

Elite Performance Committee

Minutes of the meeting held on

Wednesday 15 November 2023 at 1600

Virtual meeting over Microsoft Teams

Present:	Wes Guest	-	Chair
	Mark Bayada	-	Vice-Chair
	Rob Hartley	-	Independent Director
In attendance:	Tony Butler	-	Vice-President
	Dave Crowhurst	-	Classics TEA (from 93.2)
	Matt Cumming	-	FS TEA (from 97.3)
	Liam Domin-Goddard	-	Communications Officer
	Robert Gibson	-	CEO
	Helen Lucas	-	Committee Secretary & Competitions Coordinator
	Jeff Montgomery	-	Head of Safety & Competitions (HOSTC)
	Martin Reynolds	-	CP TEA
	John Smyth	-	Vice-President, Delegate to ISC
	Liz Warner	-	Judges Coordinator
Apologies:	Rai Ahmed	-	Arts TEA
	Mary-Lou Barratt	-	Chair of Council
	Tim Gaines	-	VFS TEA
	Sam Haste	-	CF TEA
	Martin Soulsby	-	Vice-President

Item Minute

90/23 Chair and Vice-Chair of EPC

Those present wished Alex Busby-Hicks well in his future endeavours and welcomed Wes Guest as Chair for the final EPC meeting of the year. In line with the Terms of Reference Mark Bayada took the role of Vice-Chair.

91/23 Declarations of Interest

These would be listed under the relevant item.

92/23 Minutes of the meetings held on Monday 24 July and 11 September 2023

The minutes were approved for publication.

Action: Secretary

93/23 Matters Arising

93.1 Min 65/23 – EPC Risk Register

Training for Risk Management was to be provided at the November meeting of Council. This item was to be raised with the new Committee, agreed at the Plenary Council meeting in January, for the first meeting of the EPC.

Action: New EPC

93.2 Min 79.5 – Rule changes to include refunds

Discussion included:

- Refund of jumps fees for jumps not taken if payment was upfront
- Consideration to the circumstances of why those jumps may not have been taken
- PTOs own refund policy

- Currently no British Skydiving policy and would be too late to agree one for 2024. The consensus was that British Skydiving should consider guidelines to have in place for the 2025 competition rules. ***Action: HoSTC***

93.3 Min 79.5 – Laptop 4 IT Issues

The Judges Coordinator had arranged with the Competitions Coordinator to go through the laptops and would show her the issue, to enable her to relate the issue to Computerlink. ***Action: Judges Coordinator***

93.4 Min 79.6 – Publication of Accuracy and UKSL League scores

The Communications Manager and Competitions Coordinator were to liaise to consider the expectations of how this could be produced for the 2024 league scores.

Action: Communications Manager & Competitions Coordinator

93.5 Min 79.9 – Trophy engraving font

The Competitions Coordinator would contact the current engraving provider to find the details of the font. The Trophy Safe Custody form would require amendment, and she would also inform all the TEAs. ***Action: Competitions Coordinator***

93.6 Min 83.3 – Suitable delegation clothing

Feedback from competitors and Heads of Delegation was that:

T-Shirts – poor quality, not well used

Jackets and Polos – mixed reviews and could also be dependent on where the FCE was held

Jerseys – Good, but sizing was an issue

Those present considered:

- Using a different jersey provider
- Providing two jerseys and no t-shirts
- Which items to be worn and when
- Brand identity
- Possible sponsorship

The Chair and Communications Manager would liaise to decide a recommendation for a new uniform. ***Action: Chair and Communications Manager***

93.7 Min 86 – Action Plan and Performance Metrics – 1 Jul 2023 to 30 June 2024

This would remain ongoing for the new committee. ***Action: New EPC***

93.8 Min 89.2 – Overall Awards for AGM Awards Ceremony

The Accuracy TEA had confirmed the individuals were correct.

93.8.1 Confirmation of FS Teams

There was confliction with the Alternate rule and how this may affect an overall gold medal winning team, as there had been a change of alternate due to medical reasons. It was recognised that teams should be aware of the rules. The Competitions Coordinator would provide the voting members of EPC with the team lists for a decision to be made as soon as possible.

Action: Competitions Coordinator and EPC

93.8.2 Average score-based awards: CF

On calculation there was to be no overall winner in the CF 4-way Sequential. The CF TEA recommended that for this year, in order to continue to bring on CF, that the average scores be used to highlight an overall winner. Those present discussed:

- The senior teams had configured teams with lesser experienced competitors to provide coaching and development to bring on the CF competition
- Teams should have been aware of the rules
- Too late to change the published rules for 2024

The Chair, with CF experience, would discuss this with the CF TEA to make him aware that the recommendation was not supported at this time, but to provide a recommendation by the April meeting of EPC where, if supported, the recommendation could be placed in the 2024 rules. ***Action: Chair of EPC***

93.8.3 Medal quote for Awards Ceremony

The circulated quote from Sapphire & Steel, included the medals, vinyl stickers, ribbons, and presentation boxes. Rob Hartley proposed, and was seconded by Mark Bayada, that the quote be accepted, and the medals ordered. There were no votes against.

Carried. Action: Competitions Coordinator

94/23 Domestic Competitions 2023 - Completed

94.1 UKSL FS4-way Meet 3, 1-2 July, Netheravon

Those present thanked the CJ - Tash Higman for her report. There were no recommendations. The committee required the number of teams present which highlighted an amendment required within the form. ***Action: Competitions Coordinator***

94.2 British Skydiving Nationals in CF, 4-6 Aug, Skydive Langar

The committee thanked the CJ - Tash Higman, for her report, and recognised the recommendation of clearer communication of the real competition start date to avoid confusion. ***Action: Communications Manager***

94.3 British Skydiving Nationals in Accuracy, Skydive GB, 8-10 Sept

The committee thanked Bob King for his comprehensive report. The Classics TEA expanded on the recommendation of having a second display, as only having one display meant that the wind speed and the score from the landing pad could not be displayed simultaneously, where it was essential to visually monitor the windspeed for 15 seconds after the competitor had landed.

94.4 British Skydiving Nationals in Speed, VFS, WS and FS 8-way, Sky-High Skydiving, 16-18 Sept

Reports had been received for the WS and the Speed disciplines, with no recommendations. Those present thanked Bert and Magriet Ham for their reports and for their support of our Nationals.

94.5 British Skydiving Nationals in Artistics, Skydive Langar, 22-24 Sept

Those present thanked the CJ - Liz Warner, for her report and noted no recommendations.

95/23 Domestic Competitions 2024

95.1 Bid special meeting

The bid document had been circulated to the DZO's and CIs. A special meeting to discuss the bids received was convened for Monday 27 November at 16.00. The TEAs were to be invited to the discussion. However, agreement of the competition would be held in a closed session of voting members of EPC only.

95.2 British Skydiving Nationals in CP 2024

Congratulations were conveyed to Martin Reynolds - CP TEA and 2023 Nationals Gold medallist, on his new distance record set at the FCE Eloy.

95.2.1 Team Selection to FCE 2024

The CP TEA spoke to his paper, recommending that those who had competed in the CP Freestyle category at the 2023 Nationals be the ones invited to compete in CP Freestyle at the FCE as there was now a clear mechanism in which to make the selection. The EPC voting members agreed with the recommendation. The Competitions Coordinator would send the invitations as soon as possible.

Action: Competitions Coordinator

95.2.2 British Skydiving Nationals in CP 2024

The Competitions Coordinator requested if the committee and CP TEA were content for her to approach Skydive Pink, Klatovy, for their willingness to allow our Nationals to be held during their Pink Skydiving Championships 2024. Those present were content.

Action: Competitions Coordinator

96/23 Judging Matters

96.1 FAI Judge rating - complaint

The complaint had been raised at ISC level and the FS Judges were now booked on to the FAI FS judge training course. The committee had agreed via email to cover the £36 per person cost to use the InTime software. Any further expenses would be reimbursed following successful completion of the course in keeping with British Skydiving policy.

96.2 Judges Laptops - Archive footage

The Judges Coordinator spoke to her circulated request of having her hotel fee covered should it be required on coming to the British Skydiving office to archive footage on the judges' laptops and to prepare them for the 2024 season. Rob Hartley proposed and was seconded by Wes Guest that the hotel costs for the Judges Coordinator be covered on production of receipts, if a hotel stay be required, with other expenses covered as within the British Skydiving Expenses Policy. ***Carried unanimously***

96.3 Deputy Judges Coordinator

These would be held in a closed session after the main session of the meeting.

97/23 International First Category Events (FCEs) 2023 - completed

97.1 23rd FAI World Cup & 15th European Championship of FS. 14th FAI World Cup & 12th European Championship of Aeristic Events, 22-26 Aug, Voss

Comprehensive feedback had been received from the competitors and circulated to those present. The committee noted feedback concerning the Head of Delegation. The Compliance Officer and Competitions Coordinator were currently updating the Head of Delegation and Team Manager forms – Forms 267 and 267a. The Competitions Coordinator had also recommended to the Compliance Officer the creation of a Conflict of Interest sign off specific to the Head of Delegation.

Action: Compliance Officer and Competitions Coordinator

The comments concerning the uniform were discussed under item 93.6.

97.2 15th FAI World Cup of Style and Accuracy Landing, Ravenna, Italy, 1-8 October 2023

The report was pending.

[note: The Competitions Coordinator had overlooked the report, which was shared after the meeting]

97.3 5th FAI World Cup & 1st European Championship of Canopy Piloting Freestyle, 18-22 October, Eloy, Arizona

The report, by Mary Barratt, highlighted the uniform, and areas of the Head of Delegation forms – 267 & 267a. John Smyth offered to advise on emergency procedures, as an experienced Head of Delegation.

98/23 EPC Budget and British Team Fund (BTF)

The budget spreadsheet was circulated before the meeting, and all appeared to be in order.

98.1 ISC Plenary Meeting 2024

The British Skydiving Delegate would be attending.

Those present formally ratified the agreement made electronically to bear the payment of the registration and entry fee payments for:

Tash Higman – Official Observer – Double room – Full stay \$1,000

Vana Parker – FS Committee – Single room – Full stay \$1,300

Rai Ahmed – Arts Committee – Single room – Plenary only \$800

Through the Delegate, the Alternate Delegate to ISC had expressed his interest to attend.

The registration and payment was due to the host by 15 November, and the Competitions Coordinator recommended that he register and pay himself, and provide our Finance department with his invoice and payment receipt to be reimbursed.

99/23 Action Plan and Performance Metrics – 1 Jul 2023 to 30 June 2024

As discussed under item 93.7.

100/23 EPC Risk Register

As discussed under item 93.1.

101/23 Investment in Performance Working Group (IPWG)

The Chair of IPWG, on giving her apologies, noted that as the WG had not met since the October meeting it was now behind schedule.

102/23 Any other business

102.1 TEAs 2024

Those present thanked the TEAs who were not continuing for 2024:

Konrad Wysocki – WS

Marcus Muir-Smith – CF

The Competitions Coordinator would ask the remaining TEAs as to their wishes to continue, and a call was to go out for skydiving CVs of those who may wish to represent their discipline.
Action: Competitions Coordinator
 [note: Dave Crowhurst – Classics, and Martin Reynolds – CP, expressed their willingness to remain as TEAs]

103/23 Dates and Times of the next meetings

To be convened at the first meeting of Council on 27 January 2024.

The open session meeting closed at 18.00.

The voting members of EPC, Judges Coordinator and staff remained in a closed session.

104/23 Deputy Judges Coordinator

Two applications were received, from Mike Williams, and Amanda Kenny. Based on their time served, judge experience and ratings held Mark Bayada proposed, seconded by Rob Hartley, that based on her breadth of knowledge across numerous disciplines, that Amanda act in the role of Deputy Judges Coordinator.

Carried unanimously

The in-camera session closed at 18.15.

Table of Actions

<u>Item</u>	<u>Action Required</u>	<u>Action Owner</u>	<u>Supported by</u>	<u>Completion by</u>
93.1 Risk Register	List items for the register	Chair		Ongoing
93.2 Refund Policy	Produce guidelines	HoSTC	All EPC	Sept 2024
93.3 Laptop 4 IT Issue	Confirmation of the issue to inform the IT provider	Judges Coordinator	Competitions Coordinator	Feb 2024
93.4 UKSL & Accuracy League scores	Liaison to ultimately publish the scores on the British Skydiving website	Communications Manager	Competitions Coordinator	Ongoing
93.5 Trophy engraving font	Source the information and update the Safe Custody form	HOSTC	Competitions Coordinator	Feb 2024
93.6 Suitable delegation clothing	Source a new provider for the jerseys, decide design and which items to remain as part of the kit	Chair of EPC	Communications Manager HoSTC	Feb 2024
93.7 Action Plan & Performance Matrices	Collect and compile the relevant information	EPC	CEO	Ongoing
93.8.1 Confirmation of FS teams	Review the team list and decide placing	Voting Members of EPC	Competitions Coordinator	Friday 24 Nov 2023
93.8.2 Average score-based awards - CF	Review overall medal qualification for the 2024 CF rules	CF TEA	Chair of EPC	Apr 2024
93.8.3 Overall Medal quote	Order medals, vinyl stickers, ribbons and presentation boxes	HOSTC	Competitions Coordinator	Completed 16 Nov 2023
93.8.3 Overall Medal quote	Inform engraver and then provide team list for engraving	HOSTC	Competitions Coordinator	Friday 24 Nov 2023
94.1 CJ Report form	Inspect and amend form if required to include an area to highlight the number of teams and in which category	HOSTC	Competitions Coordinator	Feb 2024
94.2 Communication of British Skydiving meet start dates	Highlight the date for the start of the competition if different from the Final registration date	Communications Manager	Competitions Coordinator	Ongoing
95.2.1 FCE CP Invitations	Invitations to the CP FCE were to be sent to the eligible individuals	HOSTC	Competitions Coordinator	Fri 24 Nov 2023
95.2.2 British	Approach Skydive Pink, Klatovy	HOSTC	Competitions	Tues 21

Skydiving Nationals in CP 2024	for their agreement to host the CP Nationals 2024		Coordinator	Nov 2023
97.1 Amendment of Forms 267 & 267a – Head of Delegation and Team Manager	Amend the Role Description and contract for the Head of Delegation and Team Manager to remove repetition and ambiguity	Compliance Officer	Competitions Coordinator	April 2024

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Distribution: EPC/Council, Vice Presidents, Judges Coordinator, Staff.