



Cuckmere Valley Canoe Club

Minutes of CVCC Committee Meeting – 25th March 2018

Location: The Barn

Present: Stephen Wright (SW), Steve Douch (SD), Helen Richardson (HR), Paula Leighton (PL), Helen Frost (HF), Morgan Lamberth (ML)

1. Apologies for absence: Nicola Hern (NH), Francis Jones (FJ), Kevin Galway (KG), Luke Tarrant (LT), Ian Powis (IP)

2. Club Coach Policy for 2018

- LT supplied details about the HMRC issue. In future we cannot offer free membership to Coaches as it is seen as a benefit. All 2017 active coaches will be offered free club membership for 2018, as this has already been agreed and we are too close to the start of the season to make these changes now. This will need to be reviewed in advance of 2019.
- Terms and Conditions will largely remain the same, but with revised wording to the effect of: "Coaches should deliver at least three Sunday coaching sessions on the meanders for the club. Other coaching and support help will be taken in to consideration when deciding to maintain RAC status. Coaches should aim for at least six admissible sessions in total*. Determination of RAC status will be at the discretion of the Club Committee on the recommendation of the Coach Co-ordinator and will take in to account individual factors / hardship, etc. Financial support for RACs will normally now be retrospective**."

*'Admissible sessions' TBC, although the general consensus was that this should be anything on the water, or a significant contribution to the club.

**Coaches will need to pay for their courses and will be re-paid by the club once they qualify. The Committee can use flexibility and discretion and can take in to account individual factors / hardship, etc.

Action: The Terms and Conditions need finalising as a matter of urgency, before the next Committee meeting.

- HF discussed the DBS checks, we cannot enforce DBS if the Coaches are not doing at least six sessions. As we get the DBS checks for free it might not be legal for us to do this for those doing less than the six sessions. It was agreed to keep six sessions as the guideline (either leading a session, or supervising an event). Our 16-18 year old Coaches should also be DBS checked.
- A programme of events for coaches will be developed by the Coach Co-ordinator and Committee. This will include a "Coach of the Month" award. Due to HMRC rules this cannot be a reward. It was agreed that the "Coach of the Month" would receive a certificate and have their picture published in Throwline. The first "Coach of the Month" should be announced by the end of May. We will ask for feedback / comments to be left in a box at the Barn, or by email to 'feedback@cvcc.org.uk'.

Action: NH will announce the "Coach of the Month" on Facebook.

Action: HR will ask LT to set up an email address 'feedback@cvcc.org.uk' and also see if it is possible for an online voting form to be put on the website.

Action: SW will make a box and voting slips for the Barn.

Action: HR will collate the feedback from the "Coach of the Month" voting.

2. Policy for non-members at club events and trips

- The guest policy for Sunday sessions is to remain as it is.
Action: Ask NH to include a reminder in the next edition of Throwline that members can bring a friend to try out the club on a Sunday morning. This is at a cost of £10 and must be booked via the website.
- Non-members may join club trips and events provided it is ok with the organisers and there are spaces available after a reasonable time has been given for club members to book. When events are Coach-lead there will be a contributory fee for non-members of £10 per day (or part of), at the discretion of the Committee. For residential weekends away (eg. the Wye trip), club members' friends and family can attend with the club member at no additional cost. Non-members cannot be loaned club boats or kit.

3. Coaches

- Ian P has been appointed as the new Coach Co-ordinator.
Action: An introduction and hand over meeting needs to be urgently arranged with IP, AF, SW, LT. SW will find out from IP what he is able to do and any support that he needs. SW, SD and HR offered admin support to IP if needed. SW will discuss with IP if he is able to attend Committee meetings, if the Barn is a preferred venue, or if a Coaches feedback session should be held every Sunday before the usual paddling session.
Action: Communicate the revised Club Coach Policy, including benefits and draft programme in the first 'Coaches Bulletin'.
- The Coaches Day is being organised for the 29th April 2018. The feedback from the Coaches said that they feel they need more support. We discussed that this could start with the normal Sunday session where Coaches would be divided between the groups and could learn and support each other with a coaching session. The club would then provide lunch, followed by a talk by someone, then some training, eg. First Aid.
Action: Arrangements will be finalised by the Coach Co-ordinator.
- Meet and Greet sessions on a Sunday morning should be filled where possible. We discussed it would be good to have a sign-up sheet on the notice board at the Barn for this as well as it being on the website.
Action: HR will make a sign-up sheet for the Barn.
- We need a checklist for the Coaches for each week, so they know what they need to do. This is already on the website but needs to be circulated to the Coaches and displayed at the Barn.
Action: SW will make sure checklist is circulated and displayed.
- We discussed a "Coach Boats Fund". As we stopped the Coach re-imburement scheme last season we need to show what the money (£990) has been used for. We also discussed an option for Coaches in future, that an amount equivalent to their membership contribution could be transferred to the Development Fund.
Action: SW / IP need to include in the next Coach Bulletin a request for Coaches to let us know what boats they want to be bought for the club and what they would like grant applications to be used for. We need a boat wish list ready for the next Committee meeting.
- Some of the Coaches have requested training to learn how to roll (in particular JE and AF). We could run 1-2-1 coaching consisting of two sessions at Seaford Pool and two on the meanders when it's warmer. There is a cost of £80 per pool session. This would be offered to the Coaches free of charge and paid for by the club.
Action: SW will speak to AF to arrange the rolling sessions.

4. Wye Trip

- PL suggested we hire canoes from the campsite. They could take us further up river and we could paddle back to the campsite. This could be a full day of paddling. This would mean that we wouldn't be paddling Symonds Yat, but those with kayaks could head to Symonds Yat on Sunday anyway.
Action: PL will contact the canoe hire at the campsite to get some details and prices.

5. AOB

- The Coaches feedback asked for the Committee meeting minutes to be published on the website. This was agreed.
Action: HR will revise the minutes to take out members names and will then speak to LT about getting them on the website.
- SD confirmed there have been about ten people pay for memberships, but HR has not received the notifications, we will need to check that these people have been added to the list of members.
Action: HR will liaise with SD and LT about this.
- We need to feedback to the Coaches following the survey.
Action: HF will prepare the feedback.
- PL contacted local charity Waves about the Family Splash. They are happy to advertise it for us. The Family Splash will include skills, competitions, etc.
Action: PL will contact the Seaford schools about the Family Splash.
Action: HF will send the consent form to NH for including in the communications.
- It was agreed we should try some 'Come and Try It' sessions on a Sunday. We should continue with the evening sessions as well as this generates a good income for the club, providing we have enough Coaches to run the sessions. It was agreed that we should try 8 evening sessions and 4 Sunday sessions.

Date of next Meeting: Tuesday 15th May 2018 at the John Harvey Tavern (TBC)