

## British Para Table Tennis Board Meeting Minutes – Abridged 141122, English Institute of Sport, Sheffield

## Attendance:

Karen Tonge OBE (Chairman) (KT) Martin Clark (Financial Director) (MC) Kim Laws (Senior Independent Director) (KL) Mel Cheung-Turner (Director) (MCT) Jaime Morgan Hitchcock (Director) (JMH) Phil McCallum (Director) (PM) Catherine Willcocks (Director) (CW) John Timms (Director) (JT) Rebecca Hembrough (Director) (RH) Maurice Hammerton (MH) Neil Marples (Acting Company Secretary) (NM) Gorazd Vecko (BPTT Performance Director) (GV) Mike Smith (Advisor to the Board) (MS) Louise Larcombe (Minutes) (LL) Lucy Moore (UK Sport Senior Sport Advisor) (LM)

- Welcome (KT) KT welcomed all, and thanked Lucy Moore, Senior Sport Advisor at UK Sport for being in attendance at this meeting. KT advised that this meeting will focus on performance and strategy going forward, and thanked Gorazd Vecko, BPTT Performance Director, for his attendance also.
- 2. Apologies (NM) None.
- **3. Declaration of Interests (ALL)** PM declared that he is the Marketing Manager for Ransome Sporting Goods. JT declared that his company, MLS GB, are interested in supporting and delivering BPTT world class events.
- 4. Minutes of previous meeting (ALL PRESENT) Approved.
- 5. Matters Arising (ALL) None.
- 6. Performance (PM, GV)
  - a. World Championships Report (GV) We had the best ever results at the WPTTC

Men's Class 7 – Will Bayley – Gold Men's Class 9 – Joshua Stacey – Silver Men's Class 1 – Rob Davies – Bronze Men's Class 6 – Martin Perry – Bronze Men's Class 8 – Aaron McKibbin – Bronze Men's Class 8 – Ross Wilson – Bronze MD14 – Paul Karabardak and Billy Shilton – Gold WD14 – Felicity Pickard and Grace Williams – Gold MD18 – Ross Wilson and Josh Stacey – Silver XD14 – Felicity Pickard and Billy Shilton – Bronze

Out of the above, 2 of the athletes were there due to wildcards; Martin Perry and Grace Williams.

The WD14 gold medal was a particular surprise, Grace joined confirmation (entry level APA) this year. Felicity Pickard has been incredibly supportive to Grace.

GB are now top 3 in the world after Poland and Germany. This is a huge achievement for us.

The media coverage was good, the BBC took coverage and Jack was asked to commentate by ITTF nominated by KT

Our target for UK Sport was 3-6 medals, therefore we will ask for a review. GV thanked UK Sport for their continued support.

JT asked how do we bottle this success. GV replied that it is largely about having the right people in place staff-wise, passionate people, and everyone treating people with respect. It has also been beneficial to have a PD with experience in sport due to the contacts with other countries and good communications. A debrief is completed after every tournament.

KT mentioned that we have been developing athletes for their future after they have retired from the sport such as Kim Daybell is looking to become an international classifier. We have also organised a level 1 coaching course with TTE which will be free to our athletes starting in December 2022. We have a few athletes who already have this qualification.

# b. World Class Performance going forward (KT, GV, PM)

KT stressed that this information is confidential. The BPTT Board agreed to the new structure.

# c. WCP Athletes update (KT, GV)

## i. Performance

1. JMH suggested that UK Sport organise a seminar on how to gain sponsors as many athletes do not get a large APA or do not get an APA at all. We have had at least one athlete lose their sponsor due to the current financial crisis. LM



mentioned that there is already a provision available and will take this back to UK Sport.

## d. Strategy Update (PM)

i. Covered above.

## e. Anti-Doping (LL)

On track to complete what we promised in the BPTT anti-doping framework. All Performance Squad athletes are up-to-date with their anti-doping training, and Pathway athletes have received training for the first time in the summer. All appropriate people have been emailed the 2023 WADA Prohibited List and this has been shared on BPTT social media. JMH to add this to the website. RH attended a session that UKAD ran last month for board leads.

## f. Cultural Health Check process 2022 (LL)

LL informed the board that this is now entitled Culture Feedback Survey (CFS). The details of which will be confirmed shortly with a view to circulate this in January 2023. We usually ask some board members to complete this also, please be prompt in completing this.

# 7. Selection (via KT) – KT

a. Separate selection lists document provided in board folder.

## 8. International Events

## a. European Para 23 update (KT, GV)

Minute 9.d. from 140622 meeting: **Events, Major Events – European Para 23 update (KT)** JT will circulate the bid to board members (except the financial information as there is a conflict of interest on the board).

#### b. Worlds 26 update (KT, JT) LM left the meeting for this item.

The ITTF had are keen to have an event in London for 2026. We have discussed a joint able bodied and para World Table Tennis Championships hosted in London in 2026 with them; the origin of table tennis which started in 1926, 2026 being the centenary, therefore it would be a centenary event.

# PART 2 CONFIDENTIAL (the discussion on this is in the full set of minutes, not included in this abridged version.)

# c. Welsh Open 24, 25, 26, possible Cardiff: Disability Wales event August 2023

Awaiting a date for GV and KT to do a site inspection for Ope**n** KT has had a meeting with the new CEO of Wales, Owen Rogers. They are also interested in having a Grand Prix in Wales.

Disability Wales are having an event in August 2023 and they would like to have para table tennis in it. Shaun Marples is working on this.

# 9. Board (KT)

# a. Update Company Secretary position update (KT)

NM has agreed to be the Company Secretary until January 2024. MC will update the information on Companies House.

## b. Approval of Committee appointments update (KT)

#### i. Events Committee and Sub Committees:

Full review of Events Committee undertaken, structure has been agreed and is now put forward for Board Approval.

We have ex TTE staff member, a former Board member and volunteers within this structure which will be beneficial for us. All agreed to the new structure.

NM to send thank you letters to the committee members who are no longer committee members in the new structure.

# c. Recruitment of NEDs and review of time served NEDs in 2022 update (KT)

KT suggested that the new Chair have a say in the appointment of new NEDs. KT also mentioned that the BPTT Board had identified it would benefit from a NED with legal experience.

KL added that we will soon be advertising for a new chair soon. NM thanked all for sending the skills matrix back. NM advised that the results have shown that the board has really matured. MCT added that the board is now a really good mix of experience, skills, gender, and ethnicity.

# d. Relationships and appointment with ITTF, ETTU, and Home Nations (KT):

IRIS review and planning has been updated following discussions with TTE held over the last 12 months. It is the Home Nations that make nominations to the committees of ITTF and ETTU, not BPTT. When KT ceases to be Chairman of BPTT she will still be on these committees as she has been elected by National Associations.

KT is on the ETTU Para Committee as Deputy Chair which has been extended for a further 2 years, and the ITTF Para Committee for at least another 12 months. Both positions were nominated by TTE. GV is on ITTF Para Committee for another 12 months nominated by



# Slovenia TT.

Phil Mc Cullum is on various ITTF, Commonwealth, and ETTU Committees which gives us another link currently going forward. Plus, we have John Timms involved with ITTF in terms of events. IRIS therefore, is focusing on the above representatives as our contacts with ITTF etc.

KT requested that any IRIS spending be requested through the Chair, not via the Finance Director.

#### e. Succession planning – Chairperson (KL)

The adverts will not go out until the New Year.

# 10. Finance (MC)

#### a. New Members to be approved by Board

All agreed to accept the new members.

New members will need to be approved at the point of domestic competition entry deadlines. All agreed that the Company Secretary can act on behalf of the board to approve new members.

Events chair to advise the Company Secretary of the entry deadlines so that he can check the new members prior to them attending domestic tournaments.

## b. Non-Performance - I&EA

We are showing a small surplus. The St Neots Grand Prix is still to be held. Subscriptions are still low. This is probably due to the fact that we have not had a National Championships. We are also waiting for some outstanding memberships due to a process error on the 'membership system'

#### c. Non-Performance - Balance Sheet

MC has found a company where we can get a good return on our money, approximately £1,000 a year.

#### d. Performance

Everything is healthy at the 6-month mark.

## e. IRIS

We have £20,800. KT advised that some of this has already been allocated.

## 11. Communications (MCT)

**a.** The social media stats have grown with engagement peaks during the WPTTC, as expected. Fran Bullock did a fantastic job out in Spain. We are still the most followed para table tennis NGB in the world across

Facebook, Twitter, and Instagram.

The Martin Perry video had 842 views. 6.5% of the audience were Executive Directors.

The WPTTC video had 595 views. 9% engagement rate. 9.6% of the audience were Executive Directors.

These may be people that could support athletes with sponsorship. Jack Hunter-Spivey did a great job of commentating after his matches had concluded at the WPTTC.

Well done to all on the Communications Committee.

# 12. Competitions (JMH)

# a. National Championships

National Championships will go ahead next year from 22-23 April 2023.

## b. Grand Prix circuit

KT asked board whether international players should be able to enter our domestic competitions and that event flyers be issued. Non-GB players cannot enter the National Championships.

#### c. Ranking List

Minute 9.g. from 140622 meeting:

## Events, Ranking List

KT pointed out that the issue with the ranking list continues. PM advised that Dave Cochrane will be assisting us in this.

A meeting was held at Halton re the ranking list, it was agreed that Jane Porton is bringing James Bowman across to train and she will work on it.

# 13. Governance (KL)

# a. UK Sport Award Organisational Health Conditions (KL)

i. Minute 11.a. from 140622 meeting:

## Governance, UK Sport Award Organisational Health Conditions (KL)

The statement on UK Sport's OH conditions clearly states that we need a framework to work with the home nations. KL mentioned that although we have the information, it is not in a framework and queried who is responsible for this. KT replied that it was SM's role as Pathway Manager to work with all of the home nations. Neil Robinson has also started working with the spinal injury units in Wales.

In order to fulfil our requirements, KT will consult with Shaun and create the required framework.

141122 update:

A document has been produced by KT which SM and PM inputted, this is in the board folder.

KL advised that this is a live document that will help us find future athletes.

MH said that at basketball, they are finding that Spinal Injury Units are not producing many athletes nowadays, they tend to be full of people that are extremely disabled and unlikely to play any sport,



or elderly people that have fallen, it is the general hospitals that are looking after some people that would previously go to the SIUs.

MS said that it was a very good document. MS suggested an open paragraph re the strategic priorities for the sport, just a paragraph.

## b. Risk Register (KL) advise on way forward

KL and CW have worked on a guideline document which they will send out via email.

CW suggested not reviewing the risks but make a new list of what you think should be on there. Think about what we're not doing, this is often missed.

All risks to be discussed at the next meeting.

# c. EDI Policy and Plan (KL)

The EID Policy and Plan have been approved by Governance. The BPTT Board approved the policy and plan.

# d. Unacceptable Behaviour Policy (KL)

The UAB Policy has been approved by Governance. The BPTT Board accepted this policy.

e. Safeguarding Update (LL) – As previously advised, the Child Protection in Sport Unit (CPSU) have released a framework for all sports to complete by the end of their funding term, although they are encouraging sports to complete this sooner rather than later. For us the deadline is March 2025.

It had been agreed at a previous board meeting that BPTT would have their own safeguarding documentation. As BPTT staff are technically TTE staff, we follow their safeguarding guidelines, and they have the expertise in this area. It therefore makes sense to wait until TTE have completed their framework and to mirror their new documents. Judy Rogers, TTE Safeguarding and Ethics Manager, has advised that they will be completing it in 2023. They have had a small set back as their Deputy Designated Safeguarding Lead left the company.

In the mean time, LL has been putting things into place such as now all staff have had Adult Safeguarding training. LL has had Level 3 Adult Safeguarding training, and Lana Pemberton, BPTT Programme Administrator is booked on to this course also. LL will be Designated Safeguarding Lead for BPTT, and Lana will be Deputy Designated Safeguarding Lead. LL has created a safeguarding concerns flow chart, and has had a meeting with Globocol, the database company that TTE use to log any safeguarding issues.

One of the requirements is for our board to receive board specific safeguarding training, RH will be organising this as Board Designated Safeguarding Lead.

We also need a Safeguarding Case Management Group. LL proposed the group consist of:

Rebecca Hembrough, BPTT Board Designated Safeguarding Lead (chair

Louise Larcombe, BPTT Designated Safeguarding Lead Lana Pemberton, BPTT Deputy Designated Safeguarding Lead (minutes)

Judy Rogers, TTE Designated Safeguarding Lead

TTE Deputy Designated Safeguarding Lead

John Timms has offered to be a replacement for RH if she is ever unavailable for this group.

# **14.** Honours and Awards (KT) – No update.

# 15. Date of Next Meeting (LL)

LL to circulate a Doodle Poll for March 2023. LL ACTION. ACTION COMPLETED.