



# British Canoeing

## Slalom Committee

### Meeting Minutes

Sunday 27<sup>th</sup> November 2016

Location: British Canoe Union HQ, National Water Sports Centre  
Adbolton Lane, Holme Pierrepont, Nottingham, NG12 2LU



## 1 Present

### 1.1 In Person

Dave Spencer [1/1] Chair	Nick Taylor [1/1] Lower Divisions	Chris Baillie [1/1] Scotland
Martyn Setchell [1/1] Vice Chair	Peter Curry [1/1] Safety/Comp Mgmt	Mark Abbott [1/1] Wales
Andy Koszary [1/1] Treasurer	Andy Grudzinski [1/1] Technical Officials	Dave Royle [1/1] England
Colin Woodgate [1/1] Secretary	Hazel Ridge [1/1] Volunteer	Craig Morris [1/1] British Canoeing
	Steve Linksted [1/1] Divisional Development	

### 1.2 Apologies

Jacky Stokes [0/1] Marketing & Publicity	Matthew McKnight [0/1] CANI
	Dave Royle [0/1] England

#### Also Present

Nick Penfold Ranking officer (to the end of item 4 only)

John Woods Ranking Status Officer (to the end of item 4 only)

Anna Gray British Canoeing Sport Development manager

## 2 Welcome

The chair welcomed everyone to the meeting. He went on to thank John Woods for the work he and Kath have done for the sport over the years. He also thanked Anna for the work she did in facilitating the ACM yesterday.

The meeting offered a vote of thanks for all those involved in the organisation of the Awards dinner. Which was a successful evening that was enjoyed by all.

There was a vacancy for a co-ordinator. The meeting co-opted Steve Linksted for a year

## 3 Minutes of Previous Meeting

The minutes of the previous meeting were accepted as a true record.

## 4 Promotion / Demotion Levels

The demotion lines are drawn at the same levels as last year - 999 in Premier and Division 1, 399 in Division 2 and 499 in C2.

The number in division 1 K1 will then have returned to the levels of 2012 to 2013, when there was a smaller level of over subscription.

## 5 Applications for Frozen Status

Applications for frozen status were considered from 6 athletes, 4 were accepted and 2 were rejected.

## 6 Four Year Planning

Anna Grey described the four-year planning cycle, and gave guidance on the development of the committee's plan.

The purpose of the four year plan is to formalise the structure and aims of the committee, and how they dovetail with the British Canoeing four year plan.

The committee responsibility is for a strategy and plan for four years, including interfaces with other stakeholders' plans, such as British Canoeing Board, Home Nation Boards and Performance. The plan should involve communication with these and those involved in the plan, such as paddlers, clubs, competition organisers and other volunteers.

The proposed process would be to create a small working group to create the structure and the consultations needed to derive a plan.

The initial working group, will be Dave Spencer, Martyn Setchell, Nick Taylor and Colin Woodgate. Craig Morris will provide input from the performance area, to assist in broadening communications. Anna Grey is available to provide support and guidance.



## 7 ACM Actions

### 7.1 Judge Education

An aim is to provide a monthly 'judging clip', a video of a gate, with an explanation of the penalty being given. Initial plans for this will be developed for the next meeting.....AG

### 7.2 2017 ACM possibilities

Suggest that motions for the ACM should include a short sentence that describes the aim of the motion, what it is trying to fix.

- Review Race formats (Czech model)
- Statutes
- Early course erection

### 7.3 Risk Assessment Plans

PC is continuing to review Risk Safety plans received, and will liaise with those competition organisers who have not yet provided agreed plans. He will report back to the committee near the deadline. ....PC

## 8 Committee Structure

### 8.1 Agree Co-Ordinators

The committee discussed the way forward for co-ordinators in the 2017 season. The following changes will be made:

- A single co-ordinator will report to the committee regarding all Technical Officials and technical equipment. There will still be separate people at each race to manage the timing and the judging personnel / issues / allocation. This had been discussed with many of the volunteers involved on the river bank through the year. AG proposed a possible structure for the volunteers.
- Strategy and planning roles have been taken back into the Chair's role this year. This will continue
- The emphasis on lower division development merits a co-ordinator to give this the priority it deserves.
- Equally the sports reliance on volunteers requires separate co-ordination
- The Marketing of the sport has not, historically, been successful. Having a Committee member with responsibility for this aspect is deemed essential
- Safety is being given increasing priority within the Federation, in order to react to this a designated safety officer is needed.
- Divisional development, initial the challenges and opportunities surrounding division 2.

### 8.2 Athlete Representative Election

The Athlete representative role needs re-election for the coming season. A note will be put on the web site asking for nominations by the end of the year. If an election is required, this will be carried out on line in the New Year, with the aim of having the athlete representative in place for the first meeting of 2017. CDW noted that he had already received a nomination for the post .....CDW

## 9 Other Committees

### 9.1 Report from English Council

CDW and DS gave a verbal report from the recent English Council meeting



## 9.2 Representation

It is understood that the board are reviewing the committee structure within British Canoeing. The committee's representatives on other committees was agreed as:

- Coaching Panel (Andy Neave)
- Discipline Chairs group (DS)
- English Council (DS / CDW)
- International Panel (DS / MS)
- Safeguarding (HR)
- Safety Rep (PC)
- World Class Management Group (DS)

Athlete rep will be encouraged in liaising with the ICF Athletes commission.

## 10 Finance

### 10.1 2015-2016 Accounts

### 10.2 Representation Letter

DS and AK were authorised to sign the representation letter

### 10.3 Budgets

Co-ordinators were encouraged to produce budgets for the 2016-17 year and supply them to AK before year end. Provisional budgets have been developed using last years' expenditure.

### 10.4 Home Nations levies

It was agreed to treat all home nations committees in the same manner, providing a percentage of the levy. The categories of expenditure of the Canoe England Slalom Committee is then less restricted, although still subject to Slalom Committee oversight.

### 10.5 Payment Process

The payment process needs electronic authorisation for amounts over £500. For batches below this will be authorised by an exchange of messages.

## 11 Outstanding Actions

### 11.1 Safety

Recently the environment agency has been expressing an interest in reviewing and approving risk assessment plans. PC is in conversation and discussing the practicality of some of the requests.

### 11.2 Division 4 Promotion Certificates

The revised Division 4 Promotion information will include a link to a webpage to request a promotion certificate and to register details for inclusion on the database. The Division 4 requests will be sent on to Jackie Stokes to produce and send a hard copy certificate. CDW was reminded that he had agreed to review the promotion form.....CDW

### 11.3 Entry Cards

The design for entry cards will be reviewed with the aim of getting new cards ordered for dispatch with Year books.....CDW

### 11.4 Assumed Risk Sport

The assumed risk statement will be reviewed with BC to ensure it is still relevant and the frequency of signature needed.



### 11.5 Athlete Federation Membership and Insurance

This is being progressed with BC Insurers. The issues of liability for a foreign national, with or without personal liability, racing in the UK and causing injury. And the reverse for those travelling abroad to paddle. .... **PC / DS**

### 11.6 ICF Cards (CDW)

ICF cards have still not been received. CDW has followed up with Gemma Wiggs (BC) and Sue Natoli (ICF Slalom Committee). This will continue to be tracked. .... **CDW**

### 11.7 Welcome Pack

A welcome pack, for new promotes, will be developed for the 2017 season ..... **JS**

### 11.8 Online Entry System

There are two approaches to delivering a new system, a traditional approach producing a detailed request for proposal, or a process where the system is developed by prototyping areas and gradually expanding the system to the full scope of the requirement.

The later approach will be taken initially, with some input and checking to ensure the probity, security and compliance of the system, especially the finances.

For example, entries paid will be held in an account and until released through a dual authorisation process. The management of manual entries will also be reviewed, and the availability of instructions. A working group will be put together to review a demonstration system before the end of the year. .... **DS**

## 12 AOB / Correspondence

### 12.1 Year Book

The yearbook will be reviewed and updates must be sent to Ken Trollope as soon as possible. Each member of the committee will take the same sections as the previous year. Proof reading, review and response must be timely in order to get the year book out rapidly.

### 12.2 Perpetual Trophies

Two of the perpetual trophies had been damaged. These will be repaired at the committee's expense.

### 12.3 Organisers Pack

DS and PC will review the organisers pack for the next year. .... **PC / DS**

## 13 Future Meeting Dates

All meetings at 9:30, at BCU HQ in Nottingham, unless otherwise noted.

- Sunday 22<sup>nd</sup> January,
- Saturday 11<sup>th</sup> March,
- Saturday 20 May,
- Sat 12 August
- Sunday 28 October evening,
- Saturday 25<sup>th</sup> November Annual Consultative Meeting
- Sunday 26 November post ACM Meeting

The Chair thanked members for their attendance. The meeting closed at 14:00 p.m.