



# Cuckmere Valley Canoe Club

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

[www.cvcc.org.uk](http://www.cvcc.org.uk)

## CVCC Committee Meeting Minutes

**Date:** Sunday 18<sup>th</sup> January 2015 – 7.30pm

**Location:** Plough & Harrow Littleington

**Present:** - Luke T (LT), Jake H (JH) Steve D (SD), Justin E (JE), Catarina G (CG), Michelle MD (MD), Paul V (PV) & Nick BC (NBC).

### 1. Apologies

Colin B (CB) & Andy M (AM)

### 2. Agree Previous Minutes

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

### 3. Matters Arising (Previous Meeting/AGM)

#### a. Action Plan (NBC)

The committee discussed the draft Action Plan for 2015 as presented to the membership at the club AGM.

NBC advised that Bewl Canoe Club had contacted us to invite us to their club. It was suggested that the club could perhaps look to link with Bewl for the sailing aspect of the action plan as there is sailing at Bewl. It was agreed this could be explored but that a link with a more local sailing club in Seaford might be more practical.

JE reported that he felt the only real candidates for UKCC Level 2 training were Steve B & Pat O. He felt both would be reluctant if 3 Star Canoe required. LT advised that a local paddler called Anthony W who is already a UKCC Level 2 had expressed an interest in joining the club and that if he joined the club would still meet plan if we could train just 1 other person. **Action JE – Check exact requirement for Level 2 Coach and speak with Steve B & Pat O to gauge if they are interested.**

NBC advised he has investigated and that the Touring 4 Star Leader seemed to be easiest to achieve and didn't state any lower limit on the number of people that could be lead. He therefore assumed it would be 8 people. JE advised that he believed Stephen W had himself in mind when this was included on the action plan as he is currently working towards gaining his 4 Star Leader Whitewater award. **Action JE – Check with Stephen W that he is working towards his 4 Star Leader Whitewater award.**

NBC advised the CB has requested that SD assist him in re-running the site specific training and Level 1 inductions at the club during April/May. LT suggest the old scheme Level 2s and other club coaches should also be invited so everyone is aware of current practices and policies. **Action SD – Liaise with CB to arrange dates for site specific training at club. Report to MD for inclusion on club programme.**

JE suggested that non coaches such as helpers and other volunteers should be invited to attend first aid courses run by club as it never hurts to have more first aiders. The committee agreed but it was advised that the next first aid course being run at the club was already fully booked.

#### b. DBS Check (CG)

CG advised that she had now registered with Canoe England as being the club new Welfare Officer. The committee agreed that CG should register as the club DBS verifier so she can check applicant documents who apply for DBS check. **Action CG - Complete a Safeguarding & Protecting**

**Children & Time to Listen course. Arrange own DBS check (mandatory for Welfare Officer) and register as club verifier.**

The committee confirmed the existing club policy of completing DBS checks on (over 18) newly trained UKCC Level 1 coaches who have not previously been checked and new members to club who are already qualified coached. Coaches are not to lead groups alone until they have a valid DBS check verified by the club Welfare Officer. **Action CG – Make contact with those requiring DBS checks and arrange applications.**

**c. Coach Info on Website (LT)**

LT advised it was difficult to accurately update the club website with club coaches as it was not always clear who is a club coach. We have some members who are qualified but choose not to coach and others who do coach but are not actually members of the club.

The committee agreed that anyone who is not a member of the club should not be allowed to coach for the club as it is unclear whether they would be covered under the club liability insurance.

The committee agreed the club should re-introduce the Active Club Coach Form where those qualified register that they wish to be a Club Coach. The form could also be used as a form of contract with the individual where they confirm they will keep their BCU membership & first aid up to date as well as agreeing to adopt club policies and practices. **Action SD – Refresh Active Club Coach Form and send out to club coaches with explanation prior to coaches evening**

**d. Draft Programme 2015 (LT)**

MD presented the committee with a draft programme that also showed public holidays so the club could try to avoid clashes where possible. MD had marked rough periods where club events would normally take place but not specific dates. She advised the committee she was trying to sign up coaches and volunteers to run the events before confirming them on the programme. This would avoid the need to remove stuff later if no one volunteers.

The committee agreed the club season should start on Sunday 5<sup>th</sup> April & end on Sunday 18<sup>th</sup> October.

MD advised that Tony/Carol L would not be organising the Wye Trip this year. SD volunteered to organise with MD assisting. **Action SD & MD – Organise Wye Trip.**

JH suggested that the Junior day be moved to earlier in the season so people that attend who enjoy it can actually join the club with sometime left in the season.

## **4. Mailing Lists**

LT advised that the club currently had 2 means of email communication – MailChimp & the @cvcc.org.uk mail lists. More recently the club has exclusively used the MailChimp service which allows neatly presented emails within a themed template. As such the @cvcc.org.uk mail lists have not been kept up to date. LT advised he would update the @cvcc.org.uk mail lists to allow committee members to send quick, simple and urgent emails out without that need to go through the more time consuming process of asking Andy M to generate an email via MailChimp. Non urgent and general newsletters still be sent using MailChimp. **Action LT – Update @cvcc.org.uk mail list for all members and coaches and email details to committee.**

## **5. Coaches Evening**

The committee agreed that a coaches evening should be organised for a Saturday evening in early March. This is to be more of the social event with a brief overview of new and existing policies & practices. Prospective coaches to be invited as well.

The committee agreed that coaches should carry out at least 4 club based sessions (excluding courses) to qualify for free membership for the 2016 season. This is to be advised to the coaches at the meeting.

**Action JE – Act as lead for organising Agenda for the coaches evening.**

**Action MD – Book Seven Sisters Pub and arrange food.**

## **6. Date of Next Meeting**

Friday 27<sup>th</sup> March – Venue to be confirmed. **Action MD – Look at booking function room at Seven Sisters Pub or Beachy Head Pub.**

## 7. AOB

### a. Pool Sessions

The committee agreed that Pool Sessions booked and paid for should be non refundable unless the person cancelling can find someone to replace them. **Action LT – Update website to state booking payments are non refundable or transferable.**

The committee discussed poor attendance at recent pool sessions. It was agreed that an email promoting pool sessions should be sent out to all club members.

### b. Club T-Shirt

LT advised that previous committee member Alan F had been investigating options for getting T-Shirts prints with club logo. LT advised he would contact Alan and get info on progress to report back to committee. **Action LT – Contact Alan regarding club T-Shirts.**