal with this offline. Martin had identified a couple of potential candidates with financial know-how, Pete having confirmed he would be standing down at the next AGM following a nine year tenure. Clare suggested that this communication cover the Welfare & Safety Director role. It was also said it might possibly be better to get the role defined first. Martin said he would prepare the note with Kylie so that it encompassed all types of director.

Nick had just provided documented evidence to Martin on board appraisals. This would be discussed once the document had been circulated and all board members had had time a reasonable opportunity to review it.

A further minor item to be referred to the Wednesday meeting.

### 5. To Note Items for AOB.

None recorded.

### 6. Board Related Matters.

a) BSW Draft Strategy – very close to completion and currently with the designer for some final minor amends. The strategy document outlined 8 core ambitions with 4 core themes. Once complete a consultation exercise would take place with key stakeholders providing any feedback

on the scope of the aims within the strategy.

**Action:** Patrick would circulate the document imminently. Kylie would set up the feedback form and both would put together a draft circular once the document was approved.

b) Welfare & Safety Lead Director – Martin very kindly offered and was appointed to the this newly defined role (as per the new requirements within the Code) on an interim basis until the next AGM. He provided a comprehensive document in terms of an initial plan to maximise the use of the Lead Safeguarding Officer resource to improve lines of communication and reporting with a greater emphasis on implementation. He outlined some of the key points and observations from the Whyte Review on British Gymnastics. Martin flagged an important communication/training failure on behalf of BWSW as regards getting across its safeguarding documentation.

**Action:** All board members to read the executive summary of the Whyte Review and the short, immediately following recommendations and to confirm by email to Patrick by 1<sup>st</sup> May that they had done so.

c) Safeguarding Report – Lead Officer summary report on recent actions provided for the meeting, together with the Child Protection in Sport review notes of the last compliance meeting to provide to some insight into the compliance process. BWSW had now met the compliance requirements of the Case Management Programme, a partnership programme between Sport England, Sport Resolutions and the consultancy LimeCulture. In outline this meant that BWSW would now be able to access a number of services without any cost, provided by Sport Resolutions which would be useful in more complex referrals:

- initial advice about cases that are referred to the governing body
- investigations that BWSW might need to conduct, and
- the organisation of discipline hearings and appeals

d) Code of Sports Governance Matrix – updated and circulated for the meeting the matrix outlined in a summary format the 5 key areas of assurance re organisational structure, people, communication, standards and conduct together with policies and processes. BWSW compliance (or otherwise) with the points under each heading was highlighted together with any actions required. A very small number of areas were outlined as requiring some additional attention some of which would be imminently addressed. Currently we were on track with the end of April submission re the new 7 areas of compliance in the latest update to the Code.

**Action:** Patrick would remind the disciplines re the need for documented minutes re a record of meetings and action points. Nick would provide a summary of the 2022 board member appraisals to Patrick.

e) Anti-Doping Compliance – UK Anti-Doping (UKAD) compliance was an annual process, all funded bodies having to make a statement of compliance or otherwise with the new framework by 1<sup>st</sup> April. The programme had lost momentum in year 1 since the termination of a staff role 8 months ago; an ambitious education plan had been submitted as part of the original UKAD compliance submission.

**Action:** Meeting to take place next week with the board anti-doping lead, the BWSW anti-doping lead and Kylie re the UKAD education programme and any actions to keep matters on track / resolve and deficiencies moving forward.

f) Accreditation – currently under review once again following on from some earlier external legal input. Martin was working with key input from Keir and Mike Lock as part of the review currently with further input from an external safety consultancy to be arranged. Martin said as with Welfare this was not his area of expertise but absent other BWSW input had seen a need some time ago for expert Health & Safety lawyers to go through the documents. The lawyers had added some caveats which remained to be included. However, Martin felt there was an important need to more exactly record BWSW's input, not least, in the context of the site's obligations under Health & Safety legislation. He added that he understood a multi facility site was having significant HSE involvement on all water related activities following a non Waterski/Cable tragedy so this was an

evolving area.

g) Commercial Centres Insurance – withdrawal of a main insurer / underwriter and reduced capacity in the market in particular in relation to multi activity commercial centres e.g. with aqua parks and open water swimming meant a start of season insurance dilemma for a number of accredited facilities. Keir reported that some facilities had obtained a short-term extension to their cover; BWSW was ‘showing willing’ to assist and had provided leads on alternative providers of cover though it was recognised that the market had significantly hardened.

## 7. Finance

a) Finance Report – no report or budget was available for the meeting. Peter provided a brief update on the budget process and the cyclical nature of the finances. Patrick outlined that he was currently working on the 2022-23 Sport England finance reconciliation however to complete the task he needed to have certain areas within the accounts finalised e.g. irrecoverable VAT calculations. The submission of the reconciliation was a prerequisite for release of the first grant payment for the new financial year.

7.AOB: It was raised that one or more centres were communicating to their club members that BWSW membership was voluntary in 2024 rather than mandatory. Kylie and Martin would follow up on the one for which documentary evidence was available. Steve would follow up on another where the situation was not yet clear.

## 8. Confirmation of Future Meeting Dates.

### Board:

April	TBC	re Code of Sports Governance Submission
Thursday 22 <sup>nd</sup> June	14:00	
Thursday 7 <sup>th</sup> September	14:00	
Thursday 19 <sup>th</sup> October	14:00	
Thursday 23 <sup>rd</sup> 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

### Advisory Council:

Wednesday 26<sup>th</sup> April 11:00

### AGM

Sunday 14th January 2024 13:00 Queens Club, London

The meeting closed at 15:45

### Minuted by:

Patrick Donovan  
CEO