

Regents Canoe Club

Committee Meeting Minutes



Monday 21st October 2020
7.00 pm
Google Meet

1. Attendance and Apologies

Attendance: Dan Scott, Andrew Hughes-Onslow, Ben Ainsworth, Silvia Kerste, Mike Armstrong, Hugh Ellacott, Steve Betts, Whitaker Sherk, Olga Beschastnykh

Apologies: Ben Landsberry

2. Minutes of Last Meeting and Matter Arising

- Approved.

3. Finance Update (BA)

- BA said the rent payment was still to be made.
- DS said he would look through the new funding offer from British Canoeing sent on the 21st October by email.
- DS said that we may have financial problems if the COVID restrictions extend to another year.

4. Safety and Training Update (SB)

- No reports.
- SB queried whether a report would be provided for the Victoria Park paddle along the canal. But it was decided, seeing as nothing happened, that this would not be done.

5. Training Subsidies

- SB said that Steph Shore wants to be a coach and needs 3 or 4 courses to achieve her goal. Can she get a 50% subsidy? Should we approve?
- AHO said coaching subsidy was 60% and 40% for leadership courses.
- BA said we need more coaches and leaders as BC increase push for all leaders on trips and courses to be qualified.
- DS said we should approve Steph's funding.
- BA recommended Steph do White Water Leader and White Water Coach courses.
- AHO pointed out that BC has very limited information on our members and they currently think we only have 2 official coaches.
- OB pointed out that in the past we had paid for courses in advance esp. for low income members.
- BA thought we should encourage Steph to also look at other funding sources. Maybe ask Dan Doherty with whom she booked the course.
- AHO suggested she try the Leadership Course as it's quicker and easier.
- DS said he'd check the recent funding email from BC and see if anything is relevant.

6. Equipment Update (HE)

- HE said Jon Freed had emailed about problems with paddle store being overfull and

having a broken lid. He has investigated and fixed. We need to monitor locking up and ensure key holders check it is locked before they leave. DS to put an entry in NFC about this and keeping store tidy.

- OB said the paddles definitely fit but they do need to be packed correctly.
- DS asked if we needed to do a kit safety check. HE stated that we do an audit every year in the summer when there is good light. HE said he would check policy and see if it was required.
- AHO mentioned some BAs that had broken straps and asked if they'd been fixed. HE is already on it.
- DS asked if Hugh was there every Thursday to rent out kit. HS said he wasn't and people need to email ahead of time.

7. COVID

1. Changing Rooms

- DS said he had got the RA from the IBC for the changing rooms.
- OB said there was much confusion and inconsistency in opening and processes around the changing rooms. She said that non spray deck paddlers needed the changing rooms on cold nights for a shower.
- BA said the govt. was not explicit about changing rooms.
- DS thought we should open for safety reasons.
- HE said we should follow IBC rules which was agreed.
- SB said we can change our RA to allow 3 in each room max.
- DS to send update in NFC

2. Tier 3

- DS asked if we need to adjust if we enter Tier 3 COVID restrictions.
- BA thought it depended on the rules as they are variable.
- AHO thought we would have to close changing rooms except in emergency but outside exercise should be OK.
- BA said we were more restricted than we need to be.
- HE suggested SB review if a change occurs and then email committee.
- AHO said he'd been speaking to Darren Joy and that BC policy was now to only resuscitate for 15 minutes!
- DS said we should review if and when policy changes.

8. Trips Update

- SK said she had contacted all 3rd parties and confirmed postponements for October and November trips. But we have to wait until 28 days before Dart trip to cancel.
- SK had a call with WS and Jane about Lee Valley (LV) rental. LV allows 25 people on legacy according to their RA. It's not cheaper in a group so may be difficult to organise.
- OB thought 25 people would sell out quickly. She also asked if we could use the lake if we get the legacy and then do spray deck tests for new members as they have warm showers.
- WS thought a rental would be difficult with COVID restrictions and SK pointed out the financial risk.
- SK said the legacy would cost £230 / hour; £460 for 2 hours.
- MA suggested early or mid December as there might be a lull in the COVID storm.
- SK said we could proceed and assume Tier 3 COVID and ensure we get our money back

Regents Canoe Club Committee Meeting Minutes



if cancelled. This was agreed.

- DS asked about a virtual social. But generally it was thought these events didn't work.
- SK would check about the Mile End Mill trip.
- SB will get an updated list of trip dates to the committee.

9. Insurance (MA)

- MA said he was waiting on this to be paid by BA. Would look at getting a new quote as old one probably expired after a month.

10.AOB

1. Holiday Closing

- OB normally we close at Xmas. Suggested Monday 21st December as last open night; Monday 4th January as first in 2021.
- Discussion about opening on 28th December or maybe a New Year's Day paddle. Agreed to stick with 2 weeks closing but then adjust depending on whether people were in London or not.

2. Competency Framework

- AHO raised the issue of BC's new Competency Framework. Much more formal requirements and documentation. We need to decide what to do and whether we want to judge people and how.
- DS said the committee had talked about it last year and decided we have to do it.
- BA said documenting was safer than not as we then have a paper trail to show precautions esp. on harder grades.
- HE suggested we have a sub committee to decide how to do judging and who does it.
- AHO said the report cards from BC were way too detailed. HE queried whether we had to do it. AHO said yes but maybe stripped down. He'd generate a simplified and possibly web based version for club use.
- BA suggested we do reports on a trip by trip basis asking people who organise to state their qualifications etc. DS thought that not everyone would be willing to comply. AHO said that in that case we could do it ourselves.
- BA said we mainly do peer paddling and not coached sessions.
- AHO thought the whole process might antagonise certain elements within the club.
- BA asked whether if we have a problem, as occurred in Scotland last year, then would we have to demote coaches? AHO thought not currently - it's only recommended.
- AHO said that trip leaders will need Safeguarding qualification.
- BA said we need minimum of First Aid and Safeguarding.
- BA asked whether we could record the output of leaders meeting on each trip and use that as paper trail.
- AHO said the trip organiser should appoint leaders and then it is their responsibility to fill in forms. This was agreed.

3. Risk Assessments (RAs)

- DS asked if they are complete.
- SK no, WS no and generally nobody. DS asked for them to be completed for next time.

Regents Canoe Club Committee Meeting Minutes



4. Pool

- MA said he'd been contacted by the Civil Service Canoe club who wanted to use our boats in the BLC as they had before. Was this OK? Agreed it was. AHO said we need to not overlap with any session we might have and need 72 hours gap between usages.
- DS asked about where our boats were. MA to check.

11.Actions

1. Actions outstanding

- BL to reduce WebCollect size and bill.
- MA get new mail box key.
- MA send DS AGM minutes
- WS HE DS SK to update RA.
- SK to postpone all trips before New Year for one year.
- SK to check with SB re Mile End Mill trip and report back to committee.
- BA to pay equipment insurance.
- BA to pay rent to IBC

2. New Actions

- MA to check with BLC about boats location and BLC move.
- MA to confirm with Civil Service Canoe Club.
- MA to get new quote and invoice for equipment insurance.
- DS to check new BC funding email opportunities.
- HE / OB to write piece for NFC about paddle store tidying and locking.
- HE to check policy re annual kit safety check
- SB ? to change RA for canal sessions's changing rooms usage.
- DS add item in NFC about holiday closing.
- SK and WS to continue investigation into Lee Valley trip.
(AHO long term to create simple version of BC Competency Framework)
- SB to forward list of next year's trip dates.

3. Done or No Longer Relevant

- AHO and BA to reconcile payments for new members.
- DS look into Liza's redirected phone number.
- DS to update committee on IBC rent reduction meeting.
- SK to liaise with Jane about Lee Valley weekends and evenings and report back to the committee with options..