



# Cuckmere Valley Canoe Club

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

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

## **Minutes of CVCC Committee Meeting – 27<sup>th</sup> March 2015**

**Location:** Beachy Head Hotel, Eastbourne.

**Present:** Nick BC (NBC), Paul V (PV), Catarina G (KG), Steve D (SD), Andy M (AM), Michelle MDM (MMDM), Justin E (JE), and Jake H (JH).

**1. Apologies for absence :** Colin B (CB) and Luke T (LT).

**2. Agree previous meetings minutes:** - AM mentioned that the £385 figure mentioned should have been for the First Aid Courses (not the pool sessions). SD is to correct the minutes. Otherwise the minutes were agreed as correct.

### **3. Matters Arising:**

- **Level 2 UKCC coaches** – Pat Oakley has confirmed she is interested. Justin Lawrence has also expressed an interest but he has not signed his Regular Club Coach form yet and also was not that active in coaching for the club last year so the committee felt we should wait and see before committing sponsorship. Also, it was thought that despite being interested, Ian Powis and Alan Fitness would not be ready to do the course until next year. As it is likely the course would be run some distance away, it was agreed that the club would cover reasonable accommodation costs for Pat if required. We still need to find a course and confirm dates. As it needs to fit in with Pat, JE thought it might be easier if Pat did the arrangements.  
**Action: JE to talk to Pat O, suggest course providers and check with Colin S at the Neen.**  
**Action: SD to check if funding is available from Brighton Uni/Active Sussex.**  
**Action: JE to ask Justin L if he will sign the RCC Form.**
- **Level 1 UKCC coaches** – JH asked whether there may be a Level 1 coaching course near the end of the year. SD mentioned a new member Amy who may also be interested.  
**Action: JE to email Chris Childs to see if any courses are on.**
- **Welfare Officer course attendance** - CG advised she has found a 'Safeguarding and Protecting Children' course to be run on 23<sup>rd</sup> April nearby in Burgess Hill, and has booked herself onto it. There is no BCU approved 'Time to Listen' within a reasonable distance until the end of the year, however the BCU have confirmed that it is acceptable to delay doing the course until a local course is available.  
**Action: AM to make payment directly with Active Sussex for the Safeguarding course.**

- Regular Club Coach (RCC) Form – Most people at the Coaches Evening were happy with the idea of this, which allows our Welfare Officer to apply for a BCU DBS check for new coaches or for experienced coaches who wish to join the club. There were some who didn't quite grasp the point and saw it just as more bureaucracy. SD suggested maybe people should coach if they haven't signed the form, though as long as their CRB/DBS is valid this shouldn't be necessary. There was a discussion.  
Action: JE needs to sort out his paperwork from the Coaches Evening and confirm who hasn't provided a form.  
Action: JE/SD to arrange for a spreadsheet of the CRB/DBS info to be given to CG
- Paddleboards – Iain P has offered the use of the centre's paddleboards to the club whenever we want. We decided that they shouldn't be used in a session as the skills are quite different to normal paddling, but they can be used after a session at the user's own risk.

### **5. Coaches Evening feedback (NBC):**

Everyone thought the evening went well, though PV thought there was a bit too much talking regarding the "regular coaching" issue. The quiz was great – thanks to SD for running that. Thanks to Michelle MDM for her organisation.

### **6. Barn Tidy (PV):**

There was a discussion on whether we could do the Barn Tidy once the season had started, due to the problem of the roofing works keeping the barn closed. Alternatively, it could be done on Saturday 11th if people are available. Nothing can be arranged until we definitively know when the barn is open so we agreed to play it by ear.

Action: PV/JE to check the state of the kayaks due to the roofing works.

AM reminded all that there were still kayaks and decks at the pool, but there is no point in getting them back until the barn is finished.

Action: SD/JE/NBC volunteered to help PV get the boats when required.

Kayak ID strap replacement, for those that are worn out - AM said the webbing has been purchased, though there was no orange webbing available so red was bought.

Action: LT to let us know if we can borrow a hot cutter to seal the webbing ends when cut.

### **7. Treasurers report (AM):**

- Last statement (Mar 15) £2334.39, current balance £1475.18
- Large outgoings: £850 for pool sessions at Seaford. £149.91 for the coaches evening
- AM said the pool session income (£697.02 after Paypal fees) was very good and we made a much smaller loss compared to previous years.
- CASC: AM said he has approached Wendy Olivier, who has scrutineered our accounts for the last few years, to do a proper financial report as required by HMRC as he wasn't sure of the formatting required.

Action: NBC to get hard copy of equipment list from Barn and send scan to AM

### **8. Event Officers report / 2015 Club Programme (MDDM):**

- Wye Trip – MDDM said that the Wye Trip is to be held on the 8-9<sup>th</sup> August this year. She suggested people who are willing could share tents to make the most of the pitches available. SD confirmed that there is no need for a deposit this year.  
2<sup>nd</sup> 1 star / 2<sup>nd</sup> 2 star courses – still need to find out if these are feasible. Action: MDDM

Intro to Open Canoeing – MMDM to ask Liz if she would like Nick Clutton to help (pending CRB/DBS if he is likely to have a group on his own). **Action: MMDM**

First Aid Scenarios – Dean W has paramedic contacts who may be able to help

**Action: SD to liaise with Dean**

Come and Try It sessions – JE again volunteered to run these sessions (SD to help) . They will be run from 2<sup>nd</sup> week in May each fortnight until 2<sup>nd</sup> week August. There was discussion on the positive feedback for providing activities/coaching rather than just doing the loop.

**Action: LT to sort out website for session bookings**

Trips – MMDM needs to confirm coaching cover for away trips.

**Action: SD to advise**

## **9. AOB:**

- JH asked if it was possible to store boats at the barn. He was advised to take it up with Iain P.
- NBC said that an answer was needed for the coaching remit confusion raised by Ian Powis at the coaches evening. There was a discussion confirming the remit for the different coach levels and what is required for doing The Loop. It is all covered very well in our Safety Policy and CVCC Risk Assessment as shown on our website (so there shouldn't be any confusion).  
**Action: CB/NBC to remind coaches who are unsure to re-read our policy documents**
- NBC said Pat O was concerned about the take up for the 1 star course in April due to the delayed start of the season. A text arrived from her at this point.  
**Action: MMDM to talk to Pat O about arrangements**  
**Action: AM to send a MailChimp newsletter about it**
- CG confirmed she has had her DBS check done.
- JE suggested that a Thames trip would be an idea. He will investigate. If this happens, it should not be done on Women's Day.
- SD queried about Development Fund requirements. AM reminded him we had a policy and summarised it. There was a discussion on our policies and that they should be reviewed periodically.  
**Action: CB (or the active chairman) should review our policies during the winter**
- MMDF said she we could get some CVCC hoodies. A price of £20 was suggested.  
**Action: MMDM to look into this further – it may be diplomatic to liaise with Tony L**
- AM asked if we were ready for the start of the season. JE said the first aid kits are up to date  
**Action: SD to get more coach sheets**  
**Action: LT to let us know if Brighton Canoes would sponsor more bibs**

**Meeting closed** : 10.30pm

**Date of next Meeting:** Tentatively arranged for Tuesday 12<sup>th</sup> May, 7:30pm, to ensure LT attends so he can take the minutes (!). However, it would be better if it can stay on Friday though as the change caused consternation as some can't do mid-week, though committee members are not required to attend every meeting. Venue – Plough and Harrow.

**Action: If there is to be a change, LT to confirm date and venue as soon as possible.**