

SNOWSPORT ENGLAND

ARC Meeting

10:30 1 August 2015

Sportpark Loughborough



Present:

Lloyd Jenkins (LJ) - chair
Taryn Archbold (TA)
Alan Bullock (AB)
Mary Calvert (MC)
Karen Conde (KC)
Tim Fawke (TF)

Dermot Flahive (DF)
Mike Frith (MF)
Andrea Grant (AG)
Peter Heath (PH)
Steve Lambert (SL)

Tania Barton (TB)
Bryan Thomas (BT)
Nick Ogden (NO)
Victoria Crampton (VC) first 10 minutes only

Minutes:

1. Apologies were received from:

David Manns
Jeremy Eaton

2. Conflict of Interest Declaration

All those present confirmed that there was no change to their conflict of interest declaration.

3. Minutes of Previous Meeting 6 May 2015

These had been previously signed off and published.

4. Communications

4.1 TF introduced VC and described a Snowsport England Communication document which she had produced and he would circulate after the meeting. This gives details of how news articles can be submitted for circulation via the various SSE channels. The minimum information required is a title and link to the information – however, the more details provided the better. MF asked that information on the upcoming All England Champs be put into the weekly newsletter. MC agreed to forward the information to VC – as well as keeping her up to date with race bulletins published on Britski. SL asked that details of the ERSAL/SERSA/SSS tri-regional event in October also be published. VC then left the meeting.

**Action: MC to forward race bulletins to VC
TF to circulate communication document**

TF stressed that VC is the conduit for dissemination of information across SSE. She needed to be provided with that information using the template provided in the communication document. It was also very useful to be able to include images. Race secretaries were important sources of information.

4.2 AG asked for access to the website for posting information. TF stated that this was not possible because of data protection issues. AG asked that there be a link from the front page of the SSE site to link directly to the Alpine Championships website.

Action: AG to contact VC to ask for link on front page to Alp Champs website

4.3 NO asked that if anyone knew of interesting stories which would help publicise Snowsports, they contact VC. He gave as an example an upcoming article by the BBC about a partially-sighted skier from ERSAL and what problems he had overcome in order to race.

5. Action Points from previous meeting 6 May and Matters Arising (not on the agenda elsewhere)

5.4 (4.1) LJ/TF - To liaise over course setters policy and clarify. There are still a few points to clarify as well as the role which the SSE office will take. Documentation has been published on gbski.com. However, the lists still need some updating.

Action: TA to liaise with LJ and TF

5.4 (6.1)/ (6.2) ARC TOR, Roles and Draft Calendar All members had been asked to look at these documents and circulate comments by 15 May so that the unfilled roles on ARC could be advertised. Only DM had commented. MC had sent amended documents to LJ/TF on 18 May. These now need to be finalised and all roles filled.

Action: see 6.1

5.4 (7.1) Alpine Championship Accounts PH/AG would complete the championship accounts as soon as outstanding information had been submitted. PH confirmed that he was still awaiting an invoice for the championship web site.

Action: PH to complete Championship accounts once website costs confirmed

5.4 (7.2) Equipment Inventory There had been no progress on this. PH still wanted a complete schedule of what equipment we had for insurance purposes. LJ questioned whether we needed insurance and asked what the current cost was. SL agreed that it was better to write off equipment over several years. The most important items were the back-up timers (~£900 each) and radios (~£250 total). BT asked if all items needed to be declared – or only those over a certain value.

**Action: BT to contact Endsleigh and ask what needed to be declared
All to send TF a list of what equipment they held
TF to produce an equipment list**

5.4 (11.2) TF had sent a letter to all TDs regarding expenses.

5.4 (16.4) DM would table a discussion on the number of races allowed for an individual per slope for seeding purposes at the November TD forum. Discussions had already taken place with Wales but input from the other Home Nations would be sought in November.

Action: DM to table “number of races per slope for seeding” at TD forum in November

5.4 (16.7) MC had contacted those not present at the last meeting to sign up to the SSE Officials Code of Conduct. Both MF and TA had agreed to be signed up.

5.5 TF had summarised the communication channels and looked into website access for AG/AB. As already recorded, this was not possible because a review of data protection within SSE communication was taking place. A list of communication channels had been provided by VC earlier in the meeting.

5.7.1 PH presented the management accounts to 30th June. These would be updated once the Alpine Championship costs were finalised.

Action: PH to update management accounts when Alpine Champs costs finalised

5.7.2 LJ had discussed the budget for the Lowland Championships with Derek Metters. He confirmed that BARSC were covering all the expenses.

5.8.3 LJ confirmed that there had been 2 Alpine Business Group (ABG) meetings since the last ARC meeting. He would circulate some notes from these.

Action: LJ to circulate notes of ABG meetings

5.11 TF had discussed dates for Welsh races in 2016 with Robin Kellen. These were now confirmed.

5.11 The summer 2016 calendar is discussed under AOB.

5.12.2 KC confirmed that the Inter-Regional sponsors were Ski Racing Supplies who gave a £20 voucher to all members of the winning team.

5.13 LJ had discussed the minimum penalties for the Lowland Championships with Derek Metters. The races would be seeded under iBARTS. On the Saturday, the minimum penalty would be 5 and on the Sunday, it would be zero.

5.14 TF had given an outline of the proposed University Race Club affiliation to Will McGlynn for him to take forward.

5.15.3 KC had sent the GBR Outdoor 2&3 race programme to Victoria Crampton highlighting the important points.

6. Report and discussion of ARC meeting with SSE Board 4 July 2015

6.1 The minutes of the ARC meeting with the SSE Board on 1 July, as well as a summary document from the Board, had been circulated to all ARC members with the agenda for this meeting. LJ summarised the future structure for ARC into two groups as set out in the minutes and one pager from the July 4th meeting to which there was no dissent or disagreement. The task now was to put together for each group the proposed members, roles and duties so that LJ would be in a position to present them to the board on the 3rd September for approval. The Board members present explained the reasoning behind the proposed changes. TB felt that there were many areas in which the office could provide help to ARC. NO said that the changes were needed to increase SSE's ability to attract funding. Increased levels of participation (and documented evidence of this) are needed. BT stressed that SSE was a very different organisation today from two or three years ago, the board was very proactive and the whole company had to move forward to face the challenges and to be able to support the agreed objectives - hence the changes now being recommended.

Following the meeting on 4 July, the Board had summarised the areas which ARC had defined – and divided them into 2 main groups (strategy/policy/rules and events) plus one miscellaneous group. They anticipated that there would be Board involvement in each. There may be individuals who, because of their skills, would sit on both groups. It will also be necessary to bring in new skills - such as marketing on the events side. The organisation of the race calendar will cross both groups – and will be supported by the SSE office for administration.

BT asked that LJ and 2 or 3 others meet to discuss how the 2 groups can be set up. It was asked if anyone had any problems with the principles of this. There was no dissent.

Action: LJ to call a meeting with 2 or 3 others to discuss the way forward for ARC

6.2 NO gave a summary of the current situation regarding IT across SSE. He had become involved with this because of the problems with the race entry system which occurred earlier this season. An SSE IT group had been set up which would meet 4 times per year. This group was made up of individuals already running websites linked to alpine skiing in England. He envisaged that, in due course, all these websites would be brought under the SSE banner.

It had been recognised that changes would be needed to the IT system following the change in SSE articles which were passed at the last AGM. This meant there was a need for a much improved database which the current system could not provide. Potential commercial sponsors would require a robust database and IT platform.

TF reported that "Sport England was providing funding for a commercial consultancy agency to be employed by SSE. This work would start at the end of August and take 3 months to complete with some on-going support for the following 6 months. This work needs to dovetail into the work we have started on the QR codes which NO has started to develop a large database of contacts that have an interest in Snowsports. Our initial focus is to collect club contacts in place for the AGM and associated elections. TF will be looking more immediately at the sponsorship for the Alpine Championships to make sure this is in place." NO commented that there needed to be electronic voting in place for the AGM elections.

The ERSA entry system was being used as a temporary fix. It was planned that this would continue through the upcoming winter season. AG asked if the system would still list entries which had not yet been paid for. AG and LJ felt that this created increased work for the race secretaries – especially at non-UK events. NO confirmed that it would – but that these would be easily identifiable. There would be modifications to the system to allow individual race secretaries to set closing dates. The system would then automatically send emails to unpaid entries. BT stated that the definitive entry system must be SSE branded.

6.3 SSE needs to gain a much better estimate of participation in Snowsports than it has at the moment. This is essential if sponsorship is to be achieved. SSE has set up a new website www.snowsportsnews.com linked to the main one to help with this. Individuals who register on this site will be added to the basic SSE database.

The SSE office will also be contacting all clubs asking for contact details of their members – particularly those who are not individually registered with SSE. If the clubs are unable to provide this information due to Data Protection concerns, they will be asked to encourage those individuals to register on the Snowsportsnews site.

7. AOB

7.1 Finance PH confirmed that the finance report had been sent to all members in advance of the meeting. He restated that the Alpine Championships accounts were not complete because all the invoices had not been presented. He estimated there would be a surplus of approximately £6900 – although the squad levy and bank charges are still to go out.

He reported that the budgets for next year had not yet been set. They are done from scratch each year and not based on previous years.

BT asked if the accounts of the GBR races had been done. PH said that he has not yet had the costs for the trophies – and the original budget had not included the Oxygene sponsorship. LJ confirmed that entries had been up this year. KC reported that the Inter regional entries had been down. PH explained that, as costs came in they were forwarded to LJ for approval. They then went to the office which passed the details on to the SSE accountants to be added to the ledger. It was only at this point that PH could see the figures. Although payments were made twice a month, accounts were only produced quarterly. This explained the apparent lag in providing figures.

7.2 Race Calendar

7.2.1 KC confirmed that there would be 5 outdoor and 5 indoor GBR races in 2016. Provisional dates had been fixed for these and she would send out details later this week. These dates would also be sent to clubs so that they could bid for CN dates. BT said that he would chase ESSKIA for their dates. SL suggested that consideration was given to pairing a CN with a GBR (ie at Norfolk) as used to happen in the days of the Grand Prix Series. There was no disagreement with this if the relevant clubs wanted it.

**Action: KC to send out provisional race calendar to ARC
KC to send out dates to clubs asking for CN bids
BT to find out ESSKIA dates for 2016**

7.2.2 DF wants to encourage regions where the events are taking place to become more involved in their organisation. He will contact the regions asking for help.

Action: DF to contact regions where GBR events are taking place to ask for help with event organisation

7.2.3 SL asked if it had been decided whether the GBR races would go ahead. LJ confirmed that, as the entry numbers had increased this year, the races would definitely take place in 2016. MC asked if the format for the races would be the same. There had been complaints from racers that the seeding used for GBR3 (which was cancelled for other reasons) should have been the oBARTS list and not the results of GBR2 held earlier on the same day. The racers commented that each GBR race should be “stand alone”. LJ confirmed that there would be no knockout event in 2016 – it was the race which had been dropped.

7.2.4 **Lowland Championships 2016** These would be hosted by BSS in 2016. Chill Factore, Castleford and Milton Keynes had all been asked to bid for the event but the venue was yet to be confirmed. There was a need to look into the accommodation available at each venue and what packages could be put together. There would be a maximum of 300 entrants – with 100-150 coming from abroad.

PH asked for confirmation as to who was taking the financial risk for this event. He pointed out that for other British events run by an individual home nation, the organising nation took any profit but also covered any loss. TF suggested that a working group be set up to organise the event.

Action: lead to be confirmed for this

7.3 Skills Set Days TB suggested that skills set days (similar to those held for squad members but open to all) be held next season – possibly one in the north and one in the south. LJ supported this. It was suggested that one such day might be held at Pendle on the day before their CN race. Alternatively, TB also suggested that a northern tri-regional event might be linked to a skills set day. MF said it might be possible to schedule this for the first weekend in August 2016.

**Action: KC to contact Pendle (MF to supply name)
KC/MF/AB to liaise over possible events**

7.4 TF asked how ARC/SSE could help non performing regions to put on regional events. AB asked how many registered racers were in the northern regions. TF would look this up. TB suggested that a regional race might be linked to a schools' race.

Action: TF to supply AB with the number of registered racers in the northern regions

7.5 TB asked that TF arrange for KC to have office support for organising the race calendar. She added that there was an additional staff member due to be recruited in the SSE office. It would be very helpful to have the ARC TOR and roles agreed before the next Board meeting at the beginning of September so that the skills set of the new appointment could be appropriate.

7.6 It was confirmed that the SSE AGM would take place on 3 October 2015.

7.7 AB asked about the proposed ID cards for race officials. TF confirmed that the new office staff would gradually be taking this on. He recommended that those undertaking officials' training should go online and register before their course. This would speed up the process of issuing their cards afterwards.

Date of next meeting: the next meeting will take place on Saturday 10 October at Loughborough. (This is a week earlier than originally planned due to the scheduling of the BARSC indoor championships in Manchester.)

Action List:

4.1	MC	forward race bulletins from Britski to VC	MC 1/08/2015: Bulletins sent.
4.1	TF	TF to circulate VC's communication document	TF 3/08/2015: Document circulated.
4.2	AG	to contact VC to ask for link on the front page of SSE website to Alpine Champs website	
5.4 (4.1)	LJ/TF/TA	TA to liaise with LJ/TF after looking at course setting documentation on gbski.com	
5.4 (7.1)	PH	to complete championship accounts as soon as costs of championship website confirmed	
5.4 (7.2)	BT	to contact Endsleigh and ask what items need to be declared	BT 5/08/15: Our policy does not need individuals items listing, but we do need to make sure that the overall insured value is high enough. This cover is split into two, all risks and general. All risks is for items that are out and about, home and abroad, whereas general is those that stay put. We do need a register of our property so that we know what we have and that the total declared is adequate.
5.4 (7.2)	All	to send TF a list of what equipment they hold	
5.4 (7.2)	TF	TF to produce an equipment list	
5.4 (16.4)	DM	to table "number of races per slope for seeding" at TD forum in November	
5.7.1	PH	to update management accounts when Alpine Champs costs finalised	
5.8.3	LJ	to circulate notes of ABG meetings	
6.1	LJ	to call a meeting with 2 or 3 others to discuss the way forward for ARC	
7.2.1	KC	to send out provisional race calendar to ARC	KC 5/08/2015: Provisional calendar circulated.
7.2.1	KC	to send out dates to clubs asking for CN bids	
7.2.1	BT	to find out ESSKIA dates for 2016	BT 5/08/15: ESSKIA has been asked for dates.
7.2.2	DF	to contact regions where GBR events are taking place to ask for help with event organisation	
7.2.4	To be confirmed	to set up a working group to organise the 2016 Lowland Championships	
7.3	KC/MF	to contact the Pendle slope/club about a possible skills set day at Pendle (MF to supply name)	
7.3	KC/MF/AB	To liaise over possible scheduling of events in the northern regions	
7.4	TF	to supply AB with the number of registered racers in the northern regions	