



Cuckmere Valley Canoe Club

Unit 1 Tates, Avis Way, Newhaven, BN9 0DH

www.cvcc.org.uk

CVCC Committee Meeting Minutes

Date: Tuesday 25th March 2014 – 7.30pm

Location: Plough & Harrow Littleington

Present: - Colin B (CB), Alan F (AF), Andy M (AM), Luke T (LT), Stephen W (SW), Justin E (JE), Jake H (JH) Steve Da (SDA) & Abbey T (AT).

1. Apologies

Steve Do (SD), Paul V (PV) & Nick BC (NBC).

2. Agree Previous Minutes

The committee agreed the minutes from the previous meeting were accurate.

3. Matters Arising (Previous Meeting/AGM)

a. DBS Checks (SDA)

SDA advised the committee on coach eligibility for DBS checks and the BCU procedure for applying for them. The committee agreed that as coaches could easily find themselves in sole charge of a group of juniors (and no current club policy to prohibit it) and that many coaches take more than 6 sessions in 3 months that all existing & new coaches should be DBS checked. Additionally the committee agree that the DBS checks should be renewed at least every 3 years. **Action SDA – Review current coaches CRB/DBS checks and arrange new checks for those required.**

SDA highlighted the need to review and update the club welfare policy as it currently still refers to the previous CRB scheme. **Action SDA – Review & update welfare policy. To be reviewed annually.**

b. Coaches Evening & Level 1 Coach Inductions (SW)

SW reported that the coaches evening & Level 1 Inductions had been very useful & great success. Big thanks to Liz B for her contribution re: Games in Coaching.

SW advised that preliminary arrangements had been made for Chris Childs to run at Level 1 Coach course at the club in the summer and that he current had 8 candidates to fill the course.

SW also advised that he had discussed Level 2 coach with Pat O & Martin O who were considering it. Alan F & Justin L have expressed interested for next year.

c. Throwline (SD)

Throwline ready to go. SD currently getting quotes for printing and will then be ready to distribute to members. SW advised that he had passed envelopes, stamps, etc from his previous role as Editor over to SD.

d. BCU RCO (Chris Edge) Meeting (CB)

CB advised the committee that the meeting with the BCU RCO (Chris Edge) had been positive with the club's club mark status being reconfirmed. However, there had been less success in trying to secure funding from the BCU in order to help train and develop club coaches. Chris Edge has made some suggestions for other possible sources of support for which the club can apply. Chris is going to apply to Active Sussex on the behalf of the club.

e. Website (LT)

LT advised the committee that the new club website with online membership was almost ready for launch and would be live and ready for the 31st March.

f. Club Actions Plan & Funding Form (CB)

The committee agreed that the draft action plan looked good. The only foreseeable issues in achieving its goals may be funding.

Funding Support Form - **Action CB – Add date & leave space for current chair to add name. LT – Add final draft form to website downloads sections.**

g. Club Room Developments (JE)

JE advised that the club room had now been completed re-painted and new kitchen units added to walls. The hall has also been re-painted and a counter fitted under the notice board by the entrance for members to sign up for sessions on Sundays. The notice board has also been revamped.

Big thanks to Tony L & Ian P for volunteering and doing all the work completely free. The committee agreed the club should make a thank you gesture to them for their hard work. The previous committee have already agreed to part fund a course for Ian P. **Action JE – Arrange thank you gift from club for Tony L.**

4. Paddle Power (AF)

AF advised that he had now sourced all the certificates, passports and coach handbooks for the Paddle Power Scheme. UKCC Level 1 coaches can only sign off the PaddlePower Start Certificates. However, if they have an updated Level 2 coach sign their log book off, they can then sign off the PaddlePower Passport up to Level 5.

The aim for this season is to work on the PaddlePower Start & Passport. If enough juniors get far enough we can then look at the Discover & Explore levels for next season.

Junior members PaddlePower Passports are to be kept at club to avoid them being lost or forgotten.

Action AF – To email club coaches to bring them up to speed on plan and procedure for PaddlePower at club. AF also to make laminated cards of Passport criteria to be stored in club room for use by club coaches.

5. CVCC Programme (JE)

JE advised the committee the programme for the season was now complete and on the club website. The only additions required are to add dates for the 1, 2 & 3 star

Action AM – Work out dates for 1 Star Course and liaise with JE to add to programme.

Action SW – Work out dates for 2 Star Course and liaise with JE to add to programme.

Action LT (SD) – Ask SD if he will run a 3 Star course and get him to work out dates and liaise with JE to add to programme.

6. Treasurers Report (AM)

Current Club Account Balance - £1173.56

Current Development Fund Account Balance - £1130.06

AM advised the club currently had a slight cash flow issue due to a delay in incoming membership funds with the delayed launch on the new online membership system.

We currently have the following large bills to settle -£300 Barn Rent, £800 Pool Session & some other miscellaneous bills. AM requested permission to temporarily borrow funds from the protected Development Fund to settle bills to be repaid when membership fund come in. The committee agreed to this request.

7. Membership Fees (AM)

AM proposed the following membership fees for the 2014 season:

Adult Membership - £40.00

Junior Membership - £30.00

Adult Membership with Equipment Hire - £90.00

Junior Membership with Equipment Hire - £80.00

Family Discount Per Child - **-£10.00**

Veteran Membership - £25.00

Family All-in Membership & Equipment Hire - £230.00

Active Coach or Committee Membership - Free

The Committee agreed to the club should adopt the fees proposed.

8. AOB

- a. **Free Coach Membership & Coach Reimbursement** The committee discussed the pro & cons to either continuing or stopping the coach reimbursement with no clear consensus or agreement reached.

The committee agreed that for next season coaches should complete at least 5 sessions (or 4 sessions & trip) in order to be entitled to free membership.

- b. **Boats & Equipment at Seaford Head Pool**

Action LT – Collect 1 x Dagger Mamba 8.0, 1 x Dagger GT & 2 x Spraydecks from Seaford Head pool and take back to club after last pool session.

- c. **Returned Perception Java**

CB advised he has now returned the Perception Java he has borrowed to the club. CB thanked the club for its loan.

- d. **Changes to Application Form**

CB advised that he would like to gather information on member swimming ability on the club membership application as it would be useful for coaches to know particularly on club trips. AM advised that he had now added this to the form. **Action LT – Add swimming ability information to online membership form.**

- e. **Club Photo Policy**

The committee discussed the club policy regarding pictures and photos. It was highlighted that the club application form currently includes an agreement regarding the club taking and use of photos. **Action SDA – Review clubs existing photo policy and make recommendations for any changes needed.**

- f. **Timings & Start Time on Sundays**

The committee agreed the club should open at 9.30am with a target of being on the water for 10am. Parents/Guardians of juniors are to sign in and out children (under 18) and verbally confirm with club coach/representative that the child is now in clubs care. The committee agreed that a new role of meeter and greeter should be created to welcome new members, sign in juniors and assist the coach at the start of sessions. The meeter and greeter does not need to be a coach but an adult familiar with the workings of the club and the routine on Sunday mornings. **Action LT – To update session signup sheets at club to include signing in and out column for juniors**

- g. **Online Coach Rota**

Action LT – Update online coaching rota to include meeter & greeter column and more spaces for beginner & improver coaches to signup.

- h. **Junior Awards**

AF suggested there should be a new Under 14 Junior Award to be voted on by all club coaches at the end of the season and presented at the club on the last day of the season as most juniors do not attend the AGM. **Action AF – Organise vote towards end of season and presentation of award on last day of season.**

- i. **Come & Try Its**

Come & Try Its to continue to run at £10 per person this season. JE volunteered to organise and run with the welcome support of other coaches. **Action JE – Work out dates for Come & Try Its so they can be added to website.**

Date of Next Meeting

Tuesday 20th May 2014 – 7.30pm – Plough & Harrow Littleington