

ITCA (GBR) Committee meeting 24102017

**Attendees:**

Colin Bristow (Chair); Suzanne Farmer (Secretary); Sally Dugdale (Racing Chair); Roger Proctor (Marketing Chair / Designers representative); Steve & Nerys Chandler (Events Managers); Leon Stein (Marketing); Claire Williamson (Child Protection Officer)

**Apologies:**

Simon Percival (GDPR); Paul Albone (Finance); Chris Davis (Squad Administrator)

**Agenda:**

Review of RYA Partnership meeting (October 2017)

Updates

- Events
- Squads
- Membership and administration
- Racing
- Marketing and ITCA Worlds 2018
- GDPR
- Safeguarding

AOB

**Review of RYA Partnership meeting (October 2017)**

- In general the feedback from the RYA is very positive towards the class
- A few areas relating to governance were highlighted as requiring attention
  - o Publishing of minutes following committee meetings
  - o Identifying conflicts of interest at commencement of meetings
- General notes from the RYA partnership meeting
  - o Objective for RYA is to engender a life long love of sailing
  - o The role of squads is important – but so is the role of independent sailing. Need to consider how to support non-squad sailors and recognize their achievements.
  - o New web site set up and it is getting good feedback
  - o 6 Topper trailer is doing well and promoting inclusion of sailors
  - o New class mark layers have been trained
  - o Over 50% of the ITCA (GBR) membership is based in three regions (SW, S, SE)
  - o In general the breakdown of gender is 70/30 Male / Female
  - o All girls training is being promoted within the class, as sponsored by governing bodies and funded by RYA.
  - o NS events attendance numbers seem to have stabilized
  - o National Champs was a great success in Pwllheli – different shore based events held this year
  - o NS1 went well with overall 5.3 fleet female winner, and a 50/50 split male/female in the 4.2 fleet

- The age of the overall class sailors shows an overlap with Oppie class at the younger end (joining Toppers and moving on from Oppies) and also moving into the other RYA pathway boats.
- Topper Worlds 2017 (Loctudy) saw over 210 boats attend – significant numbers for GBR and China
- Open coaching continues to provide great access to quality training for sailors in all regions
- Slight increase to class membership and event entries introduced at AGM
- RYA team discussed the use of red diamond sail markers at the Zone champs this year. These are more commonly used across other classes to indicate female sailors in a mixed fleet – allowing identification of where the sailor is compared to other same sex sailors.

## **Updates**

### **- Events**

- All events are in place and NoR issued
- New event (Bonfire regatta) planned for November 2018. Need to agree on format and boat numbers (potential to limit to 90 boats).
- The current event trailer custodian has stood down. Need to identify a new volunteer to undertake this role.

### **- Squads**

- All squad selection complete
  - RYA junior squads full complement of 24/25 sailors
  - ITCA national 5.3 has 25 sailors
  - ITCA 4.2 has 17 sailors
- Joint RYA and ITCA 5.3 squads will be at Rutland in April
- Adrian Roberts new custodian for ET rib
- Need to identify custodian for ITCA2

### **- Membership and administration**

- Suzanne Farmer now in role - has been since early 2017
- Renewal of membership packs has mostly been completed.
- Membership numbers doing well – new members and renewals.
- Booking has been made for dinghy show. Will need sailor volunteers to help on the stand as per previous years.
- A run on championship numbers leading up to the Zone Champs events. Sailors not aware that RYA events use the full sail number as opposed to the champ number.

### **- Racing**

- All 2018 events are in place and NoR registered online.
- 2019 events booked. Decision as part of this committee meeting to use Largs (Scotland) as Nationals venue.
- PROs agreed and in place for all 5.3 races.
- ROs in place for the 4.2 courses
- Decision to change the expected number of races over a two weekend to 8 races from 10.

### **- Marketing and ITCA Worlds 2018**

- Strategy day planned for December 2017. Objective is to identify some key initiatives and align across a number of stakeholders. Stakeholders include ITCA (GBR/Worlds), Topper International and Rooster.
- GJW have agreed to sponsor the class for an additional 3 years.
- Volvo have declined the opportunity to continue to sponsor that class
- [Topper taster](#) days have gone well. Approx. 80 different children at South Coast clubs have taken advantage of the boats being available. Strategy day in part will look to understand how to best use this resource.
- Topper worlds 2018 planning well underway. 13 countries have committed to attend – objective it to get over 18.
- **General Data Protection Regulation (GDPR)**
  - Simon Percival is leading a project to help support the class alignment with this regulation
  - GDPR relates to usage of personal data – and being clear to individuals around that usage.
  - All members of committee need to contribute to the review of the document to make sure all aspects of data usage are considered.
- **Safeguarding**
  - The class Child Welfare Officer is Claire Williamson
  - Claire has a great deal of experience in this role based in an educational setting
  - Claire will be looking to understand the knowledge required for this role within sports based environment.
  - General awareness needs to be raised within the class.
  - In addition, there is a need to make volunteers aware of their role.
- **Finance**
  - The class is moving towards a Community Interest Company (CIC)
    - This will mean the class Chair, Secretary, Designers representative and Finance Chair will become directors of the company, but with limited liability of £1.
  - Xero is the new accounting package being deployed by the class
    - It will provide greater clarity relating to budgets and reporting compared with existing capabilities.
    - Implementation / deployment is causing challenges at present. These are being worked on.
    - When resolved, training will be provided to appropriate committee members.
  - The class bank account has been moved – still some challenges accessing effectively.

AOB

**Actions:**

- Publish minutes of committee meetings on website - Secretary
- Implement requirements form RYA regarding conflicts of interest – All
- Look for new events trailer custodian – Events manager
- Publicise need for sailor support at dinghy show – Secretary

- Feedback following strategy day and agree activities / actions – Marketing Chair
- Review of draft GDPR document and provide feedback – All
- Contact Child Welfare Officer and discuss approach / resources required to communicate approach – Chair
- Arrange training following implementation of Xero – Finance Chair