



SCOTTISH ROWING BOARD MEETING

Glasgow Caledonian University, Glasgow
6.00pm – March 28, 2018

Attendees	Initial
Martin Claxton	MC
Caroline Parker	CP
Alistair Neill	AN

In Attendance	Initial	
Amanda Cobb	AC	Scottish Rowing
Lee Boucher	LB	Scottish Rowing
Carol Ann Ellis	CAE	Scottish Rowing
Lindsay MacKenzie	LM	sportscotland

Item	Topic
1.	Welcome & Apologies MC welcomed everyone to the meeting. Apologies were received from Dot Roberts and John Gill.
2.	Declaration of Conflict of Interest No additional conflicts of interest were declared.
3.	Minutes of Previous Meeting and Matters arising Previous Minutes approved.
4.	Scottish Rowing Centre Paper Paper previously circulated and discussed at the meeting. The Board were supportive of the 3 rd option proposed and it was agreed that AC would update the paper for any new information available and circulated for final approval.



<p><u>5.</u></p>	<p>FOR DISCUSSION <u>Right to Roam Issues</u></p> <p>MC advised the Board that he contacted St Andrew Boat Club to discuss the incident where one of their members accessed the loch at Strathclyde Park without paying the NLC water access fee and also whilst it was temporarily closed for maintenance. The club assured him that they have taken action and raised this with the individual in question.</p> <p>MC advised that he was happy for no further action to be taken at this time but will monitor going forward.</p>
<p>6.</p>	<p>FOR DISCUSSION <u>Membership Option 4</u></p> <p>MC advised the Board that the fourth membership option was outlined at the EGM and was well received. It was agreed that, by offering three different levels of membership which reflect the various levels of support and engagement, this would allow members flexibility in how they choose to participate in the sport with a membership fee that reflects this. The three levels discussed were:</p> <ul style="list-style-type: none">• Level 1 – clubs engaged in all aspects of the sport including sliding seat competition• Level 2 – clubs who are recreational only (may include coastal)• Level 3 – indoor only including schools not at level 1 <p>AC requested guidance from the Board to assist her in refining the three levels.</p> <p>MC advised that he is meeting with Robbie Wightman (Chairman of Coastal Rowing) in 2-3 weeks and he would discuss the recreational membership (level 2) and highlight the governance benefits of being part of SR whilst making it clear that this will not infringe on what coastal rowing clubs represent.</p> <p>The Board discussed the indoors membership (level 1) and agreed that any proposed charge for the Level 3 club should not be set at a level that would be barrier or disincentive for schools. It was suggested that free entry to the Indoor Championships and providing some kind of package of support/resources might make it more appealing. It was suggested that Mark Senter make contact with the Heads of Development in other sports to see what membership packages they offer to schools.</p> <p>AC agreed that she would discuss how this would work on the new membership system with Jo Pinder.</p>



	<p>The Board agreed that the final membership proposal should be complete and ready to implement prior to the AGM in October.</p>
7.	<p>FOR DISCUSSION COO Report</p> <p>AC previously circulated the report and highlighted the following key areas to the Board:</p> <ul style="list-style-type: none">• The sportscotland 2018-19 funding will be in line with that of last year.• The KMPG development audit took place 2 weeks prior and, although the final report is still pending, the provisional rating is 'satisfactory with comments' which makes SR suitable for continued funding. AC thanked CAE for her work in the run up to the audit.• The implementation of the membership system continues and the next step is to look at alternative race entry system options. Three options were put forward to the Board and it was agreed that all options should be examined fully before a final proposal is presented to the Board.• As a large number of clubs failed to complete and return the newly introduced Safeguarding Questionnaire, AC requested that the Board consider introducing a similar sanction to the Water Safety Audit and make it a condition of membership. The Board agreed that this should be implemented and included in the Operating Practices.• AC proposed holding a similar, but smaller, type of event to the 'Changing the Future' weekend with the aim of it running in October 2018 on the same day as the AGM. She requested approval to move the AGM from Sunday 14th to Saturday 13th October to accommodate this. The Board approved in principle.• There has been significant progress made on the Whole Sport Pathway and they are nearing the point of consultation with SR sub-committees.• The Competition Review is moving along well and benefitting from having Fiona Rennie as Chair along with Race Control Commission and the DROC attending the meetings. LB ran a competition organisers workshop which was well attended and the survey circulated afterwards has had almost 200 responses which is encouraging.• The Annual Plan is currently being worked on and will be circulated to the Board to review prior to the next Board meeting. <p>AC also advised that both RDM's organised workshops within their regions, run by Jamie McBrearty. There were over 30 people in attendance at the Edinburgh workshop which is encouraging and shows that the clubs have the desire for these workshops to take place. The same workshop will also be arranged to run in the West region.</p>



8.	<p>FOR APPROVAL</p> <p><u>8.1. Heart of Scotland Application for Affiliation</u> MC highlighted to the Board that Heart of Scotland Boat Club would be heavily reliant on HWUBC by being covered in their Water Safety Audit. He confirmed that he would write to them with a recommendation that they adopt their own club water safety policy. He also reminded that the current SR member clubs were required to be given 28 days to register any objections to the application and it was agreed this would be communicated from the SR office.</p> <p>The Board approved in principle subject to both points raised.</p> <p><u>8.2. Watsonian Boat Club Application for Affiliation</u> AN queried the clause in the constitution that allowed for the club AGM to operate in the absence of a quorum and suggested this be followed up with the club.</p> <p>As with the Heart of Scotland application for affiliation, all current SR member clubs will be contacted by the SR office to advise that they have 28 days to register any obligations they may have to this application for affiliation.</p> <p>The Board approved in principle subject to both points raised.</p> <p><u>8.3. Additional Firhill Funding</u> AC requested an additional £400 of funding to allow SR to make a contribution towards paint work on the container held at Firhill. Included in the planning compliance is that the containers are painted to a required standard and, as Scottish Canals have not charged SR for planning, it seems reasonable that a contribution be made to the paint work.</p> <p>The Board approved the funding in principle.</p> <p><u>8.4. Competition Strategy Group Terms of Reference</u> LB advised that he would circulate this separately to the Board for review and feedback.</p> <p><u>8.5. Scottish Rowing Budget</u> The budget was circulated to the Board as an updated version of the paper that was previously presented at the January Board meeting. The update reflects where SR currently stands with sportscotland funding, with an additional £10,000 secured than wasn't previously budgeted. The figures have now been amended to reflect this change.</p> <p>AC advised the Board that £3000 has also been secured and allocated to safeguarding and wellbeing implementation with the aim to distribute the funds</p>
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	<p>to where they would be most effective across the schools indoor league, Firhill project and adaptive rowing.</p> <p>The Board approved the budget subject to feedback from DR & JG.</p> <p><u>8.6. Scotland Team Plan/HIR Budget</u> Graeme Cunningham provided the Board with a budget forecast based on the maximum team size. There was discussion around the coach costs being covered by the athletes and SR and it was agreed that SR would cover two thirds of the cost (£50) and the athletes the remaining third (£25).</p> <p>LB advised that a wider discussion is required around HIR becoming a pathway event and he will circulate a paper to the Board to provide further detail on this proposal.</p> <p>The Board approved the budget in principle.</p> <p><u>8.7. Strathclyde Park Regatta & Scottish Championships Budget</u> Karen Ness drafted a budget for both regattas prior to her stepping down from the DROC. It was highlighted that the course layout at Strathclyde Park was currently not up to the required standard for SPR and AC advised that she would informally take this up with NLC to rectify prior to the event.</p> <p>It was also highlighted that a recent survey showed that the regatta entry fee rates do not appear to be an issue for participants and a review of the fees should be considered in order to make prices more reflective of the events going forward.</p> <p>The budget was noted by the Board.</p> <p><u>8.8. Anti-bullying Policy</u> Mark Senter drafted an anti-bullying policy which was circulated to the Board for review and approval. MC enquired why the policy only referred to children and not everyone at all ages throughout the sport. AC advised that, due to child protection regulations, a children's anti bullying policy was required to be in place by the end of this year so the policy was based solely on that age group to ensure we are compliant. The Board asked that the possibility of a policy that covers peer to peer bullying between adults be considered.</p> <p>The Board approved the policy in principle.</p>
9.	<p><u>Governance Matters</u></p> <p><u>9.1 Child Protection</u> <i>[Confidential minutes removed in accordance with SR's published policy on minutes of a confidential nature]</i></p>



	<p><u>9.2 Water Safety</u> MC advised the Board that there have recently been two accidents occurred in high stream waters and both incidents were a result of bad rowing conditions.</p> <p>The SR office circulated a British Rowing Water Safety Alert to all clubs to highlight the dangers.</p> <p><u>9.3 Equality</u> Nothing to report.</p> <p><u>9.4 HIR Management Committee Terms of Reference</u> The Board were advised that the HIR Management Committee Terms of Reference would be presented at the next Board meeting for review and approval.</p>
<p>10.</p>	<p><u>Finance Reports</u></p> <p><u>10.1. Q3 Management Accounts for SR/SRC</u></p> <p>Management accounts reviewed and noted by the Board.</p>
<p>11.</p>	<p><u>FOR INFORMATION</u> <u>Operational Updates</u></p> <p><u>Coaching & Development Report</u> The Board agreed that the RDM's are carrying out good work and engaging with the clubs. AC advised that, as there is currently no RDM West in place, Adam Hardy has taken on various tasks within that region while Mark Senter is busy covering his Welfare Officer duties. Although there are various projects and activity happening in the West it hasn't been noted in the report and it was agreed that it should be included going forward to keep the Board fully informed.</p>
<p>12.</p>	<p><u>AOCB</u></p> <p>AC asked the Board whether they wished to continue with membership of the SSA in the light of the changes to their funding. It was agreed that membership would be renewed this year and reviewed again next year.</p>