



Competitions Committee

*Meeting 12
19th November 2007
1000 - 1200 hrs
CSE Meeting Room
Heriot-Watt University*

MINUTES

Present

Mark Ritchie (MR), In the Chair
Matt Adcock (MA)
Kerry Anderson (KA)

Steve Rea (SR)
Ross Campbell (RC)
Raleigh Gowrie (RG)

Mark Huddleston (MH)
Edward Bryant (EB)
Lucy Botham (LB)

In attendance

Stew Fowlie (SF)
Laura Hayward (LH)

Apologies

Paul McPate (PM)

1. Welcome, Introduction and Scene Setting

MR welcomed one and all to the meeting and encouraged a purposeful, enthusiastic approach to the business on the packed agenda.

2. Homologation

The minutes of meeting 11 have been viewed by the Chair and all matters arising are to be dealt with during the course of the meeting. The finalised minutes will be completed asap, circulated without delay and formally approved at meeting 13.

3. Sports Manager Update

- I. The principles of funding agreed at meeting 11 have been applied against the applications submitted by SDCs from a number of sports. The committee gave formal approval to these budgetary allowances and thanked SF for his work in this area. As agreed, some funds have been kept aside to enhance the branding of SUS events (especially outdoor events), to cover representative sport budgets and to cover unforeseen contingencies. It was noted that the total budget of £12 thousand is £2 thousand more than last year
- II. The group noted the breadth and scope of governing body contact in the time since the last meeting. SF spoke positively on a number of meetings and in particular with regard to development meetings in Shinty and Tennis. There was agreement around the table that 'development groups' represented a desirable structure for the future management of specific sport programmes. SF confirmed that the members and officers of SASF (Scottish Association of Student Fencers) voted recently in favour of becoming a full part of SUS under the name of Scottish Universities Fencing. SF will manage this process over the coming months.
- III. The local planning for the British University Games continues apace and the organising group is meeting regularly to ensure a strong Games delivery. The majority of Scottish Team appointments have been made although there is still a need to appoint a National Team Manager. Nominations for this post are invited by Friday 30th Nov, with an appointment to be made by Christmas. The personal athlete contribution at BUGS will be £125 per person. EB agreed to research the extent to which each institution will be able to fund these costs, on behalf of their athletes.

4. Homework Progress

- I. Thanks were given to KA and EB for their strong work in creating the student consultation survey. This will be distributed by e-mail and (hopefully) via a dedicated button on the front page of the SUS website
A deadline of the 30th of November has been set for the surveys to be completed and a small working party including SF, KA and EB will meet on Dec 4th to begin analysis of the results. If time permits, preliminary findings will be presented at the SUS Christmas Seminar. Further refinement of proposals will be undertaken through further consultation with key stakeholders in the early part of 2008.
- II. The new Sport Policy still needs a few formatting corrections before its completion. This will be completed by MA (with support from SF, if required) by Nov 30th.
- III. LB confirmed that there had been a minimal response to her e-mail regarding SDC Liaison. However, it was stressed that personalised contact remained the most important ingredient in dealing with this group. All members of the group are encouraged to do all they can to ensure a strong attendance at the Christmas Seminar and to make use of the opportunity when they are in touch with SDC's with regard to the internal audit (outlined below).

5. Operational Plan

- I. An internal Audit of current relationships with governing bodies has been devised. The Audit will quantify the contribution of governing bodies to HE sport in terms of resources and decision making. Five simple indicative questions have been identified and COMPS members are asked to source answers from collaboration with the SDC or other university contacts, in the sports as listed below. The results of the audit will be used to clarify the current position and to identify those sports which could benefit from a more targeted approach to work with the relevant governing body.

RG: Golf, Tennis, Swimming and Football (women)
 LB: Cross County, Riding, Gaelic and Netball
 MJR: Squash, Badminton and Canoeing
 RC: Football (men), Shinty and Sailing
 KA: Water polo, Lacrosse and Fencing
 MA: Rugby, Cricket and Athletics
 PM: Volleyball, Orienteering and Rifle
 SR: Table Tennis, Trampoline and Snowsports
 MH: Hockey, Archery and Rowing
 EB: Karate, Judo, Boxing and Basketball

SF is to prepare a template for collation of the findings and circulate this as soon as possible.

- II. The group noted that the performance of SDCs is on the whole very positive, despite the fact that many are only in post for a short while and that there are currently a few vacancies. The importance of clear role remits and responsibilities was underlined and SF was encouraged to make more use of these guidelines in appraising the performance of each individual SDC. It was also agreed that personal meetings should continue to be a necessary part of the arrangement between SDC's and the Sports Manager.
- III. SUS Events currently do not come under specific eligibility regulations. A number of potential grey areas exist, such as multi-institution teams, guest places at events, participation of part-time students etc. MA agreed to prepare a draft Eligibility paper for the next meeting.
- IV. The group welcomed the drive to clarify and formalise the roles, responsibilities and powers of captains' meetings. MR proposed an addition to the draft document to insist that minutes of captains meetings be sent to the Sports Manager and this proposal was unanimously accepted. SF is now encouraged to make all relevant SDCs aware of the finalised policy. Thanks were given to James Williamson for his work in preparing the draft guidelines.

- V. The Sponsorship update conveyed the need for more external investment into SUS Sport Programmes. The group expressed a desire to attract either sports specific partnerships or a title sponsor for SUS. The obvious need to dovetail efforts with those of the SUS exec was reiterated by the group.

It was noted that at least one University operates final year courses which include 'live' modules through which work can be done on an organisation's behalf in areas including sponsorship resource creation and deployment. It may be worth investigating this as a course of action in order to help SUS improve its chances of securing commercial support. RG offered to find out more information on the m7 unit and circulate this to the group.

6. AOCB

- I. A medical screening programme has been established by the GAA to pick up cardiac health problems and encourage people to get in contact with their GP should they be at risk. The GAA is also lobbying for all playing field facilities to have defibrillating equipment on site.

It was agreed that the notion of self-screening could become part of a duty care drive that will help make SUS members aware of best practice within health and safety. It was also agreed that this item would be discussed at a forthcoming AU Forum with the aim of establishing the ease with which such a process could be introduced. The group was also supportive in principle of making defibrillating equipment available at playing field sites and identified that this was primarily an institutional matter. SUS would be willing to consider lending support to any campaign undertaken by the GAA though would be unlikely to drive this forward as a priority at this time.

- II. The group noted that there had been no BUSA representation at the last two meetings. It was felt that a BUSA involvement was important and SF was encouraged to review this matter with BUSA colleagues and to confirm with them dates for forthcoming meetings.

7. Confirmation of Action Points

Item	Lead person
Minutes of meeting 11 to be completed and submitted to SUS office	MA
Manage adoption of Fencing as official section of SUS	SF
Nominations for SUS National team Manager for BUGS	ALL
Uni financial support for BUGS athletes to be quantified	EB
Survey results to be analysed at meeting on 4 th Dec	SF, KA & EB
New Sport Policy to be re-formatted and submitted to SUS office	MA
SDCs to be personally invited to Christmas Seminar	ALL
Governing body audit template to be prepared and circulated	SF
Governing Body audit to be completed	ALL
SUS Event Eligibility paper to be drafted	MA
Implementation and adoption of captains meetings policy	SF
Info on Stirling University m7 unit to be sourced and circulated	RG
Medical Screening to be discussed at AU Forum meeting	ALL AU Reps
In principle support of GAA campaign on defibrillation to be expressed	SF
COMPS meeting dates to be confirmed with BUSA colleagues	SF

8. Presentation

There followed a very interesting presentation on 'Positive Coaching' by Claire MacDonald and Tommy Boyle from the Scottish Institute of Sport Foundation. A number of opportunities for collaboration were identified, particularly in terms of tutor recruitment into the scheme.

SF is to act as the point of contact between SUS and SISF on this matter and disseminate information as required in both directions.