

ENGLISH SKI COUNCIL LTD

(t/a SNOWSPORT ENGLAND)

Minutes of a Board Meeting held on Saturday 17th October 2009 at 10.00am
at Hotel Ibis, Crick, RUGBY

Present: Barry Spouge Chairman
Jennifer Denning Finance Director
Nigel Matthews Director
Karen Richardson Director
Peter Stratton Director

Tim Fawke Chief Executive
Peter Heath Company Secretary

Apologies: David Hart

734 Declaration of Interests

No new interests declared

735 Minutes

The minutes of the Board meeting held on 25th August 2009* were confirmed as a true and accurate record thereof and, with the minutes of the Board meeting held on 15th June 2009*, were signed by the Chairman.

736 Matters Arising

728h Pensions. Detailed provisions under the Pensions Act 2008 are not yet available, so the pensions industry has not yet set up suitable schemes which we can buy into. Implementation may be deferred beyond 2010 if there is a change of government next year. The Board agreed to include a 1% contribution in the 2010 budget, but to accrue this for a decision when more details are available.

See www.dwp.gov.uk/policy/pensions-reform/personal-accounts/ for the draft proposals. Also [Scottish Life article – Phasers on Stun](#)

737 CEO Report* see written report

- a. **Sport England Grant.** Next meeting of Project Board on 26th November. No major issues from Management Audit report. Tim to assign actions and circulate report with actions added. Development Officers have settled in well; attended a meeting with Sport England to better understand the project and the need to deliver on the targets; Tim sees them regularly and they attend a monthly meeting with Tim in the office. Active People Survey. A number of sports including snowsports have experienced a significant drop on participation levels due to the current economic situation. An additional question has been added to the survey to record the numbers skiing indoors & outdoors in England so that a separate trend can be identified, not affected by any reduction in those going abroad to ski. A new racing club has been formed at Swadlincote Ski Centre – will help to restore access to racing in the Midlands.

* inserted into the minute book for record purposes.

Tim is working on a membership package for university snowsports clubs – considerable potential for increased SSE membership

[\(Link to 15 English University clubs\)](#)

Satisfaction survey. Targets to be reviewed as existing levels are too low. Some questions need a response from children, rather than their parents. This to be made clear in the covering e-mail.

Bi-Annual Self-Assessment Review. Tim to send updated comments to the Project Board. The main challenge is the Grow Summary.

Facilities. Joint presentation with Sport England scheduled for 31st October at the Ski Show – aiming to work with clubs & Regions to increase slope availability.

Anti-Doping. At the request of Sport England, the Board agreed the following regulation:

1. In the area of anti-doping, Snowsport England defers to the jurisdiction of Snowsport GB.
2. Further to clause 1 above:
 - a. the anti-doping rules of Snowsport GB (the “Anti-Doping Rules”) apply to the sports of Skiing and Snowboarding in England; and
 - b. persons participating in the sports of Skiing and Snowboarding under the jurisdiction of Snowsport England who qualify as “Participants” (as that term is defined in the Anti-Doping Rules) are bound by and must comply in all respects with the Anti-Doping Rules.
3. Snowsport England shall recognise and take all necessary steps to give full force and effect within its jurisdiction (a) to the Anti-Doping Rules; and (b) to any sanction(s) imposed under the Anti-Doping Rules.

The England Team contract, registration and renewal forms to be amended to incorporate this regulation.

- b. Membership** InterFuse coming next week to sort out the online first-time registration. Renewals progressing well. Those renewing by 31st October will be entered into a prize draw. From 1st November, a £20 late fee will be applied. Aiming to put the 2010 club membership details onto the online database so that SDOs can access online – current details are on Jenny’s PC. Barry noted that some 30 personal copies of The Piste are returned by Royal Mail as address not known. Proposal to publish an online version with page-turning instead of sending by post. Initial quote very high. Jennifer & Karen offered to seek cheaper options.
- c. Bank Accounts** All accounts now set up. Some money still to be transferred.
- d. UK Snowsports** Coaching Conference went well. Considering an alternative venue for next year with facilities for more people. Aiming to attract more young coaches next year. Awaiting final invoice from Hemel. Course attendance is now improving, but we will not achieve the approved budget. This will remain a challenge next year. Amanda Scriven-Purcell of Sportscoach UK to give her presentation after lunch. Tim sought approval to sign the Partnership Agreement with SportsCoach UK. This was agreed. Meeting arranged between the Home Nations, BASI and SportsCoach UK – aiming to agree a single British performance coaching pathway. SCUUK will only issue UK Coaching Certificate endorsement to Governing Body schemes, though others may be licensed to deliver courses. Tim sought delegated authority to develop the scheme on behalf of SSE. This was approved. Tim tabled a Coaching Workforce audit report prepared by [Sport Structures Ltd](#) The report is based on a survey of coaches, ski facilities and clubs

- e. **Staff** Staff at Chill Factore next Monday. Staff review to be held in November.
- f. **Child Protection** Agreed to offer a two hour slot for the Board training session at the next face-to-face Board meeting. Tim to arrange.
Implementation of the Vetting and Barring Scheme to be discussed by the CWWG. This Group has not met for some time. Tim to discuss with David Hart.
- g. **Alpine Committee** First meeting under the new Leader planned for 29th Nov.
- h. **Alpine Team.** Mike is now much better & attending the October camp – concentrating on the Junior Team and how it will integrate with the expanded British Youth Team. Accommodation and coach now sorted for the Development Team. Their first camp starts this weekend.
- i. **Nordic** – £10k Funding application – Jan to help the Nordic committee make a submission to the Sport England small grants fund.
- j. **Snowboarding** Only 8 Juniors on the British Junior Team this year – c.f. 13 last year. Vickie working to see how we can develop snowboarding as part of the performance pathway.
- k. **Risk Policy and Register.** Draft policy and updated register received from Clive. Tim to circulate for approval by e-mail. The Risk Register to be a standing item on future Board Agendas.
- l. **South West Ski Association** – The Board has been asked to resolve an issue regarding membership of the Regional Committee by approving a temporary constitution pending discussion at the 2010 SWSA AGM. Tim to discuss the principles with L&SERSA, who have a well-developed constitution.

738 Strategic Plan 2010-2013

Some consultation questions have been received as requested, but not enough to support a consultation meeting at the Ski Show. Questions are still required, but will now be consolidated into a questionnaire to be distributed with the next issue of The Piste. A study of the Active People Survey report may prompt further questions. A trial questionnaire to be distributed at the Ski Show to gauge the potential response.

739 SportsCoach UK Presentation

The Board welcomed Amanda Scriven-Purcell, Coaching System Manager for Sports Coach UK (SCUK), who gave a presentation on the UK Coaching Framework and UK Coaching Certificate (UKCC).

The relevant documents can be found at: <http://www.sportscoachuk.org/> in the UK Coaching Framework and Coach Zone sections.

Sport England recognises the UKCC and will only support coach education schemes with or working towards UKCC endorsement.

SCUK will only issue one UKCC endorsement per sport/discipline and only to a national governing body, so it is essential that the Home Nations work together to deliver a single UK snowsports coach education scheme. BASI have been invited to participate in the Source Group and may be licensed to issue the UKCC endorsed qualification, but the standard will be controlled by the Source Group.

It is essential that the individual members of the Source Group have delegated authority to determine the syllabus and do not have to go back to their member organisations for approval of the details. The Chairman confirmed that the Board had approved this and the Partnership Agreement earlier in the meeting.

- a. Management Accounts to 31st August** The current overall surplus is £2665. Although the accounts show a projected year-end deficit of £9641, it was accepted that the current forecasting mechanism needs to be improved. Jennifer to provide a written report for future Board meetings. The forecast deficit in Nordic is due to a timing difference in the budget and should be corrected shortly. It was noted that recent Freestyle events are reported without income. Sara to seek details from Martin Carr & Jennifer will monitor the position. Jennifer thanked Karen for the considerable time she has spent researching the new accounts software and setting up a new coding structure. This should make it much easier to extract useful reports from the ledger. A budget for 2009 is required for the Interventions to report against for proper control. We also need to report expenditure against the Exchequer grant separately, as the grant conditions provide for claw-back of unspent grant at the end of each grant year. Development Squad 2009 income and expenditure to be reported separately – separate nominals within the Alpine Squad report this year, but a separate report next year. The Board asked Tim to pass on their thanks to Mike Barker for securing the Wasteland sponsorship.
- b. Finance Meeting.** Jennifer reported on last Monday's conference call. Tim still pursuing outstanding debts – with some success. Subject to the following amendments, the Board approved Terms of Reference for the Finance Committee:
Purpose 2: To set a budget process and recommend budgets to the Board for each financial year.
New Purpose 8: To review the performance of the auditor and to make recommendations to the Board on the annual appointment of the auditor. Jennifer to confirm exact wording.
Sport England Audit – Jennifer to sign off the bank reconciliation each month. The audit revealed a long outstanding un-cashed cheque. Enquiries are in progress.
Reserves Policy – Jennifer stressed the importance of maintaining reserves equivalent to three months' turnover. The significant increase in turnover during the period of the Sport England grant, the risk of lower activity as a result of the recession and the un-secured loan to SSGB, all point to the need to increase the current level of reserves. The Board has agreed to set a breakeven budget for 2010 as a step forward from the 2009 deficit budget, but Jennifer recommended that we aim for surplus budgets in future years. Jennifer noted that Andrea Grant had attended her first meeting of the Committee as the new Leader of the Alpine Committee.
- c. 2010 Budget Process** – Tim has produced a budget for HO Services and Key Committees have been asked to incorporate their contribution in their budgets. Budgets to be submitted by 31st October, reviewed by the Finance Committee in mid-November ready for the next Board meeting.
- d. New Accounts Software** – The Board approved a proposal from Karen to purchase Sage Financial Controller with a ten day training passport to enable Sara to make best use of the enhanced facilities. The Board thanked Karen for all her work on this and for negotiating such a good deal.

741 **Key Committees**

No minutes of meetings received since the last Board meeting. A meeting of the Schools Committee was held recently.

742 **Snowsport GB**

- a. **Autumn Congress** – Sunday 22nd November. Barry, Jennifer and Tim to attend.

- b. **British Youth Team** – Implications of the new Youth Team on the England Team programme were discussed. Tim suggested that with careful co-ordination of team programmes, access to FIS races should not be an issue. Concern was expressed that the level of pastoral care in some previous youth team programmes had been inadequate considering the age of the athletes. Tim to discuss with ASMC to ensure that appropriate care is in place for England Team members. It was also suggested that a review by ASMC with athletes and their parents, perhaps at Bormio and/or Meribel, would help to improve our performance in this area.

743 **AOB**

Snow Camp – Good report received for the summer courses. Tim to circulate a copy. As the camps grow, it is anticipated that they will required less input from SSE.

744 **Next Meetings**

Monday 23rd November – telephone conference at 7.30pm
Saturday 30th January at 10.00am. Tim to seek a venue – possibly at Milton Keynes or Hemel.

There being no further business, the meeting ended at 4.45pm