

# JudoScotland

## Board Minutes: 29 June 2011

### Ref. 2011/6



**Notes of the Meeting of the JudoScotland Board held at the offices of JudoScotland, Level 4, EICA: Ratho, Newbridge, Edinburgh, on 29 June 2011.**

Present: Ronnie Saez (Chair); Tam Brown (TB); James McBeath (JMB); Marc Preston (MP).

Apologies: Graham Campbell (GC); Sarah Clark (SC); Robert Sneddon (RS); Barry Fleeting (BF).

In Attendance: Douglas Bryce (CEO)

### Welcome & Apologies

- 1 The Chair welcomed JMB to his first JudoScotland Board meeting as a Director and noted the apologies previously tendered.

### Minutes of the Previous Meeting of 8 June 2011

#### JudoScotland Grading System

- 2 point 47 Following a query raised by MP, TB confirmed that there were 3 resource books at the present time supporting the BJA grading system

#### BJA Board Meeting

- 3 Point 50.2 MP outlined that the Minutes should reflect that it was Elvis Gordon and not Winston Gordon who had passed away.

#### Life Membership Policy

- 4 Point 59 MP wished the Minutes to reflect that it was he that had asked as opposed to the Chair.

#### High Grades

- 5 Point 62 MP voiced the opinion that the Board had agreed to support Robert Inglis' promotion to 4<sup>th</sup> Dan. TB disputed this view and reflected that the Board had agreed to ask the High Grades Commission to support the individuals promotion to 3rd Dan

#### Staffing Remuneration

- 6 Point 65 *Content removed due to it being of a confidential nature.*

### Actions Arising

- 7 The CEO outlined that he would be tidying up the Board Rolling Actions sheet to make these easier to read/ refer to and would delete actions that had been achieved previously.
- 8 The Board proceeded to review the entire actions sheet from August 2010:

**Board Ref: 2010/6 - High Grades**

- 9 TB asked to draft a process (rather than policy) with regard to the support for awarding higher grades within Scotland. **Action:** TB

**Board Ref: 2010/8 – AOCB - Coaching Certification**

- 10 MP reported that he had liaised with an individual to do first aid courses across Scotland. The Chair was under the impressions that these were currently offered free through local Councils. **Action:** MP to discuss with the HET the practicalities of taking this further.

**Board Ref: 2011/3 – Matters Arising, Scottish Universities Championships**

- 11 JMB was strongly of the belief that all activities should be channelled through JudoScotland. JMB asked that the website be updated with information as to what is required for running an event. **Action:** MM and TB to update website.

**Board Ref: 2011/3 – AOCB – Vehicle Purchase**

- 12 Application submitted and awaiting further feedback from “Awards for All”.

**Board Ref: 2011/4 – National Squad Physiotherapist Support**

- 13 The CEO outlined the current situation with the recruitment of Miss Horne on a short term contract. The Chair identified that his contact was still very keen to work into the Commonwealth Games in 2014.

**Destination Judo Membership Reconciliation**

- 14 MP committed to meeting with the Manager: Support Services over the summer period (most probably August).

**Correspondence**

**Bishopbriggs Judo Club: Application for Membership**

- 15 The Board approved membership subject to an appropriate Constitution being received.

**Letter Received by Mr A. Malone (and copied to Board)**

- 16 The CEO gave some history regarding the receipt of the letter and noted this was not a JudoScotland organised event. The Chair noted that this could represent quite a serious accusation. TB believed that the International Children’s Games organiser’s would be taking a view on this complaint.

**Action:** CEO to contact International Children’s Games organiser’s to ascertain whether they will be investigating the incident. If so, JudoScotland would write and offer any support required.

- 17 The Chair also requested that the letter be forwarded to our Lead Child Protection Officer for their information.

**Action:** CEO to forward letter received to LCPO.

**Letter from Mr P. Gardiner**

- 18 The Chair believed that the letter restated many of the comments made within the plenary session following the recent AGM.

- 19 The Chair proposed to write to Peter Gardiner acknowledging receipt of the letter and assuring Peter Gardiner that the Board would give thorough consideration to its contents. **Action:** Chair

- 20 The Chair recognised that a number of Directors were not present at this particular Board meeting and proposed to place this item on the next meeting agenda.

- 21 Arising from the letter received, TB asked MP where the pilot grading system currently in operation within Scotland was lacking?

- 22 MP proposed to offer the “Professional Coaches Group” a 30 minutes slot at a future Board meeting. The Chair reflected that perhaps we should be surveying Clubs to determine wider views on the piloted grading system.
- 23 MP stated that he did not think that the JudoScotland grading system would work for his Club.
- 24 MP had spoken with Deborah Booth from BJA Membership Services and also Colin McIver to come and speak to the Board at its next meeting.
- 25 TB presented a mock-up of the proposed JudoScotland grading syllabus resource booklet. MP felt that this was simply a duplication of BJA material. TB responded that this was in fact the case, tailored to JudoScotland’s needs and that this had been work in development for a number of months. TB also highlighted that he had been requested to bring this to the Board.
- 26 MP felt that the whole grading system ought to be sorted out sooner rather than later, to which TB agreed.
- 27 The Chair was not against inviting Colin McIver to a Board meeting to discuss this further, but would want a full contingent of Directors at any such meeting. A meeting in mid-August was possible.
- 28 JMB asked whether anyone knew of the main concerns that Peter Gardiner’s letter alluded to?
- 29 MP responded that he didn’t want to be drawn on specifics at the present time.
- 30 The Chair reflected that for the Board to come to an informed decision, it would require such information in advance of any meeting to determine a resolution to the matter. The Chair enforced the requirement to be open and transparent in the review/decision-making process – whatever the eventual outcome.
- 31 The Chair definitely took the view that regardless of the decision regarding which grading system to adopt, JudoScotland required to ensure a robust process of quality control attached to it.

**Action:** CEO to “doodle poll” Directors for availability in mid-August.

- 32 The Chair noted that we would be inviting Peter Gardiner solely to present on the perceived grading syllabus issues.
- 33 The Chair further proposed that the CEO pick up with Peter Gardiner separately other issues relating to customer care and relationships.
- 34 References to inclusion, the Chair believed would be covered under the notion of creating working groups and/or commissions. He felt that this would be a very effective way of involving more people in the organisation and its aims. There was also the added benefit of recruiting potential new Board members through such a network.
- 35 The Chair felt that each Board member should assume responsibility / attendance for a particular group/commission – but not necessarily to Chair it. Professional staff should also be involved to ensure their expertise is fully utilised.
- 36 The CEO was asked to pull together a paper for discussion at the next Board meeting, including any issue for consideration: chairs; frequency of meetings etc. **Action:** CEO

**Mr B Thomas (Kata): Correspondence to Chair**

- 37 The Chair referred to recent email correspondence from Mr Bob Thomas. The Chair wanted JudoScotland to be as inclusive as possible, whilst recognising that there may be quality assurance issues surrounding Mr Thomas’ delivery.
- 38 TB referred to Mr Thomas going directly to the BJA Kata Commission to have events licensed. TB also alluded to on-going issues and the need to refer to the Head of Education and Training.
- 39 MP asked whether Mr Thomas was BJA qualified to deliver and TB confirmed that he was and that he was a member of the BJA Kata Commission. The Chair reflected that with the advent of UKCC, this

has brought in a new level of quality assurance to a range of educational opportunities both within and across JudoScotland.

**Action:** HET draft response to Mr Thomas and pass around Board electronically.

## CEO Update

40 Due to a sore throat, the Chair spoke to the previously circulated CEO update.

### Staffing

41 The Chair outlined recent discussions with respect to staffing challenges, including staff consistently donating a significant numbers of hours per week to the organisation, as well as recent unpaid overtime worked by the Membership Services staff.

42 The Chair proposed that the employment of an additional part-time member of staff appeared to be a sensible development.

### Verbal Harassment of Staff

43 MP felt that there was probably a reaction from staff that potentially exacerbated situations such as these. The CEO outlined the exact nature of the verbal harassment.

44 MP felt that this behaviour was unacceptable and that should that happen again, any parent involved should be asked not to return by a Club. MP also asked whether JudoScotland was liable in any way. Both the Chair and CEO outlined that there was that potentiality under a duty of care to its staff.

45 The Chair agreed to a statement of intent being placed on the website, front reception desk as a first course of action. **Action:** Manager: Support Services

46 The Chair also reflected on the current reasonably positive financial position of the Company and felt that it ought to invest in a specific training budget for professional staff. **Action:** CEO to establish a training budget.

47 MP felt that quite possibly the Board required some training. The Chair proposed that he would like to host a Board training day at some point in the near future. **Action:** Chair to progress.

### Mission 2014

48 The Chair reported on his first meeting with Mike Whittingham (Director, sportscotland institute of sport) in conjunction with a Mission 2014 review meeting. The Chair reported that Judo was still viewed as a priority sport for sportscotland.

49 The Chair also outlined the possibility of “doubling up” in weight categories for the 2014 Commonwealth Games. MP did not agree with this in principle – but accepted that this was not a decision for the JudoScotland Board.

### Vice-Chair Election

50 The Chair informed the meeting that the only individual to have put themselves forward for the position of Vice-Chair had been MP. As there was no other candidate, it was agreed that MP would become Vice-Chair until the first Board meeting following the AGM in 2012.

## AGM Review

51 The Chair proposed that the 2011 AGM had been quite good, with some intemperate comments – but that these were really minimal in nature.

52 MP proposed that the AGM was refreshing and welcomed members of staff presenting.

53 The Chair reflected on the merits of having the professional staff at tables meeting the members prior to the AGM in a “marketplace” type of opportunity. The CEO reflected that this had been attempted 2 years previously and feedback then had been mixed.

- 54 MP queried whether we could start the AGM at an earlier time and possibly provide a buffet following the formal AGM.
- 55 The CEO reflected that the AGM had been staged at Ratho for a number of recent years and questioned whether we should look to take the AGM around the country. MP felt that we should look to keep things at Ratho. JMB agreed that we ought to support the EICA centre whenever possible.
- 56 The CEO asked regarding additional activities (possible revalidation opportunities?) around the AGM. The Chair proposed the possibility of a guest speaker – however appreciated that costs of providing a professional sporting speaker may well prove prohibitive.

## Grading System

- 57 The Chair proposed that this had been adequately covered earlier in the meeting.

## British Judo Association

- 58 The Chair updated the Board with regards to the dinner for George Kerr on 5<sup>th</sup> July, following the BJA Board meeting in Edinburgh. The Chair did believe that the BJA had missed an opportunity of not attending Ratho during their visit to Edinburgh and vowed to raise this with the BJA Chair and CEO at an early juncture.
- 59 The Chair proposed that there be a formal presentation to Dr George Kerr, CBE at the Scottish Open in 2011. **Action:** Board to decide on gift at next Board meeting.

## AOCB

### Membership Postage

- 60 MP agreed that this point had been covered prior to the Board meeting.

### Membership / Officiating

- 61 JMB asked with regard to the need for licenses for volunteer officials and that this may be a barrier to recruiting (no-playing) parents into officiating. TB outlined that no license is required up to Recorder level

### AGM Plenary Session

- 62 MP referred back to the plenary session following the AGM and in particular the case of an athlete not selected for Scotland as raised by Gary Edwards.
- 63 TB had noted that this player had been selected and offered place on the performance programme pathway and had turned this down. MP asked that this be communicated to Gary Edwards.

### **Action:** NHPC to write to Gray Edwards

- 64 The Chair felt that JudoScotland should possibly look towards running some session outside of the National Training Centre (NTC) on occasions, but appreciated that players could not visit individual clubs for randoori.
- 65 The Chair also appreciated the challenges in doing so with the current understaffing in coaching provision.

### Sportif International Camp

- 66 MP read out an email circulated by Peter Gardiner to Board members previously.
- 67 MP was horrified that JudoScotland had not supported this camp and was equally as horrified that no Ratho player was supporting this. TB outlined his understanding of the situation after having talked with the National High Performance Coach (NHPC) earlier that day. MP still didn't believe that more effort could have been made by the performance programme to attend the Sportif Training Camp.

- 68 JMB outlined that letters had indeed come out from JudoScotland with respect to players on the Talent Development Performance programme. The CEO also highlighted that the camp had been advertised on the JudoScotland website.
- 69 The CEO asked whether the Board were going to instruct the performance programme players to attend the camp or ask the NHPC to liaise with Peter Gardiner further over athlete attendance? The Board agreed that it was not instructing players to attend this camp.
- 70 The Chair asked that the CEO provide him with verification of what had occurred to date with regards to this camp. **Action:** CEO.

#### **Inter Club Transfer of Members**

- 71 The CEO highlighted a request from a Club (Club 'A') that had taken over another separate Club (Club 'B') and who had requested that all individuals' club 'B' affiliations be transferred to Club 'A'.
- 72 The professional staff had asked for some evidence from the individual members to agreement of club transfer, so as not to infringe Data Protection regulations. The CEO tabled some paperwork now received from the Club in question and requested that the Board consider whether the information supplied was acceptable to update individuals' data files. The Board agreed.

#### **Mr B Long (Pro-Judo)**

- 73 The CEO reminded the Board of the statement made by Brian Long at the AGM plenary session whereby in his opinion his kids were "*not safe*" in relation to attending JudoScotland officiating courses. The CEO updated the Board with regards to the fact that he had written to Brian Long seeking further clarification/information regarding this claim and had also sent a copy of this to JudoScotland's Lead Child Protection Officer (LCPO).

#### **Date of Next Meeting**

- 74 Mid-August – to be advised.

The meeting closed at 2200 Hours.