

# SNOWSPORT ENGLAND



## Alpine Events Committee Meeting

13:00 Sunday 25 October 2015

Sportpark, Loughborough

### Present:

Lloyd Jenkins – Chair (LJ)  
Bryan Thomas (BT)  
Mary Calvert (MC)  
Karen Conde (KC)  
Andrea Grant (AG)  
Steve Lambert (SL)

### 1. Apologies:

Dermot Flahive (DF)  
Mike Frith (MF)  
Paul Lawrence (PL)  
Nick Ogden (NO)  
Jo Ryding (JR)

### 2. Introduction

BT opened this formative meeting and gave an overview of the background and reasoning for the setting up of the two new Alpine Committees (Strategy & Planning and Events) following a detailed review of the old Alpine Race Committee (ARC) by the board.

ASPC and AEC committees each have clearly defined roles and responsibilities to drive forward Alpine skiing in all its facets.

Snowsport England's Key Objectives of Increased Participation, Grow Membership and Develop Talent were the key factors in producing the Alpine Mission Statement which was presented, discussed, agreed and accepted by all those present. (See Appendix 1)

Minutes of the last old ARC meeting dated 1<sup>st</sup> August 2015 were taken as read and all actions from the previous committees have been closed off.

### 3. Key Areas of Activity

LJ presented the statement of the key areas of activity and responsibility as divided between the two new committees and in discussions said this allocation would be kept under review. In a number of areas both committees had a joint responsibility and we would anticipate two or three small working groups in this committee on areas such as the events calendar and regional review. (See Appendix 2).

The Events Committee will lead on recommendations for the redevelopment of a landing page for Alpine on the SSE website. SSE has also asked for feedback on the current regional structure and its link with the events calendar. (see item 8)

An initial capital budget needs to be set for equipment and marketing material, in the order of £1,500 to include a small, suitable, portable PA system.

**Action: BT to discuss with Tim Fawke**

#### 4. Terms of Reference/Roles

All those present agreed with the committee's Terms of Reference and with their defined roles and responsibilities. (See Appendix 3) All committee members need to sign up to the SSE Code of Conduct.

LJ/BT stressed at this point that all committee members must not discuss or disclose the content and decisions of their committee to third parties until such time as the draft minutes are circulated. This is particularly important following ARC/ROTP history and sensitivity and the need now to move forward with a united front.

**Action: MC to circulate Code of Conduct to all members for signing**

#### 5. Review of 2015 Season

A formal review of the delivery of events in the 2015 summer season is needed highlighting positive and negative points and lessons learned.

A working group of KC- to lead, DF and AG will carry out this review and produce a proposal on delivery of events in future seasons. Areas for consideration include promotion and marketing for 2016, possible increased entertainment at events and SSE promotional banners at all events. (Funding may be needed to cover this as well as having an allocated person at the event to manage it.)

**Action: KC, DF, AG to put a proposal forward on delivery of events in future seasons.**

LJ would be receiving national race entry data from David Manns (as well as some ESSKIA and regional data). He would circulate these to the committee.

**Action: LJ to circulate 2015 race entry data to the committee**

#### 6. Calendar 2016

KC reported that she is still awaiting information from Castleford but other than that most of the 2016 calendar is complete.

LJ had approached Milton Keynes to see if they would be interested in holding a CN/GBR race weekend but correspondence with Snozone suggested that Snozone would prefer if all of the Snozone races are to be held at Castleford. The draft calendar made provision for a double header GBR weekend at Castleford in July. Discussions with Lions have taken place and it is possible that this could be amended to a Club National and a GBR on the weekend in July.

The inter-regional event will be held at Stoke providing their slope homologation is successful. (It is anticipated that this will be the case.)

Tania Barton (TB) had tabled a proposal for the BASS races at Landgraaf to be held on 29/30/31 May 2016 instead of a day earlier to allow a training and skills day to be held on Sunday 29 May. There has been some concern expressed that, as this would mean parents needing to take a day off work to attend on the Tuesday, entry numbers may be affected. TB's proposal includes the organisation of coach transport from the UK (with chaperones) which could be laid on for the racers. She has contacted the academies but it was felt important that the clubs who have historically been regular supporters of the event also needed to be canvassed for their views. AG will ask DHO, Hemel and Lions for their opinions and liaise with KC. (LJ is to forward TB's email to KC and AG.) KC will respond to TB and forward that response to LJ.

**Action: LJ to forward TB's email on the BASS races to KC and AG  
AG to canvass Hemel, DHO and Lions for their opinions  
KC to respond to TB by 28 October and forward response to LJ**

The 2016 Lowlands Championships will be held in Landgraaf on 24/25 September 2016. They will be hosted by the UK.

SSE Alpine training dates have been set for the weekends of 18/19 June, 10/11 September and 5/6 November 2016.

**Action: LJ to respond to the Squad Management Committee regarding scheduling of training weekends**

## **7. Financial Update**

Peter Heath had provided a budget statement for the meeting. This showed that the 2015 budget should be achieved with a slight surplus.

BT and LJ will go through the 2016 budget and circulate a report to the committee. It is likely there will need to be an increase in race entry fees.

The working group of AG, DF and KC would obtain quotes for all trophies for next season. It was felt that a single order of trophies for the whole season could provide the best value, but may not be practical or feasible for all events.

**Action: AG, DF, KC to obtain quotes for 2016 trophies**

## **8. Review of Regional Structure**

LJ highlighted the issues with the current regional structure. These included the number of slopes and clubs within each of the current regions. (There have been many slope closures since the original regions were set up.) The function of the regions needs to be more clearly defined.

A working group of PL, to be invited to lead, SL, DF and MF was proposed to look at the regional structure from an alpine racing perspective. A summary document of the different options (including the pros and cons of each) should be brought to this committee so that an agreed proposal can be sent to the Strategy and Planning Committee. This should be timed to include information from the Regional Chair's meeting on 21 November.

**Action: PL, SL, DF, MF to form a working group**

## **9. Annual Committee Plan/Calendar**

A draft of this is appended (Appendix 4). LJ should be notified of any amendments, comments or omissions.

**Action: All to review the draft annual plan**

It is proposed that the committee has 6 meetings per year. Some of these may be by conference call on specific items as appropriate.

## **10. AOB**

**10.1** BT reported that he and Jeremy Eaton would be meeting with ESSKIA (Mark Vernon) and the Youth Development Committee to look at ways of working together more closely.

**10.2** SL suggested that there should be an SSE representative present at all schools events to provide a link for schools' racers to find out about SSE. An SSE stand could be set up with promotional material.

**Action: All to consider links with schools' races for discussion at next meeting**

**The date of the next meeting is Sunday 6 December 2015 at 13:00.**

## Actions

Action	Assigned to	Due Date
3. Look into the setting up of budgets for equipment and marketing material	BT, TF	Nov
4. Circulate Code of Conduct to all members for signing	MC	Next meeting
5. Put forward a proposal forward on delivery of events in future seasons.	KC, DF, AG	Next meeting
5. Circulate 2015 race entry data to the committee	LJ	Early Nov
6. Forward TB's email on the BASS races to KC and AG	LJ	End Oct
6. Canvass Hemel, DHO and Lions for their opinions on the BASS races scheduling	AG	End Oct
6. Respond to TB and forward response to LJ	KC	28 Oct
6. Respond to the Squad Management Committee regarding scheduling of training weekends	LJ	28 Oct
7. Obtain quotes for 2016 trophies	AG, DF, KC	Next meeting
8. Form working group to look at regional structure from Alpine Racing perspective	PL, SL, DF, MF	Next meeting
9. Review the draft annual plan	All	Next meeting
10.2 Consider links with schools' races for discussion at next meeting	All	Next meeting

## Appendix 1

### SSE key strategic areas

<b>Increase participation</b>	Provide a pathway and access to increasing and maintaining participation in snowsports
<b>Grow members and offering</b>	Provide a high quality service and benefits to members, coaching schemes, regions and affiliated clubs
<b>Identify and develop talent</b>	Promote participants in all disciplines to optimise their potential and be a feeder for GB performance structure

### Draft mission statement of objectives for both committees (to be discussed at first meetings)

*“To promote, support and develop Alpine skiing at all levels of ability, on all surfaces, promoting access to clubs and their associated facilities backed-up with clarity and education of the rules and regulations, coaching, instructor and officials training, suitable calendar of events and competitions, and to provide a pathway for talented skiers to progress through to GB performance levels.”*

## Appendix 2

Key Area	Strategy & Planning	Events	Other
Strategy	✓		
Participation	✓	✓	
Talent development and pathway	✓		
Squad selection, snow and dry	✓ (Policy)		Squad Mgt Committee
Events calendar, including all events, regional, ESSKIA, schools, etc	✓ (Policy)	✓	
Types of events, GB series, CN series, English champs, lowland, inter regional, inter club , BASS events etc. re. 2017	✓	✓	
Events 2015, analyse by event and venue	✓		
Alpine champs, Bormio		✓	Bormio Mgt Committee
BSS links, AST and ABG and liaison	✓		
TD forum links, race manual and coordinate iBarts, oBarts and BASS seeding lists	✓		
Training of coaches, instructors & officials Calendar of training courses	✓		
Communications, both committees	✓	✓	
Volunteers, parents, greater awareness and involvement		✓	
Regions and clubs, integrate into programmes, more guidance etc. Where do they fit in?		✓	
Website landing page, develop	✓	✓ (Lead)	
Marketing, image and events promotion		✓	
Review regional structure	✓	✓	
Finance review and 2016 budget	✓ (Lead)	✓	
Equipment	✓	✓ (Lead)	

## Appendix 3

### Alpine Events Committee

#### Outline Terms of Reference

- To organise and administer Snowsport England alpine ski racing events on snow and artificial slopes
- To support other Snowsport England alpine events such as training on snow and artificial slopes as appropriate
- To liaise with Regions and Clubs as needed for the running of their events
- To recruit and allocate officials and other volunteers to events
- All members must be signed up to the SSE Code of Conduct

#### Roles and Responsibilities for the Alpine Events Committee

Chairman	Lloyd Jenkins	<ul style="list-style-type: none"> <li>• To chair the meetings</li> <li>• To attend Board meetings as required by the Board</li> <li>• To liaise with the Chair of Alpine Strategy &amp; Planning Committee to ensure all elements are delivered</li> </ul>
Secretary	Mary Calvert	<ul style="list-style-type: none"> <li>• To formulate and circulate an Agenda prior to each meeting</li> <li>• To ensure that all meetings are minuted</li> <li>• To ensure that minutes are approved by the committee and sent to the SSE board within 21 days of the meeting</li> <li>• To ensure that close communication is maintained with the Alpine Strategy &amp; Planning Committee</li> </ul>
Snow events	Andrea Grant	<ul style="list-style-type: none"> <li>• To be the lead for running events on snow</li> <li>• To provide progression planning for snow race secretary</li> <li>• To recruit and train race officials for alpine events</li> </ul>
Artificial surface events	Dermot Flahive	<ul style="list-style-type: none"> <li>• To be the lead for the organisation and running of events on artificial surfaces including Landgraaf</li> </ul>
Calendar	Karen Conde	<ul style="list-style-type: none"> <li>• To coordinate and publish an events calendar including regional events</li> <li>• To liaise with Regions and Clubs to formulate the Events calendar</li> </ul>
Equipment	Mike Frith	<ul style="list-style-type: none"> <li>• To take responsibility for race equipment purchased by Snowsport England</li> <li>• To manage and track all race equipment</li> <li>• To prepare and recommend a plan for replacement of race equipment as required</li> </ul>
Athletes' Representative	Jo Ryding	<ul style="list-style-type: none"> <li>• To act as a conduit for liaison with athletes (both to and from the Committee)</li> </ul>
Regional Representative	Paul Lawrence (Midlands and North) Steve Lambert (South)	<ul style="list-style-type: none"> <li>• To communicate with regions and clubs and include them in decision making feedback when required</li> <li>• To act as a conduit for liaison with SSE Regions – particularly those which have less activity</li> </ul>
Board Representative	Nick Ogden	<ul style="list-style-type: none"> <li>• Reporting to the board as per above.</li> </ul>
SSE Communications Officer	Victoria Crampton/ Betony Garner	<ul style="list-style-type: none"> <li>• To attend meetings as required and ensure that event information, bulletins and reports are posted on the SSE website and other news channels.</li> </ul>

A register of officials should be kept by the SSE office – and race secretaries should be asked to submit their list of officials after each race so that the list can be kept up to date.

An equipment inventory should be maintained by the SSE office – but the equipment officer will be responsible for ensuring that the necessary equipment is available at events.

Events such as race training days may be organised by this committee – but they will need to be delivered by coaching staff.

**Appendix 4**

Alpine Events Committee Annual Agenda Calendar

January	March	May	July	September	December
<p>Governance</p> <ul style="list-style-type: none"> <li>Update from Board</li> <li>Update from Alpine Strategy Committee</li> </ul> <p>Alpine Champs</p>	<p>Governance</p> <ul style="list-style-type: none"> <li>Update from Board</li> <li>Update from Alpine Strategy Committee</li> </ul> <p>Alpine champs (just held)</p> <ul style="list-style-type: none"> <li>Feedback</li> <li>Initial Budget</li> </ul> <p>Communication report</p> <ul style="list-style-type: none"> <li>Social media / Website</li> <li>Info to clubs/athlete</li> <li>Weekly mailer</li> <li>Link with comms officer</li> </ul> <p>Race Calendar</p> <ul style="list-style-type: none"> <li>Winter calendar applications discussed and agreed</li> <li>Confirm publication</li> <li>Any updates</li> </ul> <p>Online competition entry system</p> <p>Sponsorship</p>	<p>Governance</p> <ul style="list-style-type: none"> <li>Update from Board</li> <li>Update from Alpine Strategy Committee</li> </ul> <p>Alpine Champs</p> <ul style="list-style-type: none"> <li>Outline plan and draft budget for next season</li> <li>Finalisation of recent budget and accounts</li> <li>Sponsorship next season</li> </ul>	<p>Governance</p> <ul style="list-style-type: none"> <li>Update from Board</li> <li>Update from Alpine Strategy Committee</li> </ul> <p>Alpine Champs</p> <ul style="list-style-type: none"> <li>Key personnel</li> <li>Finalisation of recent budget and accounts</li> <li>Sponsorship next season</li> </ul> <p>Race calendar</p> <ul style="list-style-type: none"> <li>any updates for current season</li> <li>plans summer for next season</li> <li>Promotion of summer events</li> </ul>	<p>Governance</p> <ul style="list-style-type: none"> <li>Update from Board</li> <li>Update from Alpine Strategy Committee</li> </ul> <p>Alpine Champs</p> <ul style="list-style-type: none"> <li>Finalised budget</li> <li>Update on planning</li> </ul> <p>Communication</p> <ul style="list-style-type: none"> <li>Provide info for SSE annual review</li> </ul> <p>Race Calendar</p> <ul style="list-style-type: none"> <li>Agree structure to work to for next year's race calendar and communicate to all stakeholders</li> </ul>	<p>Governance</p> <ul style="list-style-type: none"> <li>Update from Board</li> <li>Update from Alpine Strategy Committee</li> <li>Agree meetings dates for next year</li> <li>Review roles and committee members</li> <li>Agree annual plan for next year</li> </ul> <p>Alpine Champs</p> <ul style="list-style-type: none"> <li>Update on team and plans</li> <li>Succession and planning for championships in 16 months</li> </ul> <p>Race Calendar</p> <ul style="list-style-type: none"> <li>Confirm race calendar for next summer</li> <li>winter calendar plans for a year's time</li> </ul>
<b>Board requirements and board dates</b>					
<b>January</b>	<b>March</b> Report on Alpine Championships		<b>June</b> Draft budget / plan for alpine champs		<b>September</b>
					<b>November</b> Agree budgets for following year Set out annual plan for following year