

AGENDA

Of the meeting of the British Water Ski & Wakeboard Board held on
Tuesday 24th June 2025 via Video Conference Call

1. To Record Attendance and Apologies for Absence.

Present:

Martin Winter
Steve Sopp
Michael Lock
Simon Sinclair
Anny Wooldridge
Patrick Donovan

Kylie Cooper
Keir Boissevain

Apologies:

Shelley Meyern
Andy Phillips

2. Board Related Matters.

a) Chair Recruitment – the role had been widely advertised via an open skills-based recruitment process across the membership and externally with UK Sport, Women on Boards, Activity Alliance, LinkedIn etc. A positive response with three candidates initially invited for interview, two interviews had taken place with Patrick and Shelley present, a third now postponed due to a family bereavement. Summary overview of the interviews provided during the meeting. Simon highlighted another potential candidate who could potentially be interested in the role and he kindly agreed to make contact with them. It was also agreed that an additional original applicant with material board experience would be invited to interview.

Action: Patrick would recirculate the second candidate interview video via WeTransfer once again (some members had not been able to access it) and arrange the agreed additional invitations/interviews.

b) UKAD Sports Code Requirements – Martin confirmed that whilst there would be discussions relating to UKAD at other board meetings this meeting was intended to constitute the necessary minimum annual board meeting for the purposes of meeting UK Framework Assurance Requirement 3. There was then a discussion in relation to the various UKAD Framework Assurance Requirements after which it was reported that following on from two meetings with our UKAD Lead Officer (standing down imminently), a revised compliance submission document had been completed for resubmission, the annual review report had been produced for circulation across a wide cross section re mandatory and non-mandatory groups (though not the whole of the membership), also to the Advisory Council / Discipline Chairs and also published online. It needed to be reiterated to the Disciplines the significance of enforcing education compliance and notifying the BWSW anti-doping lead (and Kylie at hq) ongoing re any changes to athletes / athlete support personnel (ASPs) within the mandatory group. UKAD define a mandatory group person as; those athletes competing at the highest level in the sport, including ASP core influencers e.g. team coaches.

As part of a recruitment drive for a new lead officer Kylie and Patrick had met with two persons interested in this freelance role. Patrick and Kylie outlined the preferred candidate and it was agreed to offer this candidate the role. A director declared an interest in this decision and did not take part in the discussion..

The UKAD compliance resubmission, now revised was approved for the current lead to

resubmit

The prior circulation by BWSW of the anti-doping annual report which was a requirement to publish each year was ratified.

Anti-doping would now be a standing agenda item on every Advisory Council meeting with the particular requirement to ensure each discipline picked up on any gaps in the necessary UKAD education amongst relevant participants..

Agreed for the anti-doping lead in future to attend one or more board meetings as appropriate and produce a progress report on UKAD compliance as required.

Action: Patrick would re-circulate the UKAD Framework requirements to the board as a refresher as to the assurance criteria. Patrick would reach out to the lead officer preferred candidate to offer them the role and arrange a freelancer agreement. The engagement terms should include as a priority reviewing the education strategy and implementation plan including ensuring that all actions contained in them were followed up (or deleted where not feasible), ensuring the education requirements were communicated as being not negotiable and following up where there was any non-compliance. Resources and materials for distribution e.g. leaflets and information sheets to be explored with UKAD (these were previously available). The Waterski and Boat Wakeboard Chairs would be sent an email by way of their confirmation that they had no new participants to add to the mandatory list and the other discipline chairs asked to confirm any additions to or removals from the mandatory list. Kylie would send out a communication to all in the mandatory group with a reminder of the current prohibited list and Patrick would ensure the current UKAD lead filed the revised submission.

3. 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 10:30AM

Minuted by:

Patrick Donovan
CEO