



# British Canoeing

## Slalom Committee

### Meeting Minutes

Sunday 26<sup>th</sup> November 2017

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	Andy Neave	[1/1]	Coaching	Chris Baillie	[1/1]	Scotland
Andy Koszary	[1/1]	Treasurer	Dee Lindesay	[1/1]	Digital Strategy/Data	Mark Abbott	[1/1]	Wales
Martyn Setchell	[1/1]	Vice Chair / Athlete Rep	Peter Curry	[1/1]	Safety/Comp Mgmt			
			Andy Grudzinski	[1/1]	Technical/Timing			
Colin Woodgate	[1/1]	Secretary	Hazel Ridge	[1/1]	Volunteers/Safeguarding			

### 1.2 Apologies

Steve Linksted	[0/1]	Divisional Development	TBA	[0/1]	England
			TBA	[0/1]	CANI
			Richard Ramsdale	[0/1]	British Canoeing

John Woods Ranking Status Officer

#### Also Present

Nick Penfold Ranking officer (to the end of item 6 only)

Anna Grey British Canoeing Sport Development Manager

## 2 Welcome

The chair welcomed everyone to the meeting.

## 3 Minutes of Previous Meeting

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

## 4 Promotion / Demotion Levels

It was agreed that there would be no end of season promotions this year. Demotion levels will be the same for all events in a division.

Premier to Division 1 ----- 1,999 points or less

Division 1 to Division 2 ----- 999 points or less

Division 2 to Division 3 ----- 199 points or less

It was noted that, particularly in the upper divisions, the number of entries was up last year, although the number ranked has dropped slightly, an indication that those paddlers are more active and going to more competitions.

## 5 Applications for Frozen Status

Applications for frozen status were considered from 4 athletes, 3 were accepted and 1 was rejected.

## 6 Bib Issue

### 6.1 Paddlers without Bibs

Correspondence between the ranking officer and a division 3 compiler was circulated to the committee. A proposed methodology was presented and agreed. The Secretary will communicate the changed policy to those involved. ....**CDW**

### 6.2 Paddlers without cheque books

There is an increasing, number of paddlers that do not have a cheque book, there are issues reconciling payments received. Various options were discussed and will be progressed.

## 7 ACM Actions

### 7.1 Amend Race Details From

Amend the race details form to allow organisers to specify a date before which entries will not be accepted, and whether online entries will be accepted. ....**AG**



## 7.2 Code of conduct

The code of conduct will be reviewed and updated before the 2018 season. It will then be included as part of the Bib Application form and must be signed in order to obtain a race bib..... **HR**

For juniors the parent and carer code of conduct must also be acknowledged.

The code of conduct will include the current initiatives on Start Pool Etiquette, behaviour in the changing rooms and associated behaviours.

## 7.3 Course Erection Guidelines

An information sheet will be produced confirming the general view from the ACM. .... **MS**

A mailing list will be set up for organisers from 2017. This will be updated for 2018 and used to send out information and reminders of dates..... **CDW**

## 7.4 Regulations

The Secretary will amend the terminology in the regulations for inclusion in the 2018 yearbook. British Canoeing will be defined to include all the home Federations.

The Secretary was asked to, again, ask for any available central model for discipline committee regulations. Failing this a draft should be prepared for consideration by the committee then circulated mid season.

The options available for voting will be documented, and absent any instructions from British Canoeing, a descriptive document will be developed, to allow polling in the options early in the 2018 season.

Any changes to regulations need approval by BC board, once defined, pre approval from the board will be sought so that they can be approved at an EGM before the 2018 ACM, and used at the ACM..... **CDW**

## 7.5 ACM Minutes

It was agreed that a list of clubs eligible to vote, the number of votes that the club has, the number of events run and the number of entries on the ranking list will be included in the ACM Minutes.

# 8 Committee Structure

## 8.1 Agree Co-Ordinators

The committee discussed the way forward for co-ordinators in the 2018 season. The following changes will be made:

- A co-ordinator role will be set up to co-ordinate with, and influence the Coaching schemes, both Nationwide and in each Home Nation.
- Digital Strategy / Data. Continuing the process of streamlining the systems, including such things as the managed calendar, linking to BC membership systems, closer links between results, ranking database and entries systems.
- Divisional Development will also include review of the lower divisions.

The assignment of Co-ordinator roles to individual is as listed at the top of these minutes.

The coordinators appointed for a single year will be Steve Linksted and Andy Neave.



## 9 Other Committees

### 9.1 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 Technical Group (AN)
- England Coaching Management Committee (AN)
- Discipline Chairs Group (DS)
- English Council (DS / CDW)
- International Panel (DS / MS)
- World Class Management Group (DS)

### 9.2 Representatives

- Safeguarding (HR)
- Safety (PC)

It was noted that there has been little information sent out from British Canoeing in the previous year. Athlete Representative will be encouraged in liaising with the ICF Athletes commission.

## 10 Finance

### 10.1 Process

AK reminded the committee of the processes followed in managing and presenting the accounts during the year.

### 10.2 2016-2017 Accounts

Debtors included £7,000 of levies receivable. These have all either since been paid, or acknowledged for rapid payment. There have been some issues regarding the Scottish Levy form that has now been resolved. Accrued expenses are to cover the unpaid claims for events and meetings at the end of the season close to the close of the accounts.

### 10.3 Expenses

AK and AG will review the expense policy for volunteers..... **AK / AG**

### 10.4 Representation Letter

DS and AK were authorised to sign the representation letter

### 10.5 Forms

The expense forms will be updated for 2018..... **AG**

Levy Forms will be updated..... **DS**

### 10.6 Budgets

Co-ordinators were encouraged to produce budgets for the 2017-18 year and supply them to AK before end December. Provisional budgets have been developed using last years' expenditure.

## 11 Outstanding Actions

### 11.1 Role descriptions

Role descriptions should be created for all positions, including the volunteers elected 'en bloc'. Drafts should be produced for the next meeting..... **CDW**

### 11.2 Four Year Planning

An initial draft of the plan is being produced, which, it is hoped, will be published for comment and review in the next few months. .... **AG / DS**



### 11.3 Historic Winners

This is an ongoing background task.

### 11.4 Bib Application Forms

The bib application form will be extended to include confirmation of, and acceptance of, the safety requirements and code of conduct.....**DS**

### 11.5 Safety Plans.

Some events have safety professionals as part of the organisation but who have not been to a British Canoeing seminar. BC will be approached to agree that some other qualifications are acceptable.....**DS**

The first race that has yet to supply a safety plan for the race will be three months away on 8<sup>th</sup> December. They will be approached to ensure they are aware of the ACM decision that would de-rank their event on 8<sup>th</sup> December. The decision to de rank an event will be through email consultation with the officers.

British Canoeing has produced an on-line event safety guide which can be referred to when developing plans: <https://www.britishcanoeing.org.uk/guidance-resources/event-safety-management/>

A one page checklist for the day, and a notice of the event safety officer will be added to the notices to be published outside control. .... **AG**

### 11.6 Online safeguarding course

Committee members were reminded that they should complete the online safeguarding course ..... **All**

## 12 A.O.B. / Correspondence

### 12.1 Race Order

Martyn Setchell proposed that the race order for 2018 should be amended so that the British team start qualification runs last, in reverse order of Selection. There will be consultation during the year as this is in contradiction to C13.1.1 so requires a rule change..... **MS**

### 12.2 Year Book

The yearbook will be reviewed, and updates must be sent to Keith Goddard 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.

A soft copy of contents will be obtained and circulated with contact details for Keith. .... **DS**

### 12.3 Bi Annual Diner

The committee welcomed Alexandra Ridge's proposal to organise the biannual diner this year. A possible venue has been identified, and the committee agreed to underwrite any loss and to pay the deposits required. Tickets will probably be priced at £25 per head.

### 12.4 Organisers Pack

DS and Nick Taylor will review the organisers pack for the next year..... **DS**

### 12.5 Possible 2018 ACM motions

- Redefinition of Short Season, so those promoted very early in the season do not get protected status. This requires analysis and consideration, but there is a consideration that the cut offs should be the same for those promoted and those granted ranking status.
- Promotion Targets (as per 2017 / 6.6)

### 12.6 Boat Insurance

Canoe Wales cannot access BC boat insurance. SCA similarly has different insurance arrangements. This is part of the federal agreements and is out with the committee's remit

### 12.7 Gate Judges

An updated list of gate judges will be produced, from information available in a variety of sources..... **AG**



### **12.8 ICF Judging**

It was agreed to support renewals of active judges' ICF cards that are expiring. The criteria to be eligible to be nominated are being drafted and will be brought to the next meeting.....AG / CDW

### **12.9 Administrator files**

The Chair will make enquiries as to whether there are historic files that were held by Jim Croft that could be collected and filed elsewhere.

## **13 Future Meeting Dates**

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

- Saturday 27<sup>th</sup> January
- Saturday 21<sup>st</sup> April
- Saturday 9<sup>th</sup> June
- Saturday 4<sup>th</sup> August
- Sunday 4<sup>th</sup> November
- Saturday 24<sup>th</sup> November (ACM)
- Sunday 25<sup>th</sup> November

The Chair thanked members for their attendance. The meeting closed at 13:20 p.m.