



## **British Para Table Tennis      People Plan**

### **Purpose**

This is a live document the purpose of which is to identify the roles played by staff and those supporting BPTT. This plan will identify how individuals are recruited, developed and retained.

This plan is under the auspices of the Governance committee, which is responsible for undertaking a review at least on an annual basis, though more frequently should changes in personnel occur. All findings will be reported to the Board of Directors for recommendations and approval. It should be read in conjunction with other BPTT Succession plan and other policies as identified.

The operation of BPTT is effectively split into four areas:

- Staff, currently employed by Table Tennis England (TTE) but who work solely for BPTT. A Service Level Agreement (SLA) is in place between BPTT and TTE to remunerate TTE for their management role.
- Support Staff, employed by others and particularly EIS.
- Directors, currently a chairman and nine independently elected non-executive directors all acting in a voluntary capacity
- Volunteers, including a Board Advisor, Company Secretary, Competition organisers, Technical Officials, Practice partners and helpers

### **Staff**

The World Class Performance Staff forming the Senior Leadership Team (SLT) are:

#### **Performance Director (PD) – G Vecko**

Accountable for overall delivery of the programme  
Primary contact for BPTT and specifically for UK Sport and ITTF  
Responsible for developing appropriate International relationships  
Supporting athletes in international and domestic competitions

#### **Programme Manager (PM) – S Marples**

Responsible for delivering the programme  
Direct management of Pathway programme  
Development of relationships with Home Nations  
Developing International relationships  
Sole disability classifier within BPTT  
Supporting athletes in international and domestic competitions

#### **Performance Operations Manager (POM) – L Larcombe**

Manager of the business side of BPTT  
Secretary to Board and main committees



**Head Coach (HC) – A Rushton**

Head coach for world class programme and pathway athletes

Work with Performance Director and Programme Manager to maximise athletes' potential

Supporting athletes in international and domestic competitions

Developing, monitoring and amending a performance plan for each athlete

Line management and appraisal is provided to the PD by the Chairman of BPTT. They also have access to UK Sport mentoring programme; UK Sport Liaison Officer and input from British Paralympic Association. The PD ensures the rest of the staff have appropriate line management and appraisals. In addition, the SLT will include the Head of Performance Support, who is a member of EIS staff

Supported by

**National Coach – M Kenny**

Coaching of athletes predominantly in Sheffield

Supporting athletes in international and domestic competitions

**National Coach – N Robinson MBE**

Coaching of athletes predominantly in Cardiff

Supporting athletes in international and domestic competitions

**Pathway Coach – Matjaz Sercer**

Coaching Pathway athletes within GB

Identifying potential pathway athletes and liaising with their coaches / staff

**Programme Administrator – Lana Pemberton**

Support on a part time basis to the Performance Operations Manager

**Strategy, Monitoring & Performance**

Prior to the start of each Paralympic cycle a strategy is developed by the SLT and agreed with UK Sport. This strategy is the basis for identifying how BPTT are performing both as a programme and as staff members.

The current strategy specifically addresses 7 categories, namely:

1. Implementation of a world leading progression programme structure
2. Develop a performance programme that produces world leading performances
3. Enhance our world leading coaching and support staff structure that supports athlete / staff development and performance
4. Further enhance individual and team connections that drive a performance culture
5. Explore opportunities to develop our infrastructure with a vision to expand recruitment at grass roots and progression level
6. Provide world class facilities at the National Centre, and other identified training locations
7. Have GB representation on international committees

These categories are reviewed at each Performance Management Committee meeting, currently chaired by Phil McCallum. Details of which are subsequently reported to Board.



The categories also form the basis of the informal weekly and diarised monthly SLT meeting where an assessment is made of programme and individual performances. Requirements will be identified and managed.

Competitions, particularly international tournaments where ranking points are obtained that ultimately give access to major games for athletes are fundamental to overall success. Good planning for accommodation and travel is the responsibility of the POM. Staff will provide appropriate coaching to all athletes to maximise and analyse performance. On completion of an event, the lead coach at the event will provide individual feedback to the athletes on their performance, to the rest of the SLT and appropriate National Coaches. Results will be analysed and assessed with individual athletes target plans updated as appropriate.

### **Cultural Health Check**

The annual survey is seen as fundamental to a well performing NGB and is completed by all staff, including EIS support staff, performance athletes, directors and stakeholders. Results of the survey are discussed between the SLT and UK Sport where any required action plans will be developed, implemented and reported on. The results and subsequent plans are also a Board issue.

### **Personnel Development**

All coaching associated staff are professionally qualified and need to undertake the appropriate CPDs to at least maintain their coaching qualifications and coach licence. Personnel targets are discussed with staff. There is a culture that if any form of training will help develop a staff member personally, help them to understand developments within the sport or provide a refresher of specific areas, then this will always be looked on favourably providing it does not cause detriment to the programme. All staff members have access to the CPD days provided by UK Sport and BPA ahead of the Paralympics.

### **Staff Retention**

The philosophy of BPTT for both athletes and staff is that it operates as a family. This is strongly promoted by the PD and has been taken on board by everyone. Part of this is to develop staff so they are capable of moving up to the next level should vacancies occur. It is also recognised that this can be frustrating for those that do not progress as they personally hope. The management are fully aware of this and will always look to ensure that everyone is included in all developments, that they are aware of performance and that individual needs are addressed. Keeping BPTT as a great place to work is imperative.

### **Support Staff**

Required to support and develop athletes mental and physical wellbeing. Currently support staff are predominantly provided by English Institute of Sport (EIS) to address the following areas:

- Head of Performance Support
- Physiotherapy



- Sports Psychology
- Strength & Conditioning
- Performance Lifestyle
- Sports Physician
- Performance Analyst

The specific support required will be determined jointly by the BPTT SLT and EIS, who remain responsible for their management, suitability and personal development / training to maintain their appropriate standard.

Whilst the use of support staff is dependent on available budgets, the need will be constantly monitored by the SLT to ensure its suitability and value. The support staff are all good professional staff and the working arrangement between BPTT and EIS need to reflect this by developing appropriate staffing levels to meet each Paralympic cycle.

Practice Partners, selected by the SLT. These are a valuable part of the training programme and they will be selected based on their ability to deliver the required practice standard. BPTT will have no involvement in their management or development however, they are dependent on available budgets. Their suitability, availability, cost and value will be monitored.

Publicity is carried out by Francesca Bullock, who is freelance.

Francesca provides timely feedback on competitions along with issuing newsletters and relevant information for social media

## **Board of Directors**

All members of the Board can serve a maximum of 2 x 4 year terms. The succession plan identifies when individuals were elected to the Board and when they may stand for re-election or are coming to an end of their directorship. It is noted that the time taken to advertise and appoint is significant and must be taken into consideration, this is the responsibility of the Nominations and Governance committee along with the Senior Independent Director.

All directors will undergo appropriate induction and identification of responsibilities in line with BPTT's Board Induction and Members Responsibilities Policies. Additionally, the Finance director will give an update on current finances and identify any further responsibilities as determined by Companies House. The Company Secretary will provide updates on strategy and key issues.

Sport & Recreation Alliance has provided on-going courses for Board Members from induction, governance and safeguarding

Chairman has access to mentoring from UK Sport; courses at Institute of Directors, Association of Chairs, Sport & Recreation Alliance plus chairs networking group.

Each member of the Board will be required to sign BPTT's Code of Conduct policy for Board members.

Annually the directors will be asked to comment on the performance of the Chairman with the intention of identifying the positive and any negative points that they bring to BPTT. The findings will be reviewed by the Governance committee where support and training needs will be identified. Conclusions will be brought to the attention of the Chairman and reported to the Board.



The performance of the board will be monitored by carrying out an annual skills matrix assessment completed by the Chair and all board members. This will be assessed by the Company Secretary and Governance committee, when reviewed in conjunction with the Succession plan it will provide the information to determine the Boards performance and identify specific areas of expertise along with any deficiencies which may arise by either director leaving or changes in protocol and procedures.

The current board comprises of an elected Chairman and nine Independent Non-Executive Directors, who are listed below together with their areas of responsibilities, areas of expertise and when elected as a director. The Board appoints 2 Board members to each committee.

Director / Chairman	Elected & Term	Role	Requirements for Role (in addition to requirements of a director)
K Tonge OBE	2014 (2)	Chairman Chair – Nominations Chair – Honours & Awards Chair – International Relations	Recognised by UK Sport as an effective chairman Ability to Lead and develop Board Ability to work with, guide and support the Performance Director and the Senior Leadership Team Accountable Officer to UK Sport
K Laws	2018 (2)	Senior Independent director Chair - Governance	Able to lead Board if Chair unavailable Strong understanding of Governance from a business perspective.
M Cheung-Turner	2017 (2)	Chair - Communications	Knowledge / understanding / management of available social media platforms
J Morgan-Hitchcock	2018 (2)	Chair – Events	Able to Coordinate, manage and lead all the various skills required to hold successful events
P McCallum	2018 (2)	Chair - Performance	Knowledge of expected performance levels. Liason with Senior Leadership Team, management and understanding of requirements to meet medal targets
M G Clark FCCA	2020 (1)	Finance Director Chair – Finance Chair - Remuneration	Qualified accountant, preferably chartered. Experience of leading a successful company
R Hembrough	2020 (1)	Duty of care & Welfare Anti-doping lead Board Safeguarding Lead	Experience / understanding to lead on Duty of Care and Welfare issues for athletes and staff
J Timms	2020 (1)	Chair Competitions Committee	Major Events advice
C Willcocks	2020 (1)	Governance Committee	Analysis of Risk and Mitigation
M Hammerton	2023 (1)	Governance Committee	Social Impact of Sport (to be confirmed)

The members of the committees are indicated in the document BPTT Structure issue 36

A new chair will be in position from September 2023

## Volunteers



Selected based on their areas of expertise, accordingly BPTT would not normally anticipate providing either training to carry out their roles or personal development unless required for a specific event..

Volunteers supporting the athletes will include:

#### **Tournaments**

Currently a National Championship and 4 Grand Prix events each with their own committees and volunteers. The events come under the jurisdiction of the Competitions committee chaired by John Timms. Current members of the competition committees are shown in document BPTT Structure issue 36

#### **Technical Officials**

The Tournament Organisers, umpires and referees will be qualified to between levels 1 & 4. These will all have been trained by their respective Home Nation.

Additional training will be given by BPTT to any official who is unaware of the differences officiating para-athletes from able bodied.

#### **Secretariate**

##### **Company Secretary – N Marples**

Until Jan 2024. Responsible for Governance, working with secretaries across Board, Finance and Performance Monitoring. Chair of Disciplinary Committee. A voluntary role and whilst the position is not time limited it is expected that it will run in conjunction with the Chairman's position.

##### **Advisor to the Board – M Smith**

Former Company Secretary providing overall support to Board and sub committees as required

##### **Safeguarding Officer – J Rogers**

Specific responsibility for Child Protection and Safeguarding as well as general support, all working with the Performance Operations Manager

##### **Chair of Appeals - D Hewitt**

Not time related, been in post pre 2015

##### **Chair of Disciplinary Committee – N Marples**

Not time related, took on post whilst acting Company Secretary.

##### **Chair of Selection – S Newcomb**

Not time related. Former class 3 wheelchair athlete.

The post requires an independent person preferably with an understanding of performance

##### **Representing BPTT – K Tonge OBE**

Table Tennis England IRIS Committee

BPA National Council

Commonwealth Games England

Sport & Recreation Alliance Deputy Chair Games & Sport Division

ITTF Para Committee Nominated by TTE and elected by ITTF members



ETTU Deputy Chair Para Committee Nominated by TTE and elected by ETTU members

**Representing Slovenia G Vecko**

ITTF Para Committee Nominated by Slovenia and elected by ITTF members

**Representing Scotland – P McCallum**

ITTF Equipment Committee Nominated by Scotland and elected by ITTF members

ETTU Youth Committee Nominated by TTE and elected by ETTU members