



SCOTTISH ROWING BOARD MEETING

sportscotland, Caledonia House, Edinburgh
6.00pm – April 25, 2017

Attendees	Initial
Mike Morrice	MMo
Martin Claxton	MC
Alistair Neill	AN
John Gill	JG
Dot Roberts	DR
Caroline Parker	CP
Kirstene Feenan	KF

In Attendance	Initial	
Amanda Cobb	AC	Scottish Rowing
Lindsay MacKenzie	LM	sportscotland
Carol Ann Ellis	CAE	Scottish Rowing
Mark Senter	MS	Scottish Rowing

Item	Topic
1.	Welcome MMo welcomed everyone to the meeting.
2.	Apologies No apologies.
3.	Declaration of Conflicts of interest No additional conflicts of interests declared.
4.	Minutes of Previous Meeting and Matters arising Previous Minutes were approved.



5.	<p>PRESENTATION Whole Sport Pathway Framework</p> <p>MS presented the first draft of the whole sport pathway framework to the Board and advised that he intends to meet with each member club to present it to them by January 2018. This will allow clubs to communicate the needs and wants of their athletes and enable SR to create pathways and goals that are specific to those clubs.</p> <p>The Board highlighted that the manner in which this is communicated to clubs would be critical and suggested using the template as an internal tool only and when meeting with the clubs, being clear about the questions put forward to them.</p> <p>The Board requested that MS create a timetable of the annual targets against this framework along with the questions that will be presented to the clubs and circulate to the Board for review.</p>
6.	<p>Governance</p> <p><u>6.1 Annual Plan Progress (Update)</u> Paper previously circulated to the Board.</p> <p>AC presented the new annual plan monitoring report The Board advised that they were happy with the new format subject to a few minor changes.</p> <p>AC informed the Board that she will be meeting with LB to discuss the competition structure which will then allow this section of the plan to be completed.</p> <p><u>6.2 Water Safety (Update)</u> The Board discussed the recently circulated BR Safety Alert 'Cold Water Kills' and agreed that, although not all of the content was relevant to SR, it is very important to educate the clubs and keep them focused on this area. It was agreed that it would be beneficial to appoint an Honorary Water Safety Advisor who could implement an incident reporting process to allow clubs to be clear on what is required of them, and also to enable SR to collate and analyse the details from this reporting.</p> <p>MC confirmed that he would draft a job description for the recruitment of an Honorary Water Safety Advisor and forward to AC to advertise.</p> <p><u>6.3 Equality (Update)</u> AC informed the Board that the equality standard work is ongoing and highlighted that an Equality Group would be beneficial to this work. MC and CP agreed to be part of the group to progress this.</p>



6.4 Risk Register (Update)

Paper previously circulated

AC advised the Board that the scoring system applied to the Risk Register is based purely on her personal view and requested that they review and provide feedback to ensure that a balanced scoring system is implemented.

It was agreed that AC, MC and JG would discuss further.

6.5 Child Protection (Update)

AC advised the Board that Laura Jennings has been working more closely with the club CPOs and recently organised four SR funded tickets to the Child Protection and Wellbeing in Sport Conference. The tickets were advertised to clubs on a first come first serve basis, and all four were taken up with positive responses.

6.6 HIR Policies (For Approval)

AC advised the Board that the HIR policies were recently reviewed by an external professional to ensure that they are internally consistent and up to date with current legislation.

The Board agreed to review and either approve or provide feedback by the end of April 2017.

6.7 HIR Scotland Rowing Team Budget (For Approval)

Having reviewed the budget the Board expressed concern regarding the athlete contribution cost and it was agreed that costs should be kept to a minimum by stripping back in other areas. The Board agreed that the water charges at Strathclyde Park for training in the lead into the event were excessive and LB confirmed that he would discuss with NLC and try to find a solution. The Board agreed that SR would contribute an additional £2000 to the budget to assist in lowering costs.

It was also suggested that there should be a formal process in place for athletes to apply to SR for financial support along with a process for SR to assess these financial support claims. It was proposed that, once in place, it would be detailed with the registration form and selection policy on the website to allow athletes visibility of this when signing up for the team.

The Board approved the HIR Scotland Rowing Team Budget subject to the changes above.

6.8 & 6.9 Scottish Rowing & Scottish Rowing Centre Year End Management Accounts (For Approval)

AC advised the Board that, due to the timing of the book keeping being completed and the Board meeting taking place, the year end management



	<p>accounts have still to be reviewed delaying the report.</p> <p>AC advised that the reports will be circulated to the Board for review by the end of the week.</p>
7.	<p>FOR DISCUSSION Scottish Rowing Centre Lease and VAT</p> <p><i>[Confidential minutes removed in accordance with SR's published policy on minutes of a confidential nature]</i></p>
8.	<p>FOR INFORMATION Operational Updates</p> <p><u>8.1 COO Report (for information)</u> Report circulated to the Board.</p> <p>AC advised the Board that a 100% Me information stand was present at SPR 2017 for the first time and was well received. Numerous people visited the stand with anti-doping queries and LB also spent some time talking to the team.</p> <p>The Board discussed the critical need to appoint a new DROC Chair as well as other additional volunteers as the current low numbers on the committee, particularly in the run up to SR events, is hugely affecting the amount of extra work and pressure put on the current volunteers. AN advised that he would collect SPR feedback from the DROC which will be used to form a regatta task list, manual and safety plan going forward. CAE will circulate the DROC Chair description to the Board to review and forward to any relevant parties they feel might be suitable for this role. MMo advised that he would look into what committee members BR have in place to organise their championship events and feedback.</p> <p><u>8.2 Performance Report (for information)</u> LB advised the Board that the 2017 GB trials were the most successful to date. A 'Team Scotland' approach was adopted to allow the athletes to travel and prepare together as a group. Accommodation was arranged for the athletes along with a physio and physiologist to ensure that the relevant support was on hand at all times. LB advised that financial support from SR, sportscotland and Winning Students enabled this to happen.</p> <p>LB also advised the Board that the Start programme, with Tom Young, is now up and running at Strathclyde Park. He highlighted that this will have a huge impact on the levels of performance in general.</p> <p>The Board agreed that Rob Eyton Jones communications has had a positive impact on raising awareness of the sport on a local and national level. Having</p>



	<p>attended the GB Trials, it was agreed that the images and footage published included all of the key messages desired and he has confirmed his attendance at future events to ensure that they are communicated in the same way.</p> <p><u>8.3 Coaching & Development Report</u> MS informed the Board that the final Workforce Plan Development Programme meeting was held on 24th April and thanked LM for her support.</p> <p>MS advised the Board that the first Session a Coach Course ran at Pinkston Watersport in April with ten people attending. He received positive feedback and felt it was beneficial to run this course as it was well attended, less expensive and straightforward to run. The final assessment for all candidates is due to take place on 29th April. It was also highlighted that an additional benefit of running the course was that the parents of the athletes within the clubs are able to gain this qualification which would enable them to be involved when present at the club.</p> <p>MS advised that he attended a Source Group meeting at the beginning of April and the main outcomes were that the group will write the Coaching Strategy for the whole sport and that SR will lead on the workforce development and the whole sport framework. MMo confirmed he was happy for the group to take the lead on these tasks providing that they are achievable.</p> <p>The Board discussed the importance of regular RDM feedback and suggested that they provide their 5 main achievements at each Board meeting in future. It was also highlighted that communication needs to be better and these achievements should also be pushed through social media and communicated to clubs. The Board agreed that the feedback was beneficial to them for information and an insight to what is happening with the clubs in each region.</p> <p><u>8.4 2018 European Championships</u> MMo advised that progress on the finishing tower at Strathclyde Park is running behind schedule which affected SPR and could possibly affect Scottish Championships.</p> <p>The Board were informed that requests for volunteers for the 2018 European Championships have already been circulated to clubs and posted on social media. Core volunteers have been fast tracked to ensure they have a place and there are SR representatives included in these volunteers.</p> <p>It was also suggested that improvements at Strathclyde Country Park could be promoted to the membership.</p>
<p>9.</p>	<p>AOCB</p> <p><u>9.1 Race Control Committee Report</u></p>



RCC put forward the proposal of Clyde ARC running a regatta over a 250m course on the River Clyde in the period leading up to the Scottish Championships.

The Board were in agreement that it would be good to provide athletes with the opportunity to try something different.

The proposal was approved by the Board.