**CARLISLE CANOE CLUB COMMITTEE MEETING**

**Tuesday, 9 February 2021 by Zoom**

1. **Present:-**

Jamie Brown (Chairman), Jim Winterton (Vice Chairman), Tricia Rothwell (Secretary), Norrie Brown (Treasurer), Ben McAllister (Welfare Officer), John McAllister (Fundraising/Events Safety Officer), John Storr (Coach Leader/ Development Officer), Walter Mcphee (Junior Coaching Co-ordinator), Sam Winterton (Youth Representative), Jonathan Hawley, Andy Mayes (Mike Fletcher joined during “Matters Arising”).

1. **Apologies**:-

Dave Proudfoot, Kenny Park, Tom Carter, Richard Faughey-Scraggs

1. **Minutes of Committee Meeting on 6 October 2020**

Have been seen and are approved (proposed by Jamie, seconded by Jim).

1. **Chairman’s Report**

As there has been no club paddling since the last meeting Jamie had nothing very much to report, save that the club’s status as an Affiliated Club of the BC had been renewed in December, and he, Norrie and Tricia had had a meeting with our BC Regional Officer, Phil Scowcroft, last month to discuss, amongst other things, Accreditation as a Quality Club. Also, as agreed, he and Norrie with John Mac’s help had tidied up the Club’s Facebook page so that only paid up members of the club have access.

1. **Finance Report**

Norrie presented the overview as at February 2021 (any member who wasn’t at the meeting who wishes to see this, please ask Norrie for a copy).

Since the last meeting in October income of £240 has been received from membership fees, while £257 has been paid to BC in respect of our annual affiliation fee. Most of the membership fees are from existing members, with just one or two people having joined as new members. Membership fees over the year have been considerably lower than normal, and naturally we are hoping that numbers will recover when renewals fall due at the beginning of April. The affiliation fee was also lower than normal, as it comprises a fixed fee of £165 plus a per capita fee of £2.20 for each adult who is not a member of BC.

Overall, Club funds have decreased by £17.00 since October, that being the difference between the figures of £257 and £240 mentioned above.

1. **Covid Sub-Committee**

As Kenny has now resigned as Chairman and is no longer on the Committee he can no longer be on the Covid Sub-Committee. It was proposed that the Covid-Sub-Committee continue with the same members as before save with Jim as our new Vice-Chairman in place of Kenny. This was proposed by Norrie and seconded by Walter, and approved by all.

1. **Constitution**

Following the AGM, a document has been circulated which incorporates the amendments to the former draft agreed upon at that meeting, and also a couple of further tweaks to make it clear that a conduct meeting has to be held as soon as practicable, and also that, if there is to be a suspension before the conduct meeting has taken place, it has to be unanimously agreed by three people, and should be for no longer than absolutely necessary. Norrie proposed, and Jim seconded, that the current draft be brought before a General Meeting with the suggestion that it now be adopted as the club’s new Constitution.

1. **Accreditation/Quality Club Status**

Norrie confirmed that he, Jamie and Tricia had attended a Zoom meeting with Phil Scowcroft on 28th January 2021 for a general catch-up, but also to talk us through the new scheme which BC has brought in to replace Quality Clubmark. In the past BC demanded that clubs had certain policies and procedures in place in order to attain Quality status, but the main thrust now is that they are looking for evidence that clubs are putting their policies and procedures into practice. The process involves clubs in filling out a questionnaire related to what they do now, and what they would like to do better, and setting themselves an action plan for improvement. The questionnaire is divided into two parts, the first part being more general, and the second geared specifically towards safeguarding. Norrie is now working through the questionnaire, and will continue to do so with a view to discussing this at a future meeting. His initial impression is that our current structure is appropriate, and that the appropriate policies and procedures are already largely in place thanks to hard work by Tony Colla and John Mac in the past, although they need to be checked over just to make sure that nothing has changed, and things such as risk assessments need to be brought up to date. He feels that perhaps where we are weakest is specifying what falls within each role.

John Mac said that he thought that the question of the roles of the various committee members had been addressed in the past in a document prepared to obtain the Quality Mark, which should be available on Onedrive. Norrie has so far been working from the documents on the website and Facebook page, and the Welcome pack prepared by John, but will try to get hold of the Onedrive document to which John refers.

Tricia added that we no longer have to apply every three years as we used to have to do with Accreditation under the Quality Mark scheme, but rather it is a process of assessment, with our BC Regional officer catching up with Club officials at least once a year to discuss where we have got to, possibly at the time of renewal of Affiliation, or after the new Club officers are in place following the AGM (normally in our case the latter is very shortly after renewal of Affiliation), and probably on other occasions during the year as necessary. There is no separate fee payable for the Accreditation process.

BC have produced a document [copy attached] which sets out the structure of the new process, which they call the “Club Improvement Programme”. They see it as a three stage process: Affiliation, which every club should achieve as the bare minimum, following which the second stage is clubs improving themselves by using the BC’s questionnaire and an action plan. The third stage is to become what the BC call a “Champion Club”, specialising in a particular area. BC ‘s document gives a list of 9 possible areas for specialism, though these are not supposed to be exhaustive. Historically, of the areas on the list, the club’s main strengths have been bringing on beginners and training people up to be coaches, though we engage in other areas such as putting on a couple of events a year, giving taster sessions to scouts and other groups, cleaning up the river, and also swim safety (which is not on the list).

For now we need to concentrate on the second stage, which is what Norrie is working towards in completing the questionnaire. He will seek input from others as appropriate, and bring it back to a future meeting.

1. **Future Activites**
2. We still have the Wavehopper scheduled for 25 April, though it is uncertain at the moment whether this can go ahead. Jim has not yet had confirmation from Whitewater Racing that it is accepted as an official event; he has been chasing this up, and will continue to do so as necessary. It may become clearer after the government review on 22 February whether it is likely that it can go ahead. If we have our next meeting at the beginning of April we should be able to take a definite decision then.
3. With regard to regular club sessions, if anything changes in government guidance the Covid Sub-Committee will meet to decide what we should do, with a view to reinstating paddling as soon as practicable. It was recognised, however, that we will probably not be ready to take beginners on the first Tuesday after the clocks change, as we will need to get ourselves back on the river first, and assess what coaches we have etc. so it is more likely that it will be May before we get our beginners programme fully up and running, assuming that regulations permit it. Norrie has a list of people who have expressed an interest in joining the beginners’ programme, and has been keeping them informed. Again we can consider this further at our next meeting at the beginning of April.
4. **Matters Arising**
5. Proudy’s scheme for the signing in and out of equipment to be carried forward for now.
6. Ben’s safeguarding display board is done.
7. List of coaches and their qualifications and DBS approval to be carried forward.
8. Ben has not been able to make any progress with regard to putting on a First Aid course until covid restrictions relax. John Storr mentioned that he thought that his first aid qualification might be close to expiring. John Mac said that it is possible to do a 15 minute online first aid course to get a temporary extension of one’s first aid qualification during covid.
9. **Any other Business**
10. John has attended a 3 hour course via Zoom on events safety for his new role as events safety officer. Although he believes that he technically passed the course, it did not do exactly what he anticipated, and he felt that maybe this was because it was a 3 hour Zoom meeting by someone who had not previously used Zoom, rather than the normal full day face to face meeting. He had expected the course to make him feel confident in filling out risk assessments for events, as he recognises that this is an important part of the role, and that our risk assessments need to be updated, or at least checked. However, he did not yet feel confident in that regard, and is liaising with the people running the course as to whether he needs more training specifically on that aspect.
11. Welcome to Andy who is the club’s newest member, having recently moved to the area. He is an experienced paddler, and is keen to get on the water up here as soon as lockdown allows.
12. John Mac has been taking photographs of the river at different levels during lockdown, with a view to using these for training sessions.
13. **Next meeting**

There will be a General Meeting to vote on whether to adopt the amended Constitution, to be held by Zoom on Monday 5 April 2021, followed immediately by the next Committee Meeting.

**PMR 12/02/21**

**British Canoeing**

**Club Improvement Programme 2020 (replaces Quality Mark)**

**Introduction:**

Welcome to the new British Canoeing Club Improvement Programme This replaces the previous Quality Club Mark programme. The scheme provides affiliated clubs with the opportunity to demonstrate and measure best practice in running and managing their club.

The programme is open for all affiliated clubs. It is a voluntary programme but recommended for those clubs that want to improve and recognise their work and to use as a means of recruiting, retaining and celebrating the work of their volunteer members.

**Your Toolkit for Best Practice**

We have produced a set of resources and guides to help you assess your club’s current governance and safeguarding practices, as well as identify areas for development to ensure that your club has a good foundation to become as safe and well-run as possible. All these are available on the new Club Portal.

**Size of Club**

Best practice governance and safeguarding requirements of British Canoeing will differ depending on the size of your club. Clubs of different sizes have different strengths and challenges relating to governance and safeguarding. This has been reflected in the requirements that your club should meet and any associated actions. The size of a club has been defined by the number of members and you are encouraged, but not restricted, to complete the toolkit that relates to the number of members that your club currently has:

Small Club – a club with up to 40 members.

Medium Club – a club with between 41 – 100 members.

Large Club – a club with 100 + members.

**The Scheme**.

The Club Improvement process is divided into three stages;

Stage 1

Club Affiliation

Stage 2

Quality Club

Stage 3

Champion Club

Optional Module

Stage 3

Champion Club

Optional Module

Stage 3

Champion Club

Optional Module

**Part 1 Basic Affiliation**

It might sound obvious, but you need to be a club affiliated to British Canoeing in order to take part in the new Club Improvement programme. Affiliation brings lots of benefits and support from British Canoeing to help ensure that you are operating safely in the interests of your members. We’ve made it easy for you to affiliate by providing all the templates and documents you need.

#### **Benefits of club affiliation**

* Advice – access specialist technical advice, news and bespoke support from experts
* Combined Liability insurance cover – for your members and club activities up to £10 million
* Access to grant aid – clubs usually need to be affiliated to their National Governing Body to engage with grant giving agencies
* Waterways licences at reduced cost for all club boats covering over 3,000 miles of waterways
* Promotion – you can use the British Canoeing England logo to promote your club and have access British Canoeing promotional campaigns
* Dedicated Club Website - designed to help those involved in the running of their club and to access the club development resources and support
* British Canoeing family – be part of an organisation that represents your interests, fights your corner and is there for you when you need help and advice

**Stage 2 Governance and Safeguarding leading to “Quality Club” status**

Good governance and safeguarding is the bedrock for any successful club. It provides a solid foundation for, amongst other things; recruiting, retaining and developing members, improving the volunteer workforce, developing high quality paddling activities, improving facilities and general fund-raising.

This part of the scheme requires clubs to assess and, if required, put into place actions to improve their governance and safeguarding practices.

Your club representatives will be asked to work through the following three stages;

1. ***Role profiles*** - clear roles and responsibilities for club representatives;
2. ***Self-diagnostic questions*** - a series of questions designed to assess your clubs strengths and weaknesses;
3. ***Action Plan*** - an agreed series of actions that will improve governance and safeguarding practices.

Successful delivery of your club action plan will lead to the club being awarded “Quality Club” status. Branding and logos will be made available for you to use at your club, on your website, letterheads or other marketing materials.

**Stage 3 Champion Club**

The third part of the scheme is voluntary and provides clubs with the opportunity to choose a specific pathway, deciding what they want to specialise in or celebrate their achievements in becoming a Champion Club.

Your club can decide to select one or multiple areas to demonstrate “Champion Club” status in. We have provided templates, resources and training for a number of areas that you might want to select. These include:

* #ShePaddles
* Clear Access Clear Waters
* Talent Development
* Using Paddle Awards to Develop Independent Paddlers
* Junior Club Development
* Using Social Media to Recruit and Retain Members
* Developing Coaches and Leaders
* Paddleability
* Event Organisation

There may be other areas not included in the list above that your club might want to be recognised for. If this is the case please let us know.

The Champion Club process asks you to provide evidence of three “**P**’s”:

P1 - A named **P**erson (or persons) who will act as Club Champion(s) in the specific area;

P2 - A **P**lan showing what you intend to do, when and how;

P3 - Evidence of a **P**rogramme of activities

Successful delivery of your club action plan will lead to the club being awarded “Champion Club” status. Branding and logos will be made available for you to use at your club, on your website, letterheads or other marketing materials.

**How to be part of the programme**

If you would like your club to be part of this programme your first step is to contact one of our Area Development Officers. They will be able to answer any specific questions, provide further information or assistance about the programme.

Contact details for your Area Development Officer are as follows:

**James Hinves** james.hinves@britishcanoeing.org.uk - South

**Russ Smith** russell.smith@britishcanoeing.org.uk - Midlands

**Phil Scowcroft** phil.scowcroft@britishcanoeing.org.uk - North

**Club Improvement Programme Summary**

Stage 1

Club Affiliation

Stage 2

Quality Club

Stage 3

Champion Club

Option

Stage 3

Champion Club

Option

Stage 3

Champion Club

Option

**Stage 1 - Affiliation**

Simple, basic process to encourage more clubs to affiliate to BC

**Stage 2 - Quality Club**

Evidence of a club that meets national standards for governance and safeguarding

**Stage 3 - Champion Club**

Evidence that a club has developed a plan and a programme for a specialist area of interest