

Regents Canoe Club Committee Meeting Agenda



Date: Monday 18th November 2019
IBC Project Room – 6.30 pm

Agenda

1. Attendance: Liza , Kate, Laura, Hugh, Dan, Caroline, Ben

Apologies: Steve and Andrew

2. Minutes of last meeting and matters arising:

Here was a typo corrected about May b/h and HE bought right stuff.

No matters arising

3 Finance Update. (DS)

Trips since the last meeting. Lakes small surplus. Scotland has broken even, dart trip costs still to do but expected to break even and ex and barle very small surplus

Paid for the May B/H deposit, Christmas Dart paid, and has requested deposit for the March Lakes.

174 members. One member still to add.

4 Safety and Training Update: Incident reports/Training Subsidy requests. (BA)

- Scotland trip - DS reported on Avern incident and committee discussed other reports received. Agreed to offer Participants a chance to debrief KB to contact them to sort out with group. LS to find facilitator HE to do a template for debriefing via email.
Also discussed size of trip, expectation management and what level the core trips should cater for. Lessons learnt from a club perspective. To be followed up after debrief.
- Safety policy. BA presented a paper with some recommendations suggestions
- Risk assessments - discussed site specific risk assessments for trips, or intermediate advanced RA's but also discussed dynamic nature of paddling makes this difficult, dynamic risk assessments key part of paddling. Also core trips tend to be mixed ability, so can adapt current trip RA to be mixed ability group RA and add blank lines so each trip has generic items and can add any other identified risk prior to the trip happening. Agreed BA to look at risk assessment and adapt accordingly.
- River reading, levels knowledge, inspections and river tactics o e encouraged on trips and specifically addressed through Group Paddling course and any whitewater leadership course. Also in how experienced leaders lead rivers.

Regents Canoe Club Committee Meeting Agenda



- Discussed debriefing - agreed we should do it as a default after a river or any incident, even if really quickly by the river. Look to encourage this in trips and discuss at next leaders meeting.
- BA is working to encourage people to undertake the Whitewater Leadership qualifications. We as a club will encourage people to take up these qualifications as they really contribute to the experience of leadership we have.
- Agreed we should re-emphasise easy decision making methods eg. The 4 yes's and encourage hard moves easy water. Again to take to trips and for discussion at the next leaders meeting.
- Encourage the practice culture with throwlines eg while waiting for the shuttle.
- Discussed if club could buy a set of safety kit for leaders who might not have their own? Have splits, agreed could get a group shelter, throwlines etc however would need to be people's personal for maintaining etc.
- Discussed safeguarding policy and if required. LS to look at adding a statement to the equalities policy.
- LS to look at the safety policy
- KB and BA to address any current safeguarding items.

5 Equipment Update (HE)

Boat 59 needs a pillar repair. Mambas still need some work which HE is working on.

Requesting the 30/1st for a boat repair session. KB to ask IBC.

DS asked HE to look at the pillar in the zone one.

BM is going to mend some of the pool boats.

6 Trip update (KB)

KB to book for Nov dart, ex and barle, Christmas dart on the proposed dates.

JR has volunteered for the alps and TJ will help. LH to keep in touch and check things happening. Big thanks to the volunteers.

DC and AP have volunteered to run the rolling course. Big thanks to them.

7. NME In winter (CW)

3 potential new members have expressed an interest. Can come in January if CW wants to organise a date. Otherwise NME to start again in February.

8. Insurance

BC club insurance due for renewal in April 2020
Kit insurance due in August 2020

9. AOB

Regents Canoe Club Committee Meeting Agenda



Social update - quiz is this week.

Christmas party 40 people have paid up. IN January Ruth keen to do a January curry. February film night.

Defibrillator - a discussion was had as to whether the club should invest. BHF do funding for them but they need to be accessible to the public nearby.

Agreed KB to discuss with IBC about sharing as better if they are in cage of it as they access the site more and would manage it. W could contribute to cost.

Actions

To do:

KB to draw up key tasks sheet for committee/handbook

BA/HE/KB/AHO to review policies as per above. HE done - others outstanding.

AHO to update privacy policy with recent changes

KB to add IWWk organising to the task list.

DS to contact IBC re: rent

AHO to look at google calendar or equivalent.

CW to meet with LS to look at Webcollect deleting.

AHO to check privacy policy says emails shared on trips.

AHO to check our membership numbers with BC (re: insurance)

BA to save trip reports to shared drive.

LS to review safety policy

BA to review trip RA

KB to organise debrief

HE to do debrief template

KB to book accommodation for the November dart, ex and barle and Christmas dart on the proposed dates.

KB to talk to IBC re Defibrillator

CW to consider Jan NME.

LS to look at safeguarding statement

BA and KB to meet re: safeguarding items.

LS to do trip report for T trip.

Actions completed last month

DS to confirm kit insurance payment.

AHO to check policies and most recent RA's on website now.

LS to write up notes of the leadership meeting - not done but now not to be done.

KB asking for Alps organisers again.

SB to book T accommodation for early May

LS to ask for volunteers for the rolling course.

Regents Canoe Club Committee Meeting Agenda



10.