



# 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 – 28<sup>th</sup> Feb 2016**

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

**Present:** Nick BC (NBC), Paul V (PV), Jake H (JH), Steve D (SD), Luke T (LT), Michelle MD (MMD), Justin E (JE), and Dean W (DW).

**1. Apologies for absence:** Colin B (CB) and Catarina G (KG).

**2. Agree previous meetings minutes:** - The committee agreed the previous committee meeting minutes.

**3. Matters Arising:**

- **Sponsorship of Bibs**

DW advised that he had further investigated potential sources for new bib. The best prices he had found were £1.50 each for plain bibs or £5 per bib with numbers and printed front & back with our graphics. DW has contacted a number of potential sponsors but no offers received to date.

**Action: DW to order sample of £5 bib so we can judge quality before proceeding with an order. Continue to investigate potential sponsors.**

- **Course Updates**

First Aid course has now run and those who needed renewing have all done so.

Meeting regarding Level 2 coach course has resulted in only 1 candidate – Nick BC

JE advised that he has identified the following potential candidates for Level 1 Coach: Clive C, Dean W, Jacqui T, Charlotte W & Jake H. A significant number that means the club could investigate the running of a course at the club this year. It was also agreed that the candidates for level 1 should consider attending any pre-requisite courses (First Aids, Safeguarding, etc) that might be running locally prior so they are ready to go as soon as they have completed the Level 1 training.

**Action: SD to run FSRT course at club early this season as pre-requisite for Level 1 coach training.**

**Action: DW to contact Graham Moss regarding running a Level 1 training course at CVCC later in 2016.**

- **Safeguarding & Protecting Course**

CG absent from meeting but NBC reported that those who had not previously attended a face to face Safeguarding and Protecting Children & Vulnerable Adults course.

Canoe England have confirmed that coaches who have previously attended a face to face course are now able to update every 3 years via a new online refresher course. The committee had previously agreed via email that this would be the recommended & club funded method of renewing for club coaches. This decision was taken as it provides a significant saving in the cost of funding the course for club coaches and is also more convenient for the coaches themselves.

Coaches will need to provide proof to the club that they have completed the online refresher. It was agreed that this could initially be done by providing a copy of the receipt for payment for the course to the treasurer (which will also allow them to be reimbursed. They will also then need to supply a copy of the certificate when received.

- **Policy Review Update**

MMD advised that she had now completed her review of assigned policy documents and pass to LT for updating on the website. MMD had also produced document to be used by trip organiser to clear details of participants such as emergency contact details & medical information. This information is to be available to those leading the trip in the event of an incident and a home contact.

**Action: LT to add Trip/Activity Participant Details form to website.**

MMD & JH raised the issue that the current club Safety Policy stipulates that junior participants need a parent/guardian to complete a consent form before they attend a trip. Concern was raised that this is not happening and could perhaps be highlighted to coaches at the coaches evening. The safety policy also states that a parent/guardian must be present on club trips or within sight on the bank during activity. Many of committee were not aware of this and it was generally agreed that it was not very practical. The club already has a nominated responsible adult form which it was suggested could be used as a requirement in place of a parent/guardian being present.

**Action: JH to look at policy and report back to committee on exact wording of safety policy and recommendation for changes.**

MMD advised that when recently attending a Safeguarding workshop it has been suggested that Children & Adults must not change together and that the club should ensure it has a policy on the use of photographic equipment in changing rooms – this would generally be to adopt the policy of the building/centre where the club operates (or Canoe England is centres inadequate).

**Action: NBC to investigate Buzz Active changing room and photography policy and report back to committee.**

The need to promote rules & policies to members has highlighted the need for a visible club notice board in a prominent position within the Barn. Some of the committee suggested a system of hooking up a club notice board over the Buzz notice board for Sunday mornings only. NBC suggested it might be best to approach Buzz to see if there was another prominent location where the club could permanently mount its own notice board.

- **Social Media**

The committee agreed to adopt a proposal presented by DW to setup up an official Club Facebook *page*. The existing CVCC *group* would remain but be made private for club members only and used as kind of chat room much as it has to date. The benefit of a '*page*' over the existing club Facebook '*group*' is that it allows the club to position content and posts as it desires on the page and that posts can be made in the name of Cuckmere Valley Canoe Club rather than individual names. The page will also be public allowing those interested in joining the club to see what we do.

Dean also proposed that the club create an official YouTube channel to replace a number of unofficial channels created by various club members. The club should also establish a presence on Twitter & Instagram so those using the different platforms but perhaps not Facebook can still communicate and find out about the club.

The committee agreed to adopt all the proposals made by DW and to use the handle CuckmereCanoe. The committee was happy to grant DW free reign to proceed as he saw best fit in establishing & upgrading the clubs social media presence.

### **3. Treasurers Report**

Feb Statement - £3352.78

Current Balance - £3307.18

Development Fund - £330.78

LT advised that he had recently transferred a large amount (£1000+) of pool session payments from the club PayPal account into the club account. SD unsure whether this was reflected in his figures but would be shown in his report at the next meeting.

The committee agreed to transfer £800.00 to the club development fund.

**Action: SD transfer £800 from club account to development fund.**

SD advised that £200 funding secured from Active Sussex for funding Stephen W's 4 Star Leader award would expire if not claimed by the 31st March. LT advised he had spoke to Stephen who has booked & paid for the course which runs in April but was chasing the provider for a receipt so the fund can be claimed from Active Sussex. SD unsure if Stephen has to have actually done the course or just paid for it in order to claim money. If not the committee agreed SD to see if the funds can be claimed to put towards other course that have already been completed to ensure the funds are not lost.

**Action: SD chase SW for receipt and confirm with Active Sussex if funds can be claimed or if not if we can claim them against another course that has already run.**

#### **4. Review of 2 Star Course**

Club coach Stephen W who ran last season 2 Star Course raised his concern that some participants were trying to progress too quickly and were not ready for the course & that this year the club should be more stringent on the pre-requisite skills required. He also feels the low cost the club charges for the 2 Star is lowering the perceived value of the course with a number of participants failing turn up to all sessions or missing the final assessment.

NBC advised the committee the cheapest commercially available course is £120 and that last season the club only charged £30 per person and at this low charge the club is unlikely to even cover the cost of coach reimbursement. It was also discussed that the cost should not be increased to such a level to where it was a barrier to people being able to afford the course.

**Action: MMD to discuss with Stephen W what he feels would be an appropriate cost for the course.**

#### **5. Reimbursement & Development Fund Policy**

LT advised that following recent email discussions between the committee on funding coach courses he had reviewed the club reimbursement policy which he deemed not to be fit for purpose or even to align with what the club is actually doing in practice.

LT presented a proposal for an amended reimbursement policy the highlights of which included:

Free membership for all registered club coaches regardless of number of sessions they deliver. Solving the issue of less active coaches not joining the club and thus not being covered by the club policies and liability cover.

A pledge to fully fund any reasonable cost in maintaining the coaching qualification of any registered club coach. This means meeting the full cost of any first aid, safeguarding or coach update courses. Previously the policy stipulated the club would only pay 50% of the cost of a course up to a maximum of £50.

In order to be able to afford this pledge LT suggested the club should also review the way the club reimburses club coaches to ensure the club is able to afford this pledge to invest in it coaches. LT suggested this could be done by - Dropping coach reimbursement payments for first 3 sessions completely and make is so the first reimbursement payment is made only after an additional 3 sessions (6 in total - £30). Subsequent sessions reimbursed at £10 per session as previously. This would result in the club saving money on reimbursing less active coaches who will still see significant investment in them in form of course funding.

The committee agreed that pool sessions and away clubs trips should be excluded from reimbursement.

LT also made suggestions for changing the aims of the development fund with a shift towards funding coaching & leadership awards that will be of benefit to the club and its members. Surplus funds not used in the day to day running of the club to be moved into the development fund at the end of each year. The committee then has quick & clear visibility of what the club can afford to spend on funding new & progressing coaching & leadership awards.

The committee agreed in principle to adopting these policies but it was agreed LT would circulate the draft policies so the committee could read them in full before officially agreeing to adopt them.

**Action: LT to circulate draft copies of revised Reimbursement & Development Fund Policy for committee to agree prior to coaches evening so coaches can be informed of changes.**

## **5. Coaches Evening Agenda**

**Action: NBC to email draft copies of agenda for coaches evening to committee for agreement.**

**Meeting closed:** 10.15pm

**Date of next Meeting:** It was agreed next meeting take place after start of season due to coaches evening being held in March. Exact date to be agreed between committee via email.