

SNOWSPORT ENGLAND

ARC Meeting

10:30 Saturday 7 March 2015

Sportpark, Loughborough



Present:

Lloyd Jenkins (LJ)
Tim Fawke (TF)
Peter Heath (PH)
Mary Calvert (MC)

Alan Bullock (AB)
Mike Frith (MF)
Andrea Grant (AG)
Steve Lambert (SL)

Minutes:

1. Apologies were received from:

Taryn Archbold (TA)
Karen Conde (KC)
Dermot Flahive (DF)
Richard Lambden (RL)
David Manns (DM)

2. Conflict of Interest Declaration

All those committee members present confirmed that there were no changes to their conflict of interest declarations.

3. Minutes of Previous Meeting

The ARC minutes of the last meeting on 25 June 2014 had previously been agreed and published. There were no minutes available from the last ROTP meeting.

4. Matters Arising (not on the agenda elsewhere)

Course Setters Policy and List – LJ reported that this had been reviewed and updated and was ready to be published. TF suggested that the list be held by the SSE office. David Manns would be asked to put the list up onto www.gbski.com – replacing the list currently displayed (12 April 2012).

ACTION: LJ to send course setters policy document and list to TF and DM for publication.

5. Governance/Transparency

5.1 TF reported that the SSE Board were unhappy with the current functioning of ARC and ROTP. The two groups should be merged and their terms of reference (TOR) and duties made clear. There needed to be at least 4 meetings per year and a clear standardised agenda which would be used as a framework for all meetings. As SSE's biggest discipline, it was not acceptable that no meetings were taking place. Minutes needed to be circulated to the committee members within a week of the meeting so that they could be approved and published within 2 weeks. TF confirmed that he would be attending as co-chair for as long as needed. He estimated that this might be for 6 months.

ACTION: MC to ensure minutes from this meeting are available to the Board on 19 March

AB added that decisions should be made within the meetings rather than in between. He felt that if anything needed to be dealt with in between, a short notice teleconference meeting could be called. MC asked that if any decisions were taken by smaller groups outside the scheduled meetings, they were reported under a standard agenda item at the next meeting.

5.2 TF covered the Regional & Committee Chairs Day held in January. SSE are proposing setting out a regional structure so that it is clear what SSE expects of each region – and what help and support SSE will provide to the regions. For SSE Committees, there will be more standardised terms of reference to make the report structure and remit of each committee clear. The minutes from these meetings have been published on the SSE website. The Alpine terms of reference and a budget summary had been sent to the regional chairs before the meeting. AB asked that ARC members be included in the circulation of this type of information. SL asked if the budget statement could provide separate figures for individual races – rather than just giving a combined profit/loss for all races. PH warned that this might not be completely accurate as sometimes costs were attributed to the wrong race. However, it was felt that separation would help with transparency and should be aimed for.

5.3 TF reported that SSE has formed two new committees - a Youth Development Committee and an Alpine Management Committee (the latter is discussed under item 15). The Youth Development Committee is focussed on increasing the participation and retention of young people in snowsports. The current Schools and Youth Committee has been renamed the Schools Technical Advisory Committee to reflect the actual role that it carries out.

5.4 TF confirmed the appointment of 4 new non-executive Board members. The calibre of the new directors is extremely high and will help to raise the level that SSE is operating at. This will have a positive effect on how the board can support the committees. Their details can be viewed on the SSE website.

6. Meeting Structure/Agenda Items

6.1 TF had drafted an “ARC Calendar” outlining when meetings should take place through the year and what needed to be considered at each. LJ and MC would discuss this and confirm with TF before the next Board meeting on the 19 March. It would then be circulated to ARC members.

ACTION: LJ and MC to liaise over ARC calendar, confirm with TF and circulate to ARC

6.2 LJ had composed a set of terms of reference for ARC (including a “standard agenda”) and defined 13 roles. He proposed a maximum committee size of 14. Unfortunately, not all committee members had received these documents so it was agreed that these documents should be circulated. The role of equipment officer was added to the list. TF felt it was important that some new members joined the committee.

The roles were:

Chair	Athletes Rep
Vice-chair	Coaching Rep
Secretary	Regional Liaison
Finance	Schools Liaison
Communications	Board member
Training	STP Rep
Race Calendar	Equipment

**ACTION: LJ to circulate ARC TOR and defined roles documents to members
ARC members to confirm they are happy with their proposed role**

7. English Alpine Championships

7.1 TF wanted to record thanks to all the volunteers who had made the English Alpine Championships so successful. Considering the need to use different slopes and completing the championships in one day less than previous years, the week went according to programme (apart with some problems with fog on Day 1).

Jeremy Eaton (SSE Board Chair) had received very positive feedback from those attending. The resort was also very happy and a contract for 2016 at a similar cost had already been agreed. A survey has gone out to racers, coaches and teams. AG, TF and DM will assess the replies and report to ARC at the next meeting. Succession planning is also needed. DM is willing to continue for another year and AG is happy to continue. TF is looking into continued and new sponsorship. He suggested that sponsorship would be done in different tiers so that sponsors would receive the appropriate level of recognition.

AG reported that the actual budget was roughly in line with plan.

**ACTIONS: AG, TF and DM to report on the championship survey at the next meeting
AG to send PH the championship accounts**

7.2 It was reported that one of the backup timing machines had sustained minor damage to the plastic casing during the previous summer. TF would look at the insurance details to confirm the cover. PH asked for an updated inventory for the insurance policy.

**ACTIONS: TF to check equipment insurance cover
MF to send an equipment inventory to PH**

7.3 The Championship reports were posted regularly onto the SSE website but there were problems with the Championship website which need to be sorted out for next year. Betony Garner (BSS Press Officer) looked after the publicity posts at the event and continues with twice weekly posts from BSS. It was felt that it would be useful if these were also posted on Britski.

**ACTION: TF to contact Betony Garner
to ask for the posts to be forwarded to PH**

8. Training Officials

8.1 AB reported on the current situation with officials training courses.

Level 1 courses are held as requested and, in the future, will be available online. There is one being held for Telford and Midland clubs next week.

Level 2 courses take place over 2 days. It is hoped the next one will take place on 18/19 April at Loughborough. TF confirmed that SSE would cover room hire and tutor costs. The participants (possibly with a contribution from their region) would pay a registration fee and need to cover their own expenses.

A request has been made by Sunderland for 13 participants. Other requests have been received from Eastern Region, Ambition, Telford/Midland and Ski Club of Ireland. Courses could be held at different venues around the country provided there are a minimum of 6 participants. (Courses would be open to the whole country to try and achieve this.)

**ACTION: TF to add the 18/19 April Level 2 course to the SSE bulletin
PH to add it to Britski**

8.2 Level 2 officials should have a refresher every 3 years. There is an annual rules update by the TD forum which these officials can go to. MF also reported that he had done two level 2 Accreditations at the All England Championships last year.

8.3 It had been asked if it is possible to go straight to level 2 without doing a level 1 course. It was felt this might be possible for a small number of suitably experienced individuals. However, before they would be accredited as level 2 officials they would need to be logged as having done level 1 roles.

8.4 AG asked about provision of a calcs course. AB pointed out that there were 2 levels at which this might be needed. The first would be for Club National level and the second to include events on snow. The first would require use of Skipro 2.27 which runs with Tag Heuer timing kit. The second would include additional information and use a higher version of Skipro. It was suggested that anyone interested in learning to do calcs contact AB (North England) or SL (South England) who would arrange for mentoring.

8.5 AG is prepared to run one course per year for race secretaries but feels participants should have completed a level 1 official's qualification first.

9. Official's Licence/Rewards

All officials need to be registered with SSE for insurance purposes. It was suggested by TF that all officials should have an identity card with their name, registration number and level of training/accreditation as well as a photo. A database of officials is needed.

ACTION: TF to produce a list of registered officials for circulation to ARC for correction/additions

10. Summer Races

10.1 The All England Championships are to be held in Sunderland in 2015. Some concerns were expressed regarding potential entry numbers. However, it was pointed out that the Sunderland slope had offered very good value at a significantly lower cost than the other slopes which had been considered.

AB emphasised the need to make Artificial Championships (such as the British) more of a “special” event. TF pointed out that it was difficult to get sponsorship for these events as the benefit to the sponsors was often small. It was suggested that some of the surplus from Bormio might be used to support the artificial slope events in the UK.

SL expressed concern over the losses incurred at the GBR race series (both indoor and outdoor). The meeting felt that discussion was needed over the future of these races and whether – given the extremely full calendar - that tier of racing was still appropriate. AB suggested that progression from regional races through Club National races to Championships may be sufficient.

TF reported that the SSE Board have said that the indoor GBR races cannot continue to run at the present level of loss. Snowzone have not been prepared to lower their fee so there was doubt over the GBR race planned there. Lions will continue to run the CN and have offered to cover the shortfall for the GBR race the next day. There was some concern that this might encourage other slopes to maintain higher prices but it was decided that, on this occasion, if Lions were prepared to cover any loss, the race should go ahead.

Action: TF to contact Lions with details of the loss which might be expected and confirm whether they were willing to cover it. The race could be GBR or a second CN – whichever Lions preferred.

10.2 Excel races were scheduled for this season and usually attracted around 70 entries. There was no cost to SSE from these races.

10.3 MC asked whether, for the 2016 season, the CN series could be separated into Indoor and Outdoor leagues – now that the separate seed lists were well established. There was general agreement to this but it needs to be discussed again later in the year.

ACTION: CN Series to be added to the agenda later in the year.

11. Finance

11.1 PH presented the Management Accounts for 12 months to 31 December 2014. These showed an actual net surplus of £5203 for that period compared with a budget figure of -£483. For the 2015 budget, the initial submission projected a loss of £2661. A number of changes were then made in consultation with the Board and the budget for 2015 now projects a net surplus of £1026. The changes included:

- GBR entry fees increased by £1 – now £28 (indoor), £21 (outdoor), £31 (double GBR Gloucs)
- GBR at Milton Keynes and Indoor Inter-region events cancelled.
- CN levy charged by SSE per racer increased by 50p to £4.70 (taken from entry fee by SSE)

Action: TF to discuss with SSW regarding entry fee for double GBR race at Gloucester

Although ARC had previously recommended the removal of the £1 Alpine squad levy taken from all race entries, it had been decided that this should be retained as a result of feedback from the SSE Board and CEO.

PH confirmed that the Alpine budget must be presented to the Board at their November meeting. It therefore needs to be decided at the ARC meeting prior to that. He needs the calendar and slope costs in order to be able to do this. (Currently, the calendar is not available until later.) AG/TF confirmed that the Bormio budget would be done over the summer.

11.2 There was some discussion about Meetings and Travel costs. The budgeted figures are much higher than the actual figures. PH confirmed that, currently, only about 25% of people claim for travel to meetings. However, the figure needed to stay in the budget as they were entitled to claim. LJ asked why SSE still pay for TDs to go to the TD forum – as this is now wholly under BSS. He felt only the SSE rep should be paid for. (SSE would continue to pay for TDs to attend English races.) Discussion between the Home Nations, BSS and the TDs needed to take place.

Action: TF to discuss with Home Nations, BSS and TDs and get clarification on TD's expenses

12. Online competition entry system

TF confirmed that a new system was being developed and hoped it would be ready around June. The old system had developed increasing problems once an XP server was no longer being used.

13. Sponsorship

TF reported that he was moving forward with this – particularly with regard to the Alpine Championships.

14. Communications

TF emphasised that any improvements in communications would have a positive benefit for attracting sponsors. AG would link with Victoria Crampton (SSE Development Officer), Betony Garner and Will McGlynn (SSE Snowsport Development Officer) to help improve communications from ARC. Weekly bulletins are already posted on the SSE website and circulated to members.

The SSE website is still being developed. Any problems encountered should be reported to TF so that he can add them to the snagging list for the web design company to correct.

Communication from the committee is essential to help with governance and transparency. There is the accusation that it is a secret society and it is vital that we get the communication working better so the alpine community is fully engaged with SSE and understand what the committee is trying to do.

15. Alpine Squad/pathway/BSS-AST

15.1 TF reported on developments in these areas. The new chair of the BSS Alpine Speed and Telemark Committee (AST) would be announced next Monday.

15.2 SSE has appointed Jo Ryding as the new Alpine Squad Manager and Gillian Poth as the Alpine Squad Coordinator. Both roles will be supported by the Alpine Management Group (which looks after the squads) and will run for a minimum of two years. Tania Barton will represent the Board in these areas. SSE's Talent Officer Ian Findlay will continue to work across all the snowsports disciplines, providing support and a link back to the Snowsport England Development team.

15.3 The U14 (SSE only) selection policy and development plan has already been published. The remaining policies and plans (BSS) should be published next week.

15.4 LJ is the SSE rep to the BSS Alpine Speed and Telemark (AST) Committee and also sits on the Alpine Business Group (a subcommittee of AST). The main focus of this at the moment is the Alpine Junior World Championships which start today in Norway.

15.5 TF wished to record that this year there have been some excellent results from English athletes.

16. AOB

16.1 AB asked if the Chief of Race (COR) had been decided for the first GBR races (Mon 4 May at Gloucester and 9/10 May at Chill Factore). AG said she would discuss with KC and DF.

MF confirmed that he would be Chief of Champs in Sunderland.

It was not known if trophies had been sorted out yet. LJ would discuss this with DF

**ACTIONS: AG to discuss allocations of CORs with KC and DF
LJ to discuss trophies with DF**

16.2 PH asked that due note was made that AB would now be organising officials training courses (not DF)

16.3 MF asked for clarification on late entry fees. AG said that no late entry fees were charged for SSE races up to the Wednesday evening when entries closed. After that, racers needed to contact the race secretary and an additional fee of £10 would be charged. LJ would put this into an Alpine Bulletin.

ACTION: LJ to send out Alpine Bulletin regarding late entry fees

16.4 SL asked that clarification was also made in the Alpine Bulletin concerning the number of races at a slope which an individual could count for seeding. ROTP have supported LJ's proposal that, for indoor races only, 2 races could count at the same slope without a 20% loading. This needs to be discussed with Scotland and Wales and an agreed position presented to the TD forum on 16 May for immediate implementation.

ACTION: LJ to liaise with DM

16.5 TF confirmed that the Ambition races planned in Leogang would be under SSE. However, as they wouldn't be using the race entry system, they would be charged a calendar fee and TD expenses.

16.6 TF said that he would circulate a document that would list the support required from the office and development team. The committee will need to add further detail so it covers all areas and everyone is clear on what support is being asked for..

16.7 Code of Conduct TF made the committee aware of the new code of conduct that the board had agreed on. It is a requirement that everyone signs up to the code of conduct.

**ACTION: MC to circulate code of conduct to committee
ALL: To sign up to the code of conduct**

16.8 AB suggested that DM's notes should include that calcs qualification would be done by mentoring.

17. Actions

Agenda Item	Action for	Action	Due by
4	LJ	send course setters policy document and list to TF and DM for publication	
5.1	MC	ensure minutes from this meeting are available to the Board on 19 March	19 March
6.1	LJ/MC	liaise over ARC calendar, confirm with TF and circulate to ARC	19 March
6.2	LJ	circulate ARC TOR and defined roles documents to members	
6.2	All	ARC members to confirm they are happy with their proposed role	
7.1	AG/TF/DM	report on the championship survey at the next meeting	6 May
7.1	AG	send PH the championship accounts	
7.2	TF	check equipment insurance cover	
7.2	MF	send an equipment inventory to PH	
7.3	TF	contact Betony Garner to ask for the posts to be forwarded to PH	
8.1	TF	add the 18/19 April Level 2 course to the SSE bulletin	
8.1	PH	add the 18/19 April Level 2 course to Britski	
9	TF/ all	TF to produce a database of registered officials for circulation to ARC for correction/additions	
10.1	TF	contact Lions with details of the loss which might be expected from the GBR race and confirm whether they were willing to cover it. The race could be GBR or a second CN – whichever Lions preferred.	
10.3	MC	CN Series to be added to the agenda later in the year.	October

11.1	TF	discuss with SSW regarding entry fee for double GBR race at Gloucester	
11.2	TF	discuss with Home Nations, BSS and TDs and get clarification on TD's expenses	
16.1	AG	discuss allocations of CORs with KC and DF	
16.1	LJ	discuss trophies with DF	
16.3/16.4	LJ	send out Alpine Bulletin regarding late entry fees and clarify the number of results per indoor slope eligible for seeding	
16.7	MC	Circulate SSE code of conduct to committee	
16.7	All	Sign up to code of conduct	

Dates of Future ARC Meetings

Wednesday 6 May 2015 19:30 by teleconference

Saturday 1 August 2015 Sportpark, Loughborough

Saturday 17 October 2015 Sportpark, Loughborough