

Gloucester Rowing Club Committee Meeting

7.30pm Monday 7th November 2016

Minutes

Present: Ben Rodford, Clive Pendry, Nick Summers, Lydia Watson, Stephen Rose, Robert Dibley, Oliver Starkey, Sue Jones, Scott Carpenter, and Keren Holland.

1. Apologies

Margaret Hamilton

2. Minutes of Meeting 19th September 2016

3. Action Points arising

- a. Incorporation charitable status rather than CASC, keep on the agenda.
- b. Screwfix application what is happening. Ben to chase.
- c. Congratulation letter to Tom Pattichis and Hartpury Coaching staff for this year's results. Scott still doing.
- d. Chairman's plan and bringing together ideas from the Committee. Ben still doing
- e. Bank Account signatories. Stephen has chased Lloyds - 6 to 8 weeks to get it changed over.
- f. Meeting with Hartpury to discuss reduction of their membership fees and the planned introduction of Coaching University Course students. The group met and next step is to meet with Hartpury's Director of Sport. If this goes ahead GRH would need more equipment.
- g. Re-advertising the 200 Club to new and existing members. Scott ongoing.
- h. Appointing a Junior Co-coordinator. Ongoing.
- i. Coaching Course Level 2, the next course is in March - Nick to book.

4. Chairs report

Nil

5. Captains Report

Nil

6. Treasurers Report

Regatta profit was £864 but this will reduce when we are charged for the lost radio.

Sponsorship has raised £1345 with another £295 outstanding.

Profit from the Autumn Head will be about the same as last year, roughly £1800.

Income and expenditure are in line with the budget for the year. Current projections are that there will be about £20K available to spend on equipment this year (including the cost of the 4+ being bought from Cheltenham College). This amount could be committed now on the understanding that next year's equipment budget would be reduced if there were any shortfall in the budget at the end of the year.

Lloyds have confirmed receipt of the forms to change signatories on the Club's accounts. It is estimated that the changes will be made in early December!

There has been no progress on boat licencing; a response is currently awaited from Canal & River Trust. British Rowing is restarting discussions about a national licencing scheme with CRT; Alan Meegan will be talking about this at the WAGS AGM.

Membership

Proposed new members:

Senior: Jemima Phillips, George Jeffery, India-Jane Jeffery, Sarah Pickles, Anne-Marie Fallon, Erica Loveday.

Junior: Beth Chadwick

A small number of members take advantage of the rules that allow Associate and Volunteer members to use club boats (with the Captain's permission) and pay £5 per time. Occasionally these members have also represented the Club at Heads and Regattas. Although there is no rule that says this should not happen, in the past it has been understood that only paid up Senior and Junior members should enter public races. The Committee may wish to clarify the rules on this point. Committee agreed that this should be the case.

Development

Progress on the building work has been slower than expected mainly due to problems with agreeing how water, electricity and sewage will get on and off the site. Agreement on getting the electricity supply on to site is still an issue. The building should be available for limited use - probably without electricity - by mid-December.

Before boats can be stored, it will be necessary erect the racking which will use scaffold poles. To keep the costs down, it is hoped to do this using volunteer effort. An agreement is being worked on with the other partners to give any organisations that provide labour a credit against future GBL fees.

Last October, the Committee and Rowing Committee looked at the Club's requirements for racking in the new boathouse. The requirement for internal racking included 23 privately owned boats – 2 x 2x and 21 x 1x. That was believed to be all the private boats (excluding those owned by Hartpury students) stored at the Club at the time. Members who had boats at the Club at that time were told that they would have the opportunity to have a rack in the new boathouse. Subject to further review, it appears that if all those members took up the option that would be 28 boats and not the 23 catered for. That is manageable in the short term as some of those 28 may choose not to move to the new boathouse immediately and some will leave before the lease on the old boathouse expires.

The Committee is asked to consider the future policy on allocating racks for private boats? Is the 23 racks an upper limit on the number of private boats using GRC racks? Should there be a different upper limit; either higher or lower? Should it be left to the Rowing Committee's discretion?

The land swap between GBL and Canal and River Trust is nearing completion. Under the GBL Partnership Agreement, GRC and other partners must approve the land swap before GBL can complete it. The draft transfer papers were circulated to Committee members previously and the **Committee is requested** to give its agreement. **Appendices A, B and C.** Unanimous agreement given.

The informal agreement with Sport England is that fitting out the level 1 changing facilities will be the next priority so that they can say that their money has delivered a fully operational facility. They are pressing to see a plan for delivering this. The cost of this stage may prove to be higher than anticipated and the proposal for Cheltenham College to join the project and help fund the work is now unlikely to go ahead soon. Options for funding

the work are being pursued but it is likely to include asking members to support - with time rather than their own money - a new fund raising effort.

GBL's philosophy for running the new facility is that it will provide and maintain the facility but it will be up to the users to run it between themselves. GBL has to be involved in operational matters to the extent that it must to meet its own legal obligations. This will be reflected in the policy and procedures that it adopts.

As GBL will have volunteers and, eventually, employees working on its behalf, it must have its own Safeguarding policy. It must also ensure that all activities on its premises are covered by appropriate Safeguarding policies and procedures. GBL has no intention of getting involved in Safeguarding matters within or between users of the facility other than to provide a fall-back mechanism in case of gaps in the users' policies and procedures. **A draft GBL Safeguarding policy is circulated separately for Committee members to review out of Committee.**

7. Safety Advisors Report

a. Yearly Safety Audit

Circulated previously. **Appendix D.**

b. Incidents

3 capsizes

2 navigations

1 puppy rescue

Autumn Head Race, there were 6 incidences including launches driven with passengers either not wearing life jackets or wearing them inside out.

Issue over steering of boats during the race, discussion that best resolved captain to captain between clubs.

c. CC failures at Autumn Head

The amount of failures for our club was embarrassing - heel restraints mainly and a few bow balls. Launch bags were opened and equipment spread around the club, when these are specifically a "pick up and go" item. Confirm with Phil Cheeseman what is required in each bag. Not sure why they would be taken apart.

d. Safety Documentation (to be updated) – Batch 1

Generated for juniors or seniors, these used to be used, and we should still be using them. They were designed 4 or 5 years ago. E.g. Risk Assessments. We have to ensure we have the evidence that safety documentation are followed.

We have around 44 individual documents e.g. Navy rules, booking boats in and out. They start off reasonably “basic” then getting more in depth.

How do we organise them? BR is giving every club a google drive for safety documents.

8. Safeguarding

DBS clearance:

Gerry and Kris know which members of their Squads are DBS cleared.

Safeguarding workshop is at the end of November. Please ensure you attend this Course.

Any under 18’s involved in the Senior Squads must be supervised by a qualified coach and at least one member of the crew is DBS cleared.

Presentation given by Keren Holland showing current pathways for Gloucester Rowing Club, and a slightly different pathway followed by Hartpury College.

Presently the GRC CWO is bypassed for all concerns raised regarding GHP members, and the current GHP Head Coach is currently responsible for reporting all safeguarding concerns to British Rowing.

This is contrary to the reporting structure that BR outline, partly because the Head Coach runs the Junior Programme.

There needs to be a discussion with Laura Fieldman LSO of BR and Rayna Edwards Hartpury Safeguarding Officer, or the Hartpury Director of Sport to reach an agreement that BR endorses.

Senior Code of Conduct was discussed and all agreed on it. **Appendix E.**

9. Agreement with University of Gloucestershire

All Committee members present agreed that the agreement is sound, agreed that the point of contact should be the Club Captain.

A formal agreement was signed with Hartpury originally.

A new agreement with CLC should be completed as well. CLC have their own arrangement with the Boat House Company.

UOG should be done on a yearly basis, CLC, as they have a head coach, can be reviewed as and when required.

Update and have both UOG Captain and GRC Captains sign the agreement.

10. Events – lack of support from members

Rota - consequence or sanction for those people who did not fulfil their duties. It was identified that some didn't know they had to help.

The rotas should apply to both Juniors, as well as Seniors. Race once - does this apply to juniors as well. Nothing is written in the Club rules as to number of races allowed.

The Event Organiser needs to ensure that it is advertised to Club members early, by all means necessary to ensure there are enough volunteers to cover the required positions.

Reminders need to be sent out early.

11. Boat Naming

There is no written procedure for naming boats, however historically the decision on names for boats has been a Committee decision whereby nominations are brought to committee. On this occasion the Captain followed the precedent set by the previous Captain.

It was agreed unanimously that name nominations should be brought before Committee to be agreed upon.

The Captain nominated the following boats' are named as follows:

061 to become Rich Woods – Committee voted, all agreed.

46 and 48 to become Sue Jones, and Steve Jones – Committee voted, all agreed.

12. Composite Crew Policy

An interim Policy was brought in last year that any Composite Crew formed with Gloucester rowers needed approval at Committee. Is this Policy still required?

Recently these matters have been discussed by Committee via email. With less and less discussion taking place – with approval almost a given. Therefore are we able to hand the decision back to the Captain?

It was disappointing to see 2 members, both former Captains, rowing for Avon County at the Autumn Head. This may have been because it was easier than asking permission to row as

an Avon/Gloucester composite. Should we expect all members to row under Gloucester colours at the Club's events and adapt our composites policy to make that easier?

Paul Lukas has a plan for the men's squad involving 3 levels; a Younger Men's Squad, a Vets' men's Squad, and a High Performance Older Senior men's Squad. The latter is looking to Gloucester becoming a Centre of Excellence for this group within the South West Region. Therefore composites may be required. It is envisioned that training would be here to facilitate this.

Committee agreed to take it away and think about before the next Committee Meeting.

The Captain believes that it should be one way or the other - either the Captain makes the decision, or the Rowing Committee (rather than full Committee – as it is a rowing matter).

It was agreed that Hartpury should be exempt from this issue.

13. Locker keys

Chris Poole, the current key holder has resigned from being a Club Member, as he is here so infrequently now. It was agreed the most appropriate person to hold these keys, should be the Secretary.

14. AOB

a. The Committee discussed an issue involving one member of the Club. The discussion and outcome is recorded separately and held by the Chairman, Secretary and Club Welfare Officer.

b. Launch drivers Course still on going. At least 10 people have requested to do it.

c. Repairs of bikes; Robert to check with junior parents to try and identify someone to take on the role of repairer.

Meeting closed at 2200hrs

Date of Next meeting: 12th December 2016.