

JudoScotland

Board Minutes: 25 February 2014

Ref. 2014/2



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Notes of the Meeting of the JudoScotland Board held at the offices of JudoScotland, South Platt Hill, Ratho, Newbridge, Edinburgh, on 25 February 2014.

Present: Ronnie Saez (Chair); Sarah Clark (SC); Peter Gardiner (PG); James McBeath (JMB); Robert Sneddon (RS).

Apologies: Graham Campbell (GC); Marc Preston (MP); Chris Robison (sportsotland)

In Attendance: Douglas Bryce (CEO); David Somerville (DS, sportsotland institute of sport); Matt Purssey (MP)

Welcome & Apologies

- 1 The Chair welcomed the Board to its second meeting of 2014 and noted the apologies received. The Chair outlined his desire to alter the running order of the agenda to allow attendance by DS (National High Performance Coach) and MP (National Transition Coach) and also ensure their attendance at a training session later that evening.

DS and MP joined the meeting

Performance Development

- 2 DS outlined the two areas of his and MP's presentation to the Board:
 - 2.1 the ongoing countdown to Glasgow 2014 and;
 - 2.2 the proposed National Transition Strategy paper that had been circulated with the Board pack previously.
- 3 **National Transition Strategy Paper (Board Paper: 2014/2/2)**
- 4 DS outlined the BJA performance pathway at the present moment in time and the fact that the future direction of this pathway was currently uncertain. The Chair volunteered the information that there was currently no longer term implementation plan for the BJA Centre of Excellence before the BJA Board, including which athletes would train there.
- 5 DS raised some concerns that the correct messages were presented to the various JS stakeholders and reflected that regardless of the future, JS would require a vibrant talent development/performance development programme.
- 6 DS progressed by highlighting the current and potential future athlete demographics for the performance programme post Glasgow 2014 and also post Rio 2016.
- 7 JMB enquired as to whether athletes required relocating to Wolverhampton and if they did not relocate, would this have an impact on selections? DS responded that this was an unknown quantity at the present time. Certainly BJA may look towards impacting on Athlete Personal Awards (APA) in the first instance rather than non-selections for major events.
- 8 Although grateful for the available resources, DS highlighted the current challenges on the programme resources with regards to Glasgow 2014, but was keen to move forward as soon as possible following Glasgow 2014 and highlighted the possible roll-out of the Transition programme.

Countdown to Glasgow 2014

- 9 DS presented an overview to the Board of the remaining qualification period for Glasgow 2014

- 10 DS also reflected on the Selection Workshop attended by those involved in Glasgow 2014 selection and appeals panel and outlined the positive message that he had received from many external sources as to the preparedness and readiness of JudoScotland (JS) in this respect.
- 11 DS highlighted that the selection process would culminate in the nomination of athletes to Commonwealth Games Scotland (CGS) on 15 May 2014. CGS would then announce the Glasgow 2014 Judo Team at a later date (still to be confirmed).
- 12 DS once the athletes had been announced, the broad final training and competition programme would encompass
- 12.1 14 July: All athletes coming to Ratho to train and being accommodated locally;
 - 12.2 17 July: The Judo athletes would transfer to the Team Scotland holding camp in Stirling;
 - 12.3 21 July: The Judo athletes would transfer into the Glasgow 2014 village;
 - 12.4 24-26 July: The Glasgow 2014 Judo Competition.
- 13 DS also highlighted the proposed approach with regard to training partners, Judo team specific staff and the wider CGS staff around the players.
- 14 DS also alluded to the CGS "Achieve" programme and the intention to offer this to Transition players. Details of this programme were currently on the JS website and had also been distributed via email to coaches.

DS and MP left the meeting

Minutes of Previous Meeting

- 15 These were approved:
- Point 45:** Some discussion ensued around the Legacy aspects to the Glasgow 2014 and it was agreed to include this as a matter for discussion with the Education and Development Manager at the next Board meeting (March 2014).

Matters Arising

Rolling Actions Sheet

- 16 The Board referred to an updated rolling actions sheet (version 25 February 2014) that had been tabled.

BJA Matside Publication

- 17 The CEO referred to feedback on costs received from the BJA immediately prior to the meeting. Current quotations extended to approximately £0.98 per edition copy. On top of this would be postage to get the copies to JS, packaging and then postage out to members. This might reflect a total cost of some £2.00 per copy for Senior members, who numbered 1112 at the present time.
- 18 The Board recognised that a fully electronic version would be the most preferable route – or alternatively a similar situation as the BJA, with a mix of hard copy (two editions) and electronic copy (2 editions).

The Gathering: 2013 (Accounts)

- 19 The Board noted the submitted accounts for The Gathering (2013). Overall, the Board were very supportive of this programme and wished to receive further information – including plans/budgets - for the 2014 event. SC noted that the 2014 date clashed with the North of England Tournament and reflected that this might impact on attendance at the event.

Scottish Open: Historical Information

- 20 JMB tabled the historical data requested at the previous meeting with regard to the Scottish Open tournament. It was agreed to have a fuller discussion on the information provided at the next Board meeting, where the Events and Communications Executive (ECE) was previously scheduled to attend.

Support/Uniform for Volunteers and Officials

- 21 JMB reported on information provided to him by the Events and Communications Executive (ECE). There were broadly 100 volunteers – including 'Young Officials' - that worked regularly/semi-regularly with JS events and a shirt/polo shirt could be readily supplied for around £15/16 per item (+VAT). This would equate to an outlay of some £1,920.
- 22 Following some discussion on the actual type of clothing to be provided, it was agreed that the ECE should prepare a more detailed proposal based on the supply of polo-shirts only.

2015 Commonwealth Judo Association (Update)

- 23 The Chair referred to an unsuccessful attempt via 'doodle poll' to identify a meeting between JS and Commonwealth Judo Association (CJA) representatives concerning a potential 'Legacy' Tournament. It was hoped that a meeting would take place prior to the end of March.

Correspondence

Mr Callum Woods, Destination Judo

- 24 The Chair tabled and spoke to a letter that had been received from Mr Callum Woods (Destination Judo). This referred to the implemented change in the grading discount process in 2013. The Chair believed that there were a number of factors impacting on reaching a conclusion on this topic – not least of which was the fact that JS currently paid 50% of the BJA membership fees for each Club. The Chair proposed that a holding response be provided for Mr Woods and that this be discussed further at the next Board meeting.

New Club Application: Cumbernauld Judo Club

- 25 This was approved.

New Club Application: Midlothian Judo Academy

- 26 The Board noted that many of the names appearing on the application form were the same – similar to the original 'A' Club application. The Board asked that
- 27 The CEO noted that this application (in common with many others previously) had the same named individual fulfilling a coaching role as well as a Club Welfare/Child Protection role. Reflecting on recent complaints received by JS, the CEO reflected that this did not necessarily demonstrate internal quality assurance/verification of good coaching practices (within a child protection context) and queried whether this was something that the Board wished to consider for future applications.

Corporate Governance

CEO Update (Paper: 2014/2/1)

- 28 The CEO referred to the previously circulated CEO Update and highlighted that we expected the draft accounts for 2013 to be received prior to the March Board meeting.

Key Policy Documents (KPD)

- 29 The Chair introduced these documents and referred to the review of these by the Corporate Governance Working Group (CGWG). The Board approved the following KPDs: Grievance; Disciplinary; Redundancy and; Retirement.

Annual General Meeting

- 30 The CEO referred to the timescales involved in organising the annual general meeting (AGM) as contained within the current Articles. The CEO also reflected that the Articles stipulate that only those 'A' Clubs in membership on 1 January (2013 in the case of the 2014 AGM) are entitled to vote.
- 31 In terms of current Board members, the Chair, James McBeath and Robert Sneddon were all due to retire. The Chair reflected that as the revised Articles were agreed in June 2011, the reference to the 6 year rule for Board members commenced on that date and therefore all 3 Directors were able re-stand for the Board should they so wish.
- 32 The CEO also outlined a response that had been received from the Electoral Reform Society (ERS) with regard to utilising their services moving forward. The exact costs of using this service is dependent on the number of voters (Clubs – which we do know) and also the number of resolutions being put forward (which currently we do not know). A working figure of between £500 and £900 plus VAT would be a reasonable estimate though. The Board agreed to pilot this service for the 2014 AGM.
- 33 The CEO also reminded the Board of the date change for the AGM agreed at the last meeting to Saturday 21 June 2014.

Working Group Updates: Corporate Governance Working Group

Reserves Policy

- 34 The CEO tabled a draft, revised Financial Procedures Manual that had been considered at the last CGWG and gave a brief overview of the current reserves policy and current reserves levels. The CEO also referred to the proposed increases in sign-off limit for the EDM and CEO. The Board approved the revised Financial Procedures Manual.

Strategic Planning (2015+)

- 35 With limited time left within the Board meeting, the CEO briefly outlined the broad timescales involved in this project. The Chair updated the meeting with regard to his views on the plan, including the involvement of the Working Group membership. Whilst reviewing the growing business for the March Board meeting, it was agreed to commence that meeting at 1800 hours to ensure time available for this important piece of work.

Glasgow 2014

- 36 Further to the update provided by DS earlier in the meeting, the CEO reported that he hoped to be in a position to circulate a Glasgow 2014 ticket request form in the near future.

British Judo Association

- 37 The Chair reported that the BJA had recently received a VAT refund, which had bolstered their reserves.
- 38 The Chair also reflected on the forthcoming 2015 Senior European Championships and the fact that he had been approached to chair the Local Organising Committee (LOC). The BJA Chair and BJA CEO were very keen to have maximum involvement from JS into this event.

The meeting closed at 2155 hours.