**CARLISLE CANOE CLUB COMMITTEE MEETING**

**Saturday 13 November 2021, at the temporary Carlisle Leisure Ltd premises, formerly Newman School**

1. **Present:-**

Jamie Brown (Chairman), Jim Winterton (Vice Chairman), Norrie Brown (Treasurer), Tricia Rothwell (Secretary), Ben McAllister (Welfare Officer), Sam Winterton (Youth Representative), John Storr (Head Coach)

**Apologies**:-

John McAllister (Fundraising/Events Safety Officer), Dave Proudfoot (Equipment Officer), Tom Carter, Kenny Park, Anthony Pike-Bowyer, Richard Faughey Scraggs

1. **Minutes of Committee Meeting on 14 September 2021**

Have been seen and are approved.

1. **Chairman’s Report**

Jamie submitted his report as follows:

26th September saw the Jim Wilson memorial paddle on Ullswater attended by around 25 people who paddled from Glencoyne down to Glenridding and back before raising a toasting to Jim with some quality single malt. This was closely followed on the 28th by the last night on the river and the traditional BBQ. The weather was kind and allowed many club members old and new to chill out and socialise. Thanks to Grace for providing the kayak themed cakes!

The winter season kicked off with pool sessions taking place again with a little more structure in the form of short discussion and demonstrations at the start of each session to show new members the kind of skills that they can be learning and practicing in the pool. The sessions have been well attended so far.

Access difficulties at the club house have meant that a selection of boats have been kept on the trailer and brought back and forth to sessions by Norrie (thanks Norrie)

Saturday river sessions have also been well attended compared to previous years with new members investing in better clothing for winter paddling.

Prayers for some rainfall to fill the rivers were well and truly answered resulting in too much water in local rivers to enable the club trip on the river Annan to take place on the 31st October. Some club members did manage to get out for a quick trip down the Caldew. Club river trips will be arranged going forward as and when conditions and appropriate leadership is available.

The weekend of the 6th and 7th saw 4 club members, John Mc, Ben Mc, Jim and Sam attending a WWSR course arranged through Border Kayaks. All club members are encouraged to register an interest in taking part in both FSRT and WWSR courses.

Behind the scenes Tricia (secretary) and Norrie (Treasurer) have been working to finalise last year’s accounts and have them independently verified ahead of the AGM on the 7th December and also move the club membership records to the British Canoeing “Go Membership” database ahead of the club reaffiliation process at the end of November. Ben (Welfare Officer) has been working up a trial volunteer recruitment process which should go live soon, and the “Kit Guys”, Proudy and Tom, have been repairing, purchasing and auditing our kit so we know what we’ve got and where it is.

Progress towards re qualifying as a “Quality” club has been halted during the summer but will be progressed again now that the darker nights are here.

Finally, congratulations go to John Mcallister for being awarded an “outstanding contribution” award by Cumbria Canoeists Regional Development Team at their annual general meeting on the 10th November. I think we all know how much effort John puts into promoting all aspects of the sport so it of no surprise that he has been singled out for the award.

1. **Finance Report**

Norrie presented the overview as at 4 November 2021 (any member who wasn’t at the meeting who wishes to see this, please ask Norrie for a copy).

Since the meeting in September Club funds have decreased by £2,000. This is a budgeted decrease and is accounted for this year’s insurance (£644.00), the purchase of paddles (£739.00), Courses (WWSR £720 and Core coaching £200), and a payment of £180 for the pool. These outgoings have been partially offset by £230 from membership fees and payments for starter sessions, and £240 from Pool income. Since the overview was prepared on 4 November we have received £100 from RDT for the Core Coaching course, and should receive the other £100 from the County Council in due course (Jim has applied for this). Regarding the WWSR Course, all four participants (Jim, Sam, John Mac and Ben) have submitted applications, supported by the club, to the RDT to cover 50% of the fees, and they have also, or soon will, made applications to the County Council to cover the rest.

As part of the revision of the Club’s processes, Norrie has set up a “tracker” spreadsheet, so as to make it easier for the treasurer to track what has gone out in respect of courses, and what has come back in in respect of each individual.

As at 4 November we had 113 paid up members, compared with 101 at the last meeting, and 62 at this time last year. Since then progressing the affiliation renewal, which involved amongst other things checking whether people who had previously been members wished to remain so, has resulted in a small increase in paid up memberships, and also one brand new member joined today, so we now have 120 paid up members.

1. **Welfare Officer’s Report (including Covid Sub-Committee)**
2. Jamie and Scott’s DBS approval has now gone through, but Tom’s is still outstanding, presumably as a result of his being away for work.
3. Rather than have a separate covid sub-committee meeting, it has been decided to discuss any changes to covid arrangements going forward at this full committee meeting today.

 Ben has been asking everyone to do lateral flow tests before attending pool sessions. This seems to be working well. The committee confirmed that negative lateral flow tests should continue to be a prerequisite of attending pool sessions.

As regards the changing rooms at the Sands, we will continue to encourage people to avoid using them if possible [except for as briefly as possible for signing on and off at the beginning and end of the Saturday sessions[[1]](#footnote-1)], but they will be available for anyone who really needs to use them, at the user’s own risk.

Ben will review the club covid documentation, make any amendments necessary in the light of the above, and then publish the documents on Facebook.

1. Ben reported that he has been working with Jim and Sam on a proposed policy for coach recruitment. He had prepared a draft form and asked each of them to complete it, to include posing a couple of safeguarding scenarios for them to address. Ben took the meeting through the forms, which those present agreed seemed to cover what was required, with the one caveat that it would be useful to include a requirement for the candidate to give their BC number. For anyone who is a member of BC, BC will maintain a record of any qualifications awarded by them, and will also check the authenticity of any qualifications awarded by other organisations before registering them against a member’s name, thus considerably reducing the burden of checking paper qualifications.

Jim and Sam had found completing the forms an acceptable process.

Ben proposed that coaches should be required to complete the forms annually, to include giving an indication as to what their aspirations were for further development as a coach, if any. He also suggested that from time to time coaches might be invited informally on an impromptu basis to discuss safeguarding scenarios, either at committee meetings or down at the river.

The Welfare Officer and Head Coach would be responsible for appointing new coaches, and considering the annual forms submitted by existing coaches.

The Committee resolved to adopt this process, not only for coaches, but also for leaders.

Ben will ensure that a template form is available in the Club’s Onedrive. Completed forms would be filed in paper form.

Norrie had drafted some wording on the recruitment process to be included in the Committee Member’s handbook that he is working on; he will update this to take account of the above.

1. With the role of the Welfare Officer growing, Ben was keen to appoint a deputy to assist him, to be trained by him in what the role requires. There was discussion as to whether such a person would be a committee member or not. The Committee were agreed that it would be acceptable for Ben to put forward the name of someone who was prepared to act as his assistant for approval by the Committee, on the footing that the person would not be a Committee member (i.e. would not have a vote at Committee meetings), but would be able to assist him generally much as Tom assists Proudy as Equipment Officer, and could stand in for him in delivering his report if he could not attend a meeting.
2. **Equipment Officer’s Report**

Although Proudy was not present he had messaged the Committee to the effect that the new paddles had arrived, that he and Tom would be doing a stock-take on 27 November after the Saturday session, and would welcome help with that (it was expected to take no more than a couple of hours), and that he was still looking into the cost of sea paddles.

1. **Coaching**

John Storr apologised that he has not been able to be down as often as he would have wished.

Since Saturday morning sessions commenced, Norrie has been asking people at the beginning of the session what people would like to do. Last week many Club coaches and members were involved in the WWSR course, so Norrie assisted one member with less experience, and Marc Johnston took the rest, who were keen to learn surfing techniques, under his wing. This week, at the request of all members present, Antony took charge and gave some coaching in ferry gliding across the rapid in fast flowing water conditions - in a way that was useful to and appreciated by all present regardless of their level of competence.

Jim again raised the question of Personal Performance Awards. He has taken Ryan through the Starter Award, and is willing to take him through the Discover Award if he wishes to do that, but is not yet qualified to take anyone beyond that. Jim will talk to Ryan, and also will post on Facebook to sound out what interest there is among other relatively new members for obtaining the Discover Award. Some people who have joined relatively recently may already have skills that are above Discover level, and may not wish to bother with the Award, but, if there are members who would like the award, or are just willing to work with Jim as if they were going to apply for it, it would be helpful in giving Jim experience and setting the scheme up particularly for younger members in the future.

Regarding Pool sessions, these have been a little more structured this year, with a short time at the beginning introducing a new skill or suggesting something for people to focus on. This seems to be being appreciated by attendees, and thanks to John Mac for preparing the presentations.

Yesterday there was an extra pool session for coaches only, to give them an opportunity to hone their own skills, as they don’t get much opportunity for this on the Thursday sessions. It was agreed that it was sensible to arrange these extra sessions specifically for coaches on an occasional basis.

1. **Upcoming Events or trips**
2. John Mac would like to arrange a night-time paddle on Ullswater, from Glencoyne to Calf Close Bay. The Committee were happy for him to do so, but it will have to be a peer paddle, with the date to be fixed at short notice, as it will be weather dependent, as well as dependent on the availability of John. Norrie and Jamie will look at putting together a description of the trip, explaining that it is a peer paddle rather than a club led trip, and John will post the date on the Club Facebook page when he has decided upon it.
3. Jim raised the question of reinstating the cancelled beginners’ river trip, which everyone was keen to do. If it can’t be on the Annan there are one or two other possibilities. Norrie will approach RDT with a view to establishing the availability of external leaders to assist us.
4. This year the Christmas paddle will be a lake trip rather than a river trip, so that as many people as possible can participate. It will take place on Derwentwater on 12 December 2021, with a picnic lunch on the island.
5. Jim raised the question of whether the club intended to put on the Wavehopper or Slalom events next year. It was agreed that we will not put on a Slalom event as no-one is prepared to organise it. Tricia said that she nevertheless had found it useful towards the end of a summer season to have gates set up on the river, so as to give opportunity to try to break in and out of the flow with more precision than we normally have to do on our river, and it was agreed that it would be good idea to set up some gates for occasional club sessions.

Jim is willing to organise the Wavehopper, so he is to liaise with Duddon as to what date will suit them, with a view to fixing a date around the end of April, giving opportunity for a couple of sessions’ practice on the river before the event.

1. **Document Reviews and Audits**

It was noted that our current scheme provides for there to be an inventory in October (which is in hand), and for the Policies and Procedures to be reviewed in October and the Role Descriptions to be reviewed in November.

On reflection Norrie has come to the conclusion that the dates for review of the latter two sets of documentation are too soon after the beginning of the winter season, given that looking at documentation and governance issues is generally suspended during the summer except for the bare essentials. The Committee concurred that the review of Role Descriptions should be put back to December (where it fits well with the appointment of new officers at the AGM), and that the review of Policies and Procedures should be put back until January.

Tricia and Norrie are to work together on preparing draft role descriptions, with a view to circulating these in advance of the AGM.

If any Committee member is not able to access documents on the Club’s Onedrive, they should let Norrie know.

1. **Development Plan/Accreditation/Quality Club Status**

Norrie has three things in his draft Development plan

1. To achieve Quality Club status;
2. To get more people to qualify as coaches and leaders;
3. To transfer over to using the BC online system for maintaining Club records (members, coaching qualifications etc.).

Members are invited to put forward any other proposals as to what should be included in the Club’s Development Plan, but, meanwhile, with regard to Quality Club Status, preparation of the documentation is ongoing between Ben and Norrie, and should be complete within the next month or two, while we have lots of irons in the fire in relation to progressing people along the coaching/leadership route.

With regard to transferring records to the BC site, Norrie has now transferred over the names of nearly all club members, which should make affiliation renewal (due at the end of the month) much easier as well as (as mentioned above) making records of qualifications more readily accessible.

Many members will have received an email from BC recently informing them that they are now formally registered as Associate members as a result of their Carlisle Canoe Club membership being logged with BC. Club members can check out the benefits of being either a full or associate member of BC on the BC website.

1. **Matters Arising from the minutes of meeting on 14 September 2021**

With Tom being absent, Tricia suggested that the question of how he has fared with regard to transferring registration of the Club’s website domain so as to link it to the Club’s email address be carried forward to the next meeting.

1. **Any Other Business**
2. Norrie sought approval for a draft training policy from the Committee. He read his draft to the meeting, emphasising the importance to the Club of members obtaining training, and the need for the Club to support this, including financially where appropriate, although generally it is expected that even if the Club is prepared, on a discretionary basis, to provide some funding up front for courses, any outlay will be recovered from available grants, to be applied for by the participants with the support of the Committee.

Norrie suggested that an annual budget be set for the Club’s outlay in respect of training, i.e. the maximum amount to be invested by the Club in training during any one year, and that this figure be £1,000.00.[[2]](#footnote-2)

He recommended that all decisions regarding support for courses should normally be taken by the full Committee, but recently a situation had arisen where it was discovered that 4 places were available on a WWSR course to take place within less than a week, and that 4 club members (Jim, Sam, John Mac and Ben) were available to attend the course. An emergency decision was therefore taken by a number of Committee members (including the Chairman, Treasurer and Fund-raising Officer) to support the 4 members in attending the course and to provide funding up front. Norrie considered it essential that, so long as the funding was within budget, it should be possible to take a swift decision in such circumstances where it was not possible to refer the decision to a full Committee meeting.

Norrie’s proposals for the Training policy were approved, and the full wording is set out below:

**Training Policy**

The Club recognises the importance of appropriate training for Club members engaged in activities at, for or on behalf of the Club. The Club therefore encourages all members to identify training courses which will provide them with the next step along their own personal development journey. The Club is prepared to contribute, along with other grant or bursary providers to financially support those members whom the Committee recognise as willing to deploy their new skills for the benefit of the Club.

In practice this means:

That the Club Committee set an annual budget for funding training. Set at £1000.00

Committee members should make Club members aware of appropriate training opportunities as and when they become available and encourage participation. Likewise Club members should feel empowered to identify training opportunities which suit them.

Potential training candidates, assisted by the Club Fundraising Officer, are to identify funding opportunities outside of the club and make appropriate applications.

Requests for financial support are to be brought to the attention of the Committee for approval. This will normally be at one of the regular Club Committee meetings however in circumstances where a quick decision is required, e.g. when places become available on courses at short notice, the Chairman, Treasurer and Fundraising Officer can approve such requests up to a value of £200 per person.

The Club may be willing to fund training courses up front and be reimbursed by any successful grant or bursary application. Expenditure against the budget and the receipt of re-imbursement are to be tracked by the Treasurer and reported on at Committee meetings

1. The above policy ratified the decision already taken with regard to Jim, Sam, John Mac and Ben, and approval was also given for Norrie and Jamie to attend a WWSR course on similar terms.
2. In relation to maintaining Club records on the BC site (see item 10 above), Norrie said that the Committee needed to decide who should be able to see those records and change them, i.e who should be an administrator. Data Protection requires that the information should only be made available on a “need to know” basis. It was therefore decided that only the Chairman, Treasurer, Secretary, Welfare Officer and Head Coach should be administrators.
3. **AGM**

The AGM will take place at 7.00pm on Tuesday 7 December 2021, at St Augustine’s Church, 10, Waverley Road, CA3 9JU (opposite Morrisons).

**PMR 18/11/21**

1. The Committee omitted specifically to consider the implications of the signing on process during the Committee meeting itself, but this has been discussed subsequently by the covid sub-committee members. Signing on and off has always been a requirement of attending Club sessions. Covid means that it is particularly important that we should know who attends each session. Signing on and off in the open air is impractical during winter, and therefore the register will be kept in the normal place in the club premises, and all members attending Saturday sessions will need briefly to enter the Club premises to sign on and off, observing social distancing, and using the hand sanitizer provided if they touch club pens etc. [↑](#footnote-ref-1)
2. On the footing that the total amount paid out by the Club in any one year may exceed £1,000 so long as the actual outlay is brought down below £1,000 by fees being reimbursed by grants. The figure of £1,000 should never be exceeded merely in the expectation that fees will be reimbursed by grants, only to the extent that reimbursement is actually received. [↑](#footnote-ref-2)