

**SCO & ASCL Sub-Committee Meeting  
Tuesday 30 May 2023 Virtual (Zoom meeting)**

In attendance	Absent	
Baden Knifton Claire Pennell Chris Exall Chris Stroud Ryan Grewcock Stacy Gillow	Dave Armstrong	

**Minutes of 09 February 2023 assumed to be formally accepted.**

At the end of May 2023, Tim Fawke steps down as CEO of Snowsport England. Snowsport England will remain business as usual until a new CEO is in place, with the senior leadership team reporting to the board who will be offering additional support in the interim.

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**Agenda Item 1) In house Learning platform**

**LMS in house learning platform** – Is still in development stages; it is hoped it will be ready in October.

RG asked that if the three SCO tutors could discuss what works well on the course presently, then that could be helpful with any updates.

**ACTION**

- a) SG GL and CS to confirm what works well on the SCO course, which can then be sent to RG.

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**Agenda Item 2) SCO/ASCL Courses**

**SCO Course** - Not all updates for Sports Structures have taken place.

**Forward planning for SCO Courses (and refreshers) for website-**

Data on the number and timings of courses conducted in previous years, as well as including years prior to the pandemic is not yet available.

Although that data would be useful, especially for highlighting which are the busy months for SCO's, ASCL's and refreshers, planning for the next academic year of courses can still proceed.

More courses may be needed than normal since the COVID timeframe was three years ago, and more schools are getting back to their ski trip planning. Additionally, SCO holders will require a refresher at the three-year point. RG will be looking at which SCO holders will need that.

Course dates from the SCO Tutors need to be collated to be able to offer the online SCO enough to satisfy need. It is suggested that there should be at least 3 SCO courses run a month throughout the "busy" school's academic timeframe between September and end of April.

There remains potential to offer less courses through the summer months, however summer courses could target the Tour operators and the OEAP personnel.

The SCO refreshers will not be needed until October 2024 timeframe. Discussion took place about how that course would look, whether it would be a tutor led online session to include various updates, or a written “module” that candidates would have to complete. The refresher might be more of a *compliance type* course similar to once-a-year fire training, or simply an *update course* held online with other refreshers. It was noted that if it is to be a compliance type course, then standardisation of material would be needed.

Once a refresher course is “built”, it would also need to be tested.

Finally, the approved Refresher course could also be added to ASCL refreshers, so ASCL holder would be able to refresh both courses at one go.

It was decided that the creation of a suitable SCO refresher would be a good topic for a face-to-face meeting.

#### **ACTION**

- b) CS to supply RG with appropriate wording for the reminder of refresher training.**
- c) RG to email the SCO tutors for their proposed SCO dates.**
- d) Courses should be on the website by the end of June RG**
- e) Use a future Face to Face meeting to build a suitable SCO refresher course (see AOB)**

#### ***Forward planning for ASCL Courses (and refreshers) for website***

Discussions about planning for ASCL dates show potential courses below.

9-16 December (RG and Tour company)  
16-23 December (NM/SE)  
One week at Easter (NM/SE)

Ideally, they should be listed on the SE Website ideally by end of June.

During discussion, a query about whether there was a checklist for ASCL TUTORS.

Some members had recollection of a previous checklist. CP will send CS and CE what she has on file, and CS will also coordinate with SS and GW to put together a check list, then send to the office for approval. Said list would be used going forward.

Some discussion about how Refresher courses should have a wider geographic venue distribution across the country to include North, Middle and Southern England venues. (Manchester, Tamworth, Milton Keynes)

Enough courses should be set to refresh those who need. CS will provide RG wording for a reminder email, who will then send out to those who need.

#### **ACTION**

- f) Wording for reminder email sent to RG. CS**
- g) ASCL Tutors checklist to be compiled, with inputs from other ASCL Tutors, to be sent to the office for approval by end of July. CS**

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**AOB**

***Listing of SCO and ASCL and refresher Courses on the website***

Discussion held if it would be beneficial for all the courses a teacher may need should be put in one place on the website to facilitate teachers planning. Currently they are in calendar order. CP will check with the office to see if some reorganization of courses on the website would be possible.

**ACTION**

- h) CP to check into.

***Face to face meetings.***

Discussions held on the benefits of face-to-face meetings. Some felt that more can get accomplished in a longer face to face meeting. Some felt that the zoom meetings are fine, although perhaps more mini meetings should take place to ensure all agenda items do get discussed/acted upon.

In the interim, a shorter zoom meeting will be scheduled with a face-to-face meeting following in the autumn.

Suggestion that items that need to be discussed be added to a TEAMS spreadsheet, which would then enable members to input/add all work streams and future agenda items to a live document.

This would allow better accessibility /visibility for all.

Going forward TEAMS will become the sole communications and document platform.

**ACTION**

- i) **TEAMS to be set up with link sent to committee members. CP**
- j) **Agenda items to Teams Spreadsheet by 9 June. SG.**
- k) **Items for spreadsheet for discussion to Teams 9 June. All**
- l) **Zoom meeting to discuss the ranking of items for meetings to take place Tuesday 27 June 2023 at 1900**
- m) **Face to face meeting to take place Saturday 30 September 2023 venue and time TBD.**

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Meeting ended after 1 hour and 13 minutes.

**Dates for next meeting:**

Tuesday 27 June 2023 Zoom 1900

Saturday 30 September 2023 Time and Venue TBD