

Minutes: BADMINTONscotland Board Meeting Conference Call

Wednesday 11th November 2020 at 6:30pm

Board:	David Gilmour	Chair
	Frank Turnbull	President
	Carolyn Young	Vice President
	Keith Russell	Chief Executive
	Morag McCulloch	Events Committee Chair
	Jill O'Neil	Engagement Committee Chair
	Christine Black	Performance Committee Chair
	Gordon Haldane	Finance Committee Chair
Invited:	Keith Farrell	
	Ewen Cameron	sportscotland Partnership Manager
	Colleen Walker	Finance Manager, Badminton Scotland
	Nicky Waterson	Head of Engagement, Badminton Scotland
	Penny Dougray	Minute Taker

	David Gilmour welcomed Ewen Cameron (sportscotland Partnership Manager) to his first Board meeting, with board members introducing themselves thereafter;
1	APOLOGIES FOR ABSENCE
	Apologies had been received from Ian Campbell.
2	MINUTES OF MEETING HELD ON 16 SEPTEMBER 2020 (previously circulated)
	The minutes of the meeting held on 16 September 2020 were approved.
3	DECLARATION OF ANY INTEREST
	Both David Gilmour and Gordon Haldane received payments for coaching services.
4	MATTERS ARISING/OUTSTANDING ITEMS
	A meeting planned between Keith Russell, David Gilmour, Jill O'Neil and Nicky Waterson (NW) to progress a plan for Equality and Integrity had not taken place: KR would rearrange this.

5	<p>CEO Report</p>
	<p>Complaints. One complaint had been received regarding the entries made by Badminton Scotland for the 2020 European Juniors Individual event. KR has replied and the matter was concluded from a Badminton Scotland perspective. DG advised that Badminton Scotland had followed robust processes, in what was a challenging time, given lack of tournament results and lack of training opportunities.</p> <p>Staffing. Malou Guldbaek had submitted her notice, following her decision to return to her native Denmark. Her significant contribution over the last 15 months was recognised. The replacement position had been advertised. There was a discussion on support to Groups for Fund Raising and KR / NW agreed to look into this.</p> <p>MMcC asked about the Archive section on the website. KF advised that this would be progressed.</p> <p>JO’N asked that the Board’s formal thanks be extended to Ms Guldbaek, whom she felt had made an enormous contribution to Badminton Scotland, and the Board endorsed this.</p> <p>BEC High Performance Commission – A number of projects have now been initiated by BEC and Badminton Scotland are taking an active role in many of them.</p> <p>Ingo Kindervater is part of the High Performance group that are developing plans for greater collaboration between European countries including Pre-Olympics training camps and enhanced training and preparation for European players competing in Asian competitions. Scotstoun is now a BEC Certified Training Centre</p> <p>EU Erasmus funding for a BEC project to review coach education has been successful.</p> <p>Gender Equity Ambassador – Jill O’Neil was appointed as a Gender Equity Ambassador for BEC and the BS submission to BEC has been awarded £2,800 to deliver our proposed projects.</p>
6	<p>COVID-19 UPDATE</p> <p>Nicky Waterson presented a Covid-19 update to the Board. At date of meeting, each local authority fell within one of 5 levels. The main change arising from the most recent guidance was in relation to that for Children and Young People. Importantly, Badminton had now been confirmed as a non-contact sport.</p> <p>FT asked for further information on when facilities might open. NW clarified that there will be a very localised approach to the reopening of facilities based on the level that the Local Authority is in and the operational requirements of specific sites. It is anticipated that it will be into the new year before schools’ facilities were open for bookings. The Board was advised that local clubs and Groups should follow up on local contacts to get bookings as decisions are likely to be taken at a local level.</p> <p>EC advised that the more technical the information became, the guidance became more open to question, and more complex to manage. JO’N expressed thanks to NW for his continued support and provision of regularly updated information.</p>

7	COMMITTEE REPORTS
	<p>7.1 Finance</p> <p>7.1.1 Finance Committee Report</p> <p>Our reforecast budget at the beginning of lockdown (March 2020) predicted an annual loss of (£44,228). This reforecast included reduced income for the year but made assumptions that we would return to play within the calendar year. As we now know, that this will not be the case, we have completed a 6-month reforecast at the beginning of October, showing that our total lost income for the year will be £428,371. Much of this can be mitigated through stringent cost savings measures - £311,875 - however we will still be left with annual lost income of (£116,496).</p> <p>As part of our cost savings measures there are some expenditures which have simply been deferred:</p> <ul style="list-style-type: none"> • Performance expenditure, mainly on tournaments and squad training. • Repairs and maintenance to the building – this has been carefully managed, but the concern is that delays could exacerbate the situation, especially with winter now upon us. <p>Our 6-month reserves policy is £429,000 and with our lost income and necessary expenditure for the year we will be £363,932 short of this figure.</p> <p>To try and manage this situation without having to make significant savings in our operational budgets, primarily staffing and Performance, we will be submitting an application to the sportscotland Recovery Fund. The application will be based on our lost income and to help us maintain appropriate cash reserves.</p> <p>Less than 10% of clubs (including schools and universities) had re-affiliated for Season 2020 / 2021 (as was the case for England, Ireland and Wales).</p> <p>Our 6-month reserves policy is £429,000 and with our lost income and necessary expenditure for the year we will be £363,932 short of this figure. To try and manage this situation without having to make significant savings in our operational budgets, primarily staffing and Performance, we will be submitting an application to the sportscotland Recovery Fund. The application will be based on our lost income and to help us maintain appropriate cash reserves.</p> <p>FT expressed his concern at Badminton Scotland’s financial situation and sought clarification on what steps would be taken to rectify this. He noted that Badminton England had implement redundancies. KR remained confident that redundancies could be avoided. CY asked if a recruitment freeze may be considered, noting the plan to recruit a Marketing Officer; however, KR stressed the importance of continue the marketing role to engage all the affiliated clubs (over 200, plus over 40 Smash Into Clubs in 2019) and players. Engagement with these groups was imperative to ensure the ability to generate funding going forward.</p> <p>Ms Walker advised the Board that the plan to employ a further 2.5 members of staff, had been delayed for financial reasons.</p> <p>The following items were agreed</p> <ul style="list-style-type: none"> • The Board agreed not to pursue re-affiliation whilst the Covid pandemic persisted • To note the cash flow position

- Note the application to sportscotland for the Recovery Fund
- One signatory to be required for the Bank of Scotland current account

7.2 Engagement Report

Return to Play - The Engagement Team had sent information on playing Badminton to Sport Centres, Local Authority and Leisure Trust contacts to promote play and give advice and information on the Alternative Badminton resource.

Virtual Learning Environment (VLE). A new Coach Education platform will be available in the new year via **sportscotland**. Building of the site and initial content will be developed between January and March 20 and when ready rolled out to affiliated coaches.

Webinars were being developed, for clubs, coaches, and individuals. The next webinars had been confirmed for Disability Inclusion on 24 November and Singles Tactics on 2 December. Pathway Clubs - 16 clubs were now involved in the Pathway Programme.

Disability Working Group - Para Squad training had recommenced however was now on hold because of travel restrictions in the Central Belt.

Safeguarding - Children 1st was developing a workshop specifically for SGB Board members. The purpose of the workshop is to provide information on the roles and responsibilities of Board members on this subject. It was proposed that all Board members should complete this virtual session once finalised.

DG asked if Badminton Scotland was considering adopting the BWF Coaching courses. NW advised that they were reviewing coach education qualifications following the departure of UKCC. This did not preclude consideration of adopting the BWF Coaching programme.

The following was agreed.

- To note the content of the Engagement Report
- To agree that Board Members should complete the Children 1st NGB Board member workshop when it became available

7.3 Performance

CB summarised key points from the Performance Report for the Board, noting that Mr Flockhart and Mr Robertson had joined the Performance Committee and had attended their first meeting, along with newly elected player representatives, Adam Hall and Kirsty Gilmour.

The recent performance of the National Squad players at the SaarLorLux Open and the Portuguese International. At the European U19 Callum Smith had reached the QF in MS in the Individual Event.

The European Mixed Team Championships qualification event is still due to proceed in December. A team had been selected just prior to the Board meeting, but official selection emails would not be sent until Monday 16 December.

Sarah Gandon, had been approached to take on the role of UKAD Accredited Educator, required under World Anti-Doping Code and UKAD rules and regulations which would come into effect on 1 January 2021. KR noted that it might be possible for **sportscotland** to support the cost of this.

DG requested that aspects of nutrition could be incorporated into the new education programme. KR noted that the future roll-out of our education programmes for all players on performance programmes would include nutritional advice

Olympic and Paralympic selection policies were still being reviewed by Jon Austin, Badminton England's Performance Director

Badminton Scotland was presently involved in extensive discussion on both the MOU and LHN Contract which would take effect from 1 April 2021. At the GB Board meeting on 6 October, there was full GB Board approval apart from Director Christine Black who did not approve the documents

KR will email Stewart Harris (CEO, **sportscotland**) and Sally Munday (CEO, UK Sport) regarding the MOU and LHN Agreement later this week.

Congratulations were extended to Robert Blair on his appointment as Commonwealth Games Badminton Team Manager for Birmingham 2022; and to Jill O'Neil who had been appointed one of six Understudy Team Managers.

The Commonwealth Games Badminton selection criteria had been discussed in advance of the closing date for submission which had been extended from 1 to 31 December 2020.

Recommendations

- To note the possible appointment of Sarah Gandon, to act as our nominated UKAD Accredited Educator from January 2021
- To note the terms of the Badminton Scotland Clean Sport Strategy
- To note the selection criteria for the EMTCQ event in December 2020
- To note the closing date for submission of the Birmingham 2022 badminton-specific criteria, of 1 December 2020.

7.4 Events

MM'C reported that that ranking events to the end of December 2020 had been cancelled, with those for January and February 2021 under review.

Masters events had been cancelled, with Badminton England cancelling the Robert McCoig trophy match for 2021.

A meeting with Glasgow Life to discuss the potential staging of the 2021 Scottish Open in the Emirates Arena had been arranged.

Peter Dean was setting up a discussion group to plan a series of outdoor Badminton events in spring and summer of 2021.

A webinar had been held on Tuesday 10 November with tournament organisers to update them on the above.

Recommendations

- to note the potential cancellation of both the National Senior and National Disability Championships

<p>8</p>	<p>RECOVERY PLAN</p> <p>Keith Russell had circulated the Recovery Plan to the Board for information at this stage, and currently no actions were required.</p> <p>The document had been worded to support the application to sportscotland for financial support under their Recovery Fund.</p>
<p>9</p>	<p>DISCIPLINARY RULES AND PROCEDURES</p> <p>KR updated on the revisions to the Disciplinary Rules and Procedures that were required after the change to the Articles and Bye Laws at the 2020 Virtual AGM.</p> <ul style="list-style-type: none"> • Instead of voting in a Disciplinary Panel Chair and Investigating Officer at the AGM the Rules have been updated to make the process more streamlined with greater clarity between a complaint, a Disciplinary matter and an Appeal. The establishment of a Disciplinary Panel and Appeals Panel will be the responsibility of the Chair and Chief Executive and the membership of these panels can be made appropriate to the circumstances of the case. • The Board will continue to provide oversight of the process and Board members may be required to Chair or Investigate matters that are appropriate to their knowledge and skill set. Complaints, Disciplinary matters and Appeals will be updated at every Board meeting. • A final draft version of the new Rules will be circulated to the Council in advance of the ½ Yearly meeting on the 25th November 2020. Any further edits will be made following this meeting and the final version will be circulated to the Board for final approval as soon as practical after the ½ Yearly meeting. <p>Following questions and discussions on the implementation of the new procedures KR clarified the following:</p> <p>Members of Panels or investigations would be drawn from experienced and knowledgeable people for the specific issues. They would not necessarily come from Badminton.</p> <p>Committee Chairs would be notified of any issues within their Committee remits and may well be involved in the Panels or investigations.</p> <p>Complaints would go to the CEO who would decide whether to progress through our standard Complaints procedure or after discussion with the Chair would be progressed through our Disciplinary Rules and Procedures. Whilst there is no absolute demarcation between complaints essentially complaints about operational matters would go through our Complaints procedure and “Sport” matters through the Disciplinary Rules and Procedures.</p> <ol style="list-style-type: none"> 1. Recommendations. <ol style="list-style-type: none"> 2.1 To note the new Disciplinary Rules and Procedures below and provide any feedback to the Chief Executive before the 17th November 2020.

