

Notes of Technical Panel Meeting 13th October 2020 @ Microsoft Teams

Present: Bridget Owen (BO), Tomasz Ondrusz (TO), Chris Exall (CE), Ian Findlay (IF), Baden Knifton (BK), Tim Fawke (TF), Ryan Grewcock (RG), John Shedden (JS)

Apologies: Claire Pennell (CP)

Agenda	Action
Safeguarding	
Discussions of safeguarding training that is covered in the courses. BO explained the legal statutory rights we need to follow, and then also what needs to be covered on training and what needs to be covered by specialist training.	Safeguarding elements to be looked at for all Level 1 coaches and instructors. RG and BO to look at slides and resources for all tutors and candidates' level 1. To be shared around CTP then training for all UKSS Level 1 tutors
New policy statement to be agreed and approved	RG reviewing coaches code of conduct
Safeguarding group – BO gave an overview of the group and its function. BO, JD, TF and ZH from the board.	
Supervision Ratios	BO to circulate amended document and send out by end of October for comment.
CEO Update	
TF decision on licenses: licences issued in 2020 will be for full membership year until next renewal. Members will not receive the following year's licence if anything is out of date (Safeguarding, DBS, refresher, First Aid)	Guidance to be created on difference between licensing and deployment - RG
TF is hopeful that a new software system will enable review of this including automated "refresher" email reminders to members.	
Budgets – coaching one starting the process to look at what we can do over the next year	RG,CP and TF to discuss first draft budget and then include RSB
AGM on the 19 th November 2020 via ZOOM, invites going out shortly.	
New Chair has been appointed, Louise Wright form CEO of Scotland Triathlon.	

Looking at priorities Membership, affiliation, and courses Kickstarter scheme being looked at.	
Chair and Secretary Personnel	
No volunteers for secretary. RB gave reasons for why we needed a volunteer. Discussion about adding to the group for this reason as well as diversity and succession. RB advised that this is now a priority area. All to reflect and comment on expertise gaps to be filled or introduced. RB re-appointed as Chair unopposed and unanimously.	All group to reflect on new members to join CTP with regards to succession planning and new members to join the CTP. To be discussed at next meeting
Working Groups	
RB explained that he had been looking at the ToRs and the working groups that are and should be running.	Alpine – RG to circulate Alpine roles document
Tutor Appointments	
RB described the group and process (diagram sent out with agenda) adopted for Development Tutor appointments. CE and RB declared an interest which was addressed by TF and RG being involved. Other scrutiny welcomed. Tutor appointment meeting to be arranged. Nordic appointment proposals have been made. Further information to be requested in line with process document. RB to discuss with RG and CE as needed.	Talent ID – potential tutors RSB to question Nordic committee on appointments process
Covid-19	
RB suggested that the SE pre-course COVID-19 guidelines were standardised and sent to the provider slope as a contractual requirement. One slope manager has been contacted as they appear to be operating a 1m plus social distancing protocol.	SE to supply a document outlining the way the tutor and the group will behave.
First Aid	
RG to get the database numbers so we know the size of any problem. A GP has fed back that they are uneasy doing a First Aid course in present circumstances.	Need data – then mini group

	Members of CTP to review course content of list of online courses previously distributed by RG
Slopes and courses	
RSB circulated the document which shows operations which courses can be run at which slope	All to feedback on the other disciplines and suggest updates as necessary before next CTP meeting. RG to convert file from a Word doc to an Excel
Policies	
RG keen to compile and review policies and procedures ref courses as a bible for the team members responsible to course admin and training of new staff.	RG to come to CTP members if feedback required.
AoB	
Baden would like a video of a Level 3 skier so he can devise assessment criteria at L3 snowboard.	All to send any relevant material to BK