

JudoScotland

Board Minutes: 19 March 2013

Ref. 2013/2



JudoScotland

Notes of the Meeting of the JudoScotland Board held at the offices of JudoScotland, South Platt Hill, Ratho, Newbridge, Edinburgh, on 19 March 2013.

Present: Ronnie Saez (Chair); Graham Campbell (GC); Sarah Clark (SC); Peter Gardiner (PG); James McBeath (JMB); Marc Preston (MP).

Apologies: Robert Sneddon (RS).

In Attendance: Douglas Bryce (CEO)

Welcome & Apologies

1. The Chair opened the meeting and noted apologies from Robert Sneddon (due to business commitments) and Barry Fleeting (sportsotland).

Minutes of Previous Meeting

2. Point 46: PG wished it noted that he was not a member of the Edinburgh Judo Club and requested that the Minutes be altered accordingly.
3. Point 60: The Chair noted that JS wished to proceed to recruiting for the vacant positions. The Chair was unaware of any potential additional resources forthcoming from BJA as nothing had been discussed to date at BJA Board level. The Chair wished to look at advertising for 2 positions.
4. Point 65: MP believed that a feasibility study was required rather than a paper. MP also believed that the request for this was to the CEO rather than to him. MP circulated a paper on the subject and spoke to this. The Chair recognised that this appeared to be a disincentive (children paying for their first grade).

Matters Arising

5. The Board referred to the Board Rolling Actions Log.

High Grades Working Group

6. MP relayed to the Board that JS may be waiting for an exact BJA determination (wording) for some considerable length of time. MP also confirmed that one candidate required waiting a further 4 years prior to submission of paperwork for his 6th Dan.

JudoScotland Development/Planning Day

7. The Chair had spoken to a variety of people regarding this proposal and did believe that such an initiative would lead to better communications/working relationships between the Board and professional staff. In particular the Chair wished to see the creation of a plan through to 31 December 2014 – the end of the current strategic plan. This would coincide with the end of the current sportsotland investment period and JS would require looking at how best to build in measures of dealing with a potential downturn in investment and other income. The Chair believed that either a Saturday, or a Friday evening and a Saturday morning may work best.

Correspondence

Blairgowrie Judo Club (New Application)

8. This application was approved.

Debra Boyle (Email)

9. The Chair was keen that JS look to support Special Needs events in some way. The CEO believed that – through the work of the EDE(G) – that BJA were keen to financially support this specific event this year (2013).

Mr M Braid (Email)

10. The Board had received the initial email of complaint with regards to an individual JS member. The CEO circulated a second follow-up email received with regards to the complaint. The Board appreciated that they had only received one side of the story to date and agreed that they required ascertaining the other party's version of the events. The Board took the view that this was not a child protection or disciplinary issue at this time. It may well be that legal frameworks surrounding landlords and tenants could resolve the situation.

Previous Disciplinary Panel

11. The CEO circulated an email received from of 25 March 2013 with regard to a recent visit to a Club by the local police. PG asked for some clarification on the background to the original complaint/Board actions and the CEO gave a brief verbal summary on the original complaint, actions taken and current situation.
12. The Board believed that they could not re-open a disciplinary process that had run its course on the basis of the recent email received. The Board also noted that if a police investigation - as outlined in the email - led to a prosecution, then the Board would review the situation. The Board were firmly of the view that this was a criminal investigation at the present time.

Corporate Governance**CEO Update (Paper: 2013/2/1)**

13. The CEO referred to the previously circulated update.

Auditor/2012 Accounts

- a. Final draft of the 2012 accounts would be distributed later in the meeting by the Treasurer.

Photocopier/Printer

- b. The CEO reflected on a renegotiated lease with the current JS supplier, realising a saving of approximately £500/year against current costs.

sportscotland Additional Investment

- c. The CEO reported to the Board that a written offer had now been received and had been signed-off by the Chairman the previous week.

Glasgow 2014/Contracting of Athletes to Compete for Scotland

- d. The CEO drew the Boards attention to point 17 within his update and referred to a Selection Workshop that the CEO and National High Performance Coach (NHPC) had recently attended. This had given the opportunity to get informal legal advice with regard to the contracting of athletes to compete for Scotland at Glasgow 2014.
- e. MP believed that we should be pursuing this matter. The Chair accepted the informal legal advice regarding the unenforceability of such an agreement, but did feel that JS ought to do this. SC believed that there would be no issue from the athletes with respect to doing this as the athletes in the performance programme genuinely wanted to compete for Scotland.

Key Policy Documents

14. The CEO referred to the Gravitare HR audit undertaken in 2012 and noted that the tabled, draft Key Policy Documents were an action arising out of this audit report. The draft key policy documents were approved.

Draft Annual Accounts: 2012

15. GC circulated finalised draft accounts and outlined the differences between these and the original draft accounts circulated as part of the Board pack. In particular, GC noted that the Company had originally budgeted for a loss, however as some major items of expenditure went to the balance sheet, the accounts reflected a modest surplus for the year.
16. MP queried the expenditure on maintenance. GC and the CEO noted that this figure contained the purchase of two new storage containers which were now stationed on-site. MP also queried the decrease in communications. GC and the CEO outlined the broad content of this budget line. The CEO took the opportunity of reinforcing the 300+ individual budget lines underpinning the both the budget and the draft accounts and the reporting possibilities available to the Board.

Draft Budget: 2013

17. GC introduced a draft budget for 2013, presented in an updated format, and reflecting a modest surplus for the year. The Board approved the budget.

KPMG Audit

18. GC took the opportunity of updating the Board with regard to the KPMG audit conducted in December 2012, the draft report of which was received in January 2013.

Annual General Meeting: 2013 (2013/2/2)

19. The CEO referred to the previously circulated Board paper (2013/2/2) and noted that the two retiring Directors on this occasion were Sarah Clark and Marc Preston. The Board approved the paper. The Board approved the date of Saturday 15 June 2013 for the Annual General Meeting.

Working Groups

20. PG asked regarding the reporting mechanisms and terms of reference for the Working Groups. The CEO agreed to forward the initial Board paper (agreed prior to PG coming onto the Board) concerning the formation of the Working Groups which included this information.
21. James McBeath gave a verbal update on the Education and Development Working group, discussions to date had included: feedback on new BJA Level 1 award; Technical Officials; Club accreditation; confidentiality agreement and highlighted that the next meeting would be at the BUPA event.
22. SC highlighted that the first meeting of the Performance Development Group had meant to be that evening, but that the Board meeting had taken precedent. A rescheduled date was currently being sought for the group's first meeting. PG confirmed that he had already replied to the email from the NHPC attempting to identify a new date.

Louise Renicks joined the meeting

Judo Ball 2013

23. The Chair welcomed Louise Renicks (LR) and introduced the Board. LR introduced herself and her life outside judo – including her background in event organisation. LR also introduced a hand out for Board members regarding her proposed event.
24. There was general agreement and support from the Board for the event. Some discussion around proposed dates and finances ensued, with a date in October/November being preferable. Specifically some questions around pricing and wider financial aspects were asked. LR highlighted that a chartered accountant would oversee the financial aspects of the event.
25. Following a question from PG as to where and surplus would be going, LR outlined her desire to assist disadvantaged judoka and/or assist with bringing French coaches over to conduct coach education/development sessions.
26. LR highlighted that she would like to work with JS and JS to offer her support where required (website/logo etc.).
27. The Chair reflected that it may be feasible to consider setting up a JS Charitable Trust (or equivalent) moving forward.
28. The Chair agreed to JS covering the required deposits (£1200), although MP, PG and GC also agreed to take tables, which would also cover the initial deposit. The Chair confirmed that LR had the support of the Board and requested LR to come back with finalised proposals at an early date.

Louise Renicks left the meeting

Grow**Development Strategy**

29. Due to the unavailability of the Education and Development Manager (EDM) due to personal reasons, this item was deferred to the next Board meeting.

Develop**Kai Member (Under 8 Incentive Scheme)**

30. PG distributed work done to date by the Education and Development team. PG also felt that this project had slowed down somewhat and reinforced that what was actually needed was a poster and a set of stickers. PG believed that there was still some work to be done on the project prior to a launch in summer

2013. Generally, PG believed that there was never a “can-do attitude” and PG would like to be more dynamic.

31. GC agreed that everyone wanted a good launch to the system/product and requested that the EDM produce a timeline for implementation.
32. JMB believed that one challenge in delivering the system was that Club Secretary's (the JS main point of contact with Clubs) may not circulate information within their Club as quickly as everyone may wish.

JudoScotland Supported-Events Paper (2013/2/4)

33. Board noted the paper (2013/2/4) previously circulated with the Board pack. The Board agreed to feedback by 1 April 2013.

Coaching and Education: Job Descriptions and Priorities

34. PG requested to know the contents of the job descriptions for the Education and Development team. The CEO commented that these documents had been out in the public domain previously (JS website) and that he would forward these to PG.

Scottish Open 2013

35. The Chair provided a brief verbal overview to the recent history behind the date change for the 2013 Scottish Open. The Chair had also spoken with Dave Clark (BJA) and Kerrith Brown (BJA Chair) regarding the situation that Scotland now found itself in. PG expressed his support of the Scottish Open and wished the event to be successful. The Chair believed that this was possibly a topic for the proposed development day, to look at maximising the success of this event. Following discussion, the Board agreed not to run the Scottish Open in 2013 and look towards a re-launch in January 2014.

Performance

Talent Development Support Programme Coaches

36. The Chair confirmed the extension to the Contracts of the current staff to the end of June 2013. MP wished it noted that he was not happy that the CEO had extended the TDSC contracts to the end of June 2013.
37. MP raised the issue of the CEO not producing a job description for the TDSC positions to advertise and stated that he had requested this previously. The CEO referred to the Minutes of the last meeting agreed at the start of the meeting and noted that he had not been asked to do this. MP stated that he had requested on two occasions at previous Board meetings that the TDSC positions be advertised and this was agreed by the Board. In addition as the previous Board minutes did not reflect this, he concluded that there were omissions in these minutes albeit they were previously agreed by the Board.
38. MP also believed that the CEO should not be taking the Board Minutes. The CEO responded that he would have no objection to another person taking/producing the Board Minutes.
39. In contractual terms, the Chair noted that the current TDSC Contracts were all fixed-term Contracts and could be renewed (or not) with no Human Resources implications. JMB felt that there may be some individuals concerned that may be somewhat “put out” in terms of having to reapply for their own role.
40. GC felt that a review of Contracts was the norm with any short-term/fixed contract. PG wished the recruitment process for these positions to be open and transparent, which the Chair supported.
41. The Chair reflected on why the Board wished to interview for the TDSC positions and that as there was a possible change to Contract, he felt that this was warranted.
42. The CEO asked for volunteers from the Board to sit on an interview panel for these positions, with PG and SC volunteering. JMB also expressed an interest as a reserve interviewer if appropriate. The Chair noted that the National Talent Development Coach should also sit on the Panel.

Performance Coaches – Performance Athletes

43. PG raised the point of James Millar apparently being a performance athlete and also fulfilling the role of a performance coach on occasions. PG felt that JS required being open and transparent around such appointments. The CEO referred to email correspondence received on this topic from the National High Performance Coach (NHPC) and read out the email content:

“Performance Programme Coaching

A valid question has been raised with regards to use of SNR Performance Programme Players as mat side coaches at events. This approach has been adopted more frequently at domestic tournaments as DS / BC have been ask by BJA not to mat side at domestic tournaments due to National Programme involvement. Coaches from Wales / Bath / Camberley etc have had the same request. It is my feeling that our SNR players offer us a good option to the extension of our coaching staff. They have good awareness of

Performance Programme collective and individual technical / tactical goals and on the vast majority of occasions have high level of athlete confidence. Of course care has to be taken to ensure the players are suitably qualified, experienced and that there are no personal conflicts (i.e. in direct competition). The players that we have used in the past to fill this role Purssey / Clark / Burton / Millar all offer no challenges in these departments.

Further to above I would highlight the national programme is frequently supporting 25+ players in domestic tournaments. This is obviously a lot of players to support on one day and despite the best laid plans ultimately results in some form of reactive management. The programme always looks to encourage personal coach involvement.”

44. SC wished it noted that she had never been approached or fulfilled a coaching role for the programme; however she did have first-hand experience of this topic and relayed this to the Board. PG proposed that this subject be discussed at the Performance Development Working Group – although did appreciate the point made by the NHPC.
45. SC believed that the NHPC had the right to deploy the most appropriate staff in a given situation for the Performance Development programme, but would wish to identify the structure and rationale behind these decisions.
46. MP highlighted that James Millar had delivered Talent Development sessions at the National Training Centre (Ratho) and queried why other coaches had not been utilised?

British Judo Association

Staffing Appointments

47. The Chair outlined the recent appointments made by BJA, extending to:
 - a. Chief Executive Officer: Andrew Scoular;
 - b. Performance Director: Nigel Donohue and;
 - c. Head of Elite Coaching: Neil Adams.

England Performance Centre

48. The Chair outlined that tenders had now been received by BJA for the proposed England Performance Centre.

IJF Rule Changes

49. The Chair circulated a prepared briefing paper and reported that the revised IJF rule changes have now come into force at National / Ranking events.

BJA Chair / BJA CEO Invitation

50. MP referred to conversations that he had had with the BJA Chair with regard to attending a JS Board meeting. There was general agreement to invite the BJA Chair and CEO to the next Board meeting to:
 - a. observe a training session in the morning;
 - b. stage the JS Board meeting in the afternoon and;
 - c. possibly stage a dinner in the evening.

Glasgow 2014 / Glasgow 2018

51. The CEO noted that it was 100 days until the outcome would be known as to whether Glasgow had won the right to stage the 2018 Youth Olympic Games.

AOCB

JudoScotland Website

52. PG felt that the website was a major problem for JS and didn't feel that it reflects judo-in-Scotland well. PG felt that the website could be more appealing and that there had been issues in terms of up-to-date information (specifically dates of events / date clashes). PG felt that important news was not getting up or not getting up quickly enough.
53. PG had initially discussed issues with Frania, who had acknowledged a lack of investment in the website previously. The CEO agreed that some planned investment in the website had not taken place in 2012, due to additional extraordinary items of expenditure in the previous year.
54. GC agreed that we needed the website – and associated social media – to work effectively and opened the question as to what it was that we need the website to do. PG responded that he wished to see the website

being more dynamic. The Chair believed that this was another potential topic for the proposed development day, sharing views and solutions between Board and Staff members.

CJA Tournament 2014

55. The Chair distributed a previously prepared briefing paper. The CEO then updated the Board further to a telephone call received immediately prior to the Board meeting where the Chairman of Commonwealth Games Scotland (CGS) had confirmed that they would have no issue with the proposed staging of the event in Scotland in April 2014, so long as a formal submission was received by them from JS.

Sportif International Update

56. PG reported that the event had now attracted 500 competitors for the Sportif competition and some 400 attendees at the camp and wished to thank JS for their on-going support.

Next Board Meeting Date

57. Tuesday 7 May 2013.

The meeting closed at 2117 hours.

Web Version