



# AVON COUNTY ROWING CLUB

## MINUTES

### **Committee meeting held at Saltford Rowing Centre, Saltford Monday, 3 April 2017, at 7:30pm**

**Present:** Penny Senior, Antony Constantinidi, Philippa Sondheimer, Julian Sondheimer, Clair Ponting, Jon Garner, Nic Feaver, Patsy Lamb, Debbie Blackmore, Jim Dawson, Helen Willcox

**Apologies:** Clair Ponting, Liz Gray

**Minutes of Last Meeting** - approved and adopted.

**Update Action List** – updated version will be circulated

- Emergency Contact List – Philippa will provide to Helen a list of members' phone numbers. Helen will then be able to finalise the Emergency Contact List
- CART river clearing – Antony and a MIN representative met with CART recently. CART will notify us when they are ready to clear the banks. It will be sometime in the next 2 years.

### **Reports (previously circulated)**

#### Captain

There is still a considerable amount of money owed by members for kit and racing fees.

#### Juniors

No matters arising.

#### Men

Congratulations to our Mixed Masters D crew, who won their category at Vesta Veterans this year – the **first** Avon 80 crew ever to win a Tideway Head pennant!

#### Women

A time trial on the straight will be run for the novices on Saturday, 22 April.

#### Novice

No matters arising.

**Boathouse Management Committee Issues** – Philippa will chase Cameron (UBBC) again regarding the acoustic screens he thought the University could provide.

The ground floor surface is extremely difficult to clean properly. We've had a quote of £8,000 to resurface the entire ground floor with a hard-wearing epoxy covering. The University and MNK agree, in principle, to the expenditure but feel the cost is too high. A second quote is being sought. It was suggested we do the changing rooms first, in this financial year, before proceeding with the gym and lobby area. The gym might be better fitted with roll-rubber matting, which Penny is currently researching.

Monkton have agreed to the budget for the year ending 31 March 2018 and the bursar has been asked to sign off on it.

**Safety** – There are two versions of the events surrounding the collision between Alastair Watson and Bath Uni, in which Alastair's boat was damaged. We will leave Alastair to resolve the issue.

The RowSafe document issued in November 2016 had been reviewed and a number of action items put forward for the committee's consideration.

This was accepted with three amendments:

Item I – It was agreed that swimming under water, which is not part of our existing capsized drill, does not need to be included, as it would not be advisable or necessary in our river.

Item M – The question of whether overtaking on the wrong side and thereby causing an accident should incur time penalties in the Heads is a matter for the Head committees.

Item S – Against CWSA advice, although the defib is an emergency medical device and should not be locked in a cupboard, it will be kept in the under stairs cupboard with a sign on it saying the access code is in the key safe. Antony to make a notice for the door.

**Boat Licencing** – The talks between BR and CART are still ongoing. CART are holding 'in-depth workshops' on the subject.

**Review of Boat Purchase List** – Julian and Penny will come back with details of how much money/squad is available.

Agreed to purchase new riggers for Derek James

### **Events**

Avon Spring - nothing to report, apart from a profit of approximately £7,000

Regatta – The poster is out. The workings of BROE2 meant rejigging of events between morning and afternoon divisions. A lot of work was undertaken to offer a 'row to completion' format this year, which would have allowed us to offer three divisions. Unfortunately, it was then discovered we do not have enough Umpires to use this format. Jon is going to train as an umpire, and squad co-ordinators have been asked to look for more volunteers.

Avon Autumn – nothing to report.

**Finance/Subs (previously circulated)** – Julian suggested a reminder in Rowing Notices about the voluntary boat levy.

Philippa and Julian are researching the option of collecting subs via Direct Debit. This could be done through a service company (Go Cardless, for example) for a 1% service charge. If it looks viable, we might want to start with new members first, and then roll it out for everyone. Philippa will find out whether there is an option for a variable debit, which would make collecting o/s dosh much easier.

Philippa has redesigned the membership application forms so they can be completed and submitted online. Jim suggested asking for bank details at point of application, however a Direct Debit mandate will have to be obtained separately, so bank details will be forthcoming at that point.

**New Members** – Jnr: James Reid

### **Any Other Business**

JSond Our website has been hacked. Our service provider recovered the data within a couple of hours, but advised we need to upgrade the software on which it runs. Julian will take this forward and report his findings.

AC Final draft of the mooring agreement has been sent to Darrell for signature.

JD Put forward Peter Lewis as a possible replacement for Chris Blunt in the trailer park during events.

DB Requested a date be set for AGM – agreed Saturday 30 September at noon in the club room

Wanted to note Chris Blunt's departure in some way. Antony advised the 'weekday rowers' had already taken him out for breakfast, but agreed that a letter thanking Chris for his considerable contribution to the running of the club for more than 25 years was appropriate. Antony will write the letter.

**Date and Time of Next** - Monday 22 May 2017, 7.30pm at Saltford Rowing Centre.

# REPORTS

## Captains report:

### Equipment - Repair

I have checked all of the cox boxes and head sets. I couldn't get any of them to not work (in Robin)! Two of the (old style) headsets were crackly so I have had these repaired, and there weren't enough (old style) headsets for the number of boxes we have so I have bought 2 more (so we should have a spare).

The 'cox's end' of the wiring in Robin has been replaced (including the rate sensor).

Chris has had a new rudder and fin, and hull repairs following it blowing off trestles, thanks to Nick & Anthony.

### Equipment – Review

The boat wish list that we went through last meeting is attached.

Blade painting - Thanks Jon for getting some blades done!

### Outstanding Dosh

There is still over £2000 outstanding.

### Coaches

I think this is a list of all the qualified and active coaches we have plus those that I know about that would like to qualify:

Name	L2 Session	L2 Club	L1 S&C	L2 S&C	L3	IA	Bronze	Silver
Chris Hopper						Y	Y	Y
Penny Senior				Y 17		Y	Y	Y
Julian Sondheimer						Y	Y	
Andy Mason						Y		
Chris Blunt						Y		
Geoff Peattie						Y		
Philippa Sondheimer						Y		
Andrew Havers		Y 10						
Debbie Blackmore		Y 12						
Parveen Jones		Y	Y					
Charlotte Hook		Y						
Mary Thorne		Y						
Nic Feaver				C		Y 94		
Jon Garner		C 11						
Nick Dolman		C						
Annette Bartlett		C 17						
Patsy Lamb		C 17						
Liz Gray	C 17							
Ange Scott	C 17							
Andy Haines	?							
Clair Ponting	C 17							
Jo Elliott	?							
Abi Shears	C 17							

Key:

Y – qualified (+ year)    C – did the course but hasn't qualified yet    B – booked on course (+year)

### Results

Vesta Vets 8s head – Mxd D - Nic, Sal, Helen, Kath, Jon G, Jon B, Russel, Jim and Lauren

### Matters Arising

None

## **Junior Coordinators Report:**

### **Land Training**

Has finished now and we are on the water – instant increase in numbers attending!!

### **Newbies**

We have run 3 Sundays of taster sessions and also have a trickle starting on Fridays.

### **Easter Camp**

This will be running at Saltford 8<sup>th</sup> – 11<sup>th</sup> April. We will be aiming to do a lot of singles work.

### **JIRR**

The following will be representing WAGS & Wales from the club:

WJ16 2X Scarlett, Phoebe

WJ14 4X+ Lottie, Ellie, Finnola, Jess & Carla

J14 2X Jonah, Kieran

J14 1X Xavi

### **Results**

### **Matters Arising**

None

## **Men's Squad Report 3<sup>rd</sup> April 2017**

Congratulations to Jim Dawson, Russell Thornton, Jon Garner and Jon Barton for winning in the Mx D 8+ at Vesta Vets Eights Head, and also to Anthony Constantinidi, who won in a Tideway Scullers VetG 8+. The Avon MasA 8+ did well in their Tideway debut.

The Vet 8+ raced in the Head of the Dart on Saturday. Hopefully they had a fun weekend with not too many blisters over the 15km course.

Wednesday evening rowing will start this week as we switch to Regatta season.

Squad meetings also planned this week as Men's coordinator begins to coordinate! Feedback from coached sessions so far has been positive.

## **Women's Squad Report, March 2017 Report**

### **Vesta**

Two women's crews entered Vesta.

Fiona, Ruth, Philippa, Di, Andrea, Debra, Jo E, Jo H and Rhi coxing.

Sal, Nic, Kath and Helen raced a mixed 8+ with four of the men, and successfully won in their category, bringing home a pennant.

### **Head of the Dart**

We had one women's crew representing Avon, consisting of Fiona, Ruth, Philippa, Charlotte W, Andrea, Lauren, Jo E, Jo H and coxed by Rhi.

### **Regatta Season**

New crews have been formed for Avon Regatta and start training this Saturday. With not quite enough training time for Evesham, it was decided to form random crews for this event. 16 women have entered for various races on the Saturday.

Time trial 22<sup>nd</sup> April - as part of Sal's training plan a time trial for the new crews is being organised. This will be a good opportunity for crews to see how much they improve over the season.

## **Fundraising**

Slow but steady start to fundraising with the tea/coffee and cake sales on a Saturday morning.

## **Social Events**

End of Season Chinese Buffet – Tuesday April 11<sup>th</sup>, after evening rowing.

Written by: Patsy Lamb, Women's Squad Coordinator

# **Report of the Beginner Coordinator, Clair Ponting April 2017**

What a beautiful weekend to start the Tasters sessions for the Learn to Row programme on 1 & 2 April. Despite emailing over 100 who are on my spreadsheets/waiting lists only 27 have signed up. Of these 18 are women and 9 are men (some of the men are very tall!).

Thanks goes to all those who helped on the first weekend, Peter Lewis and Will Gray in Land training and Nick Dolman, Sam Walker and George Hurst (Angela Scott was scheduled to help but was unable to through injury) as water coaches. Also thanks to Dan Jones who sat in as there was a space I couldn't fill in a boat.

All those who had a go really enjoyed themselves although they did find it harder to do than it looks! Of those having a first session yesterday was the Aunt of the Cook brothers who were in the winning Oxford mens crew! She thought it was about time she found out what it was all about!

They seemed to enjoy the concept of doing some work, having a paddle and then debrief, sit and chat over tea and cake.

Taster 2 will take place on the weekend of 8 & 9 April. This weekend there will be 1 group of 4 doing Taster 1 (Sat 8th) as they couldn't make the first weekend. They will do their second session on Sunday 9 April so that all members of the new 'squad' will have done the same number of sessions at the end of this weekend.

Proposing to start evenings on Thursday 13 April or Thursday 20 April, this is coach dependent, I appreciate 13 April is the day before Good Friday but I know some of the group are away for Easter and starting evenings soon will increase the enthusiasm and make sure they get hooked quickly (although I think that has already happened on the first session for some!).

A trip to the pub after one evening rowing session is planned which the 'squad' thinks is a good idea to get to know everyone.

A graduation race has already been organised between us and Bristol Ariel whose Learn to Row Coordinator I met on my recent coaching course and whose beginners were also starting this weekend. The format of the race will be similar to last year's Clash of the Clubs with Minerva but Ariel will come to us and use our explore boats. It is scheduled for Sunday 27 May and all of the LTR people know the date and are very keen to take part. A BBQ has been suggested and charging a set price for food/drink.

This year we decided to charge £10 to cover the Taster Sessions 1 & 2. It is not known whether the lower numbers are because of this but I will shortly contact all those still on waiting list about the Summer Course which I propose to run on 24/25 June. If I don't hear from people after the next summer mailing, I will remove them from my waiting list as they obviously have gone away or decided against it.

## Safety Report for Committee April 2017

### Incidents 2016/7

Incidents since last committee meeting

Date	Description	Reported online by club
Thu 9 March 11:00	AVN W Mas 4x- slightly out of water had close encounter with O2x. Stroke in the 2x pulled his blade in and the 2x capsized. Quad helped 2x back into boat, eight retrieved seat for stroke of 2x and all returned to boathouse no problem. Bow in 2x lost glasses	10 March 7921
	Incident reported by Jane of MIN. Apparently Antony replied.	

### Issues

Steve Worley sent round on 27<sup>th</sup> Feb an analysis of the 2016 safety incidents reported. Over 50% of accidents are the result of poor look out, non-adherence to navigation code or both. This fits with our experience but I really don't know how to improve things. Everyone knows the rules, the Safety Advisers of the clubs on the reach have met and solemnly declared their intention of adhering to the rules, and it still happens. We could ask people to do the Online Coxing and Steering module. **Thoughts please.** The other unspoken outcome of the SW analysis must be that clubs are not reporting. 1200 incidents ( apart from simple capsizes ) in one year is about 2 per club. OK some rivers are a lot wider and/or quieter than ours but, even so.....

I have reviewed the RowSafe 2016 document; **please see separate document for Action Items.** Reporting regime for the Head incidents was unclear – see Annex 2 - **to be addressed by Head committee.**

Philippa March 2017

### Annex 1 - Incidents since the AGM on 24th September reported at earlier committee meetings

Date	Description	Reported online
27 Sep	Sculler fell in while trying to get into raft	2 Oct 2016
Sun 9 Oct	Sculler fell in while trying to get into raft	14 Oct 2016
Thu 13 Oct mid morning	Collision between Victor and Tarantula – MIN on wrong side. Minor damage to Victor splashboard. No-one hurt. MIN apologised.	13 Oct 2016
Sun 23 Oct 09:15	Mid bottom straight. Lawrence 1x vs Tarantula 4x-. MIN boat in mid river with little awareness. Required – shipping of scull to avoid clash. MIN apologised.	11 Nov 2016
Sun 30 Oct	MasF 4- badly impeded by Monmouth women's MasE eight at GLR Head. Did not comment but interesting start order!	By event safety adviser
Sun 6 Nov 11:15	Opposite rafts. Prateek Vanka fell in ( inexperience ).	11 Nov 2016
Mon 7 Nov @ 08:30	In bends above bottom bridge. MasF 4- in Victor vs BAU Fast Start quad. F4 at full pace on correct inside of bend. Quad coming upstream cutting corner at light pace. No movement on first warning from F4, forcing emergency stop and swerve to avoid head on. No apology from BAU or coach in attendance who just told us off for verbals.	11 Nov 2016
Sat 26 Nov	UBR pair hit Clair P who was coxing George James going upstream about 300 m up – Uni on wrong side apologised. No-one hurt at the time but 2 in AVN boat later went to hospital with chest pains	4 Dec 2016
Sun 27 Nov	AVN 4x- steered by Chris Blunt had to take avoiding action to miss UBR women's eight in middle of river, accompanied by launch.	4 Dec 2016
Sun 15 Jan	At rafts, Lynne Miller at bow in coxed four stood up to get out of boat as requested. But stroke side leaned over to undo before she was out and she overbalanced and fell in.	22 Jan 2017
Sun 22 Jan	Opposite boathouse, Amber Lewis ( wearing pfd ) capsized in single. 7657	22 Jan 2017
Sun 12 Feb	UBR 4+ in middle overtaking another boat had blade clash	18 Feb 2017

	with AVN 4x-. No shout, no apology. 7811	
Sat 18 Feb	AVN 2x out of its water had blade clash with BAU 2x. Apologised. 7818	18 Feb 2017
Sat 18 Feb	Rob and Mike in Hero caught crabs and capsized. 7819	18 Feb 2017
Sat 18 Feb	MBC Vet 8 at Molesey Vets Head rowed over the stern of John Hodge as JH was turning round the starting buoy. Damage to honeycomb/hull. Jon repairing. 7823	19 Feb 2017

## Annex 2 Avon Spring Head Incidents

Incident	Reported?
Capsize - DRG J12 sculler going up to start	
Capsize – ABN MasE 1x sculler hit tree. Got back in and raced.	
Collision – maybe 2 W 4x+ and one W 4+ under non-racing-arch	
Collision – PAN oct hit GLO sculler near rafts. Sculler lost his seat	
Collision – AVN eight being overtaken on both sides under racing arch	Yes as Patsy coxing the eight put it in our accident book.
Slip on landing stage resulted in grazed shin. Cleaned up with alcohol wipe (Shay)	
Knee damaged when foot was caught in steering when crew collided with a tree on the back during racing. Ice pack and paracetamol given. Advised to visit minor injuries clinic for further assessment/treatment. 16 year old girl	
Girl with back pain/spasms. After the finish. Was escorted to the rafts by safety boats. She was in severe distress. Given Entonox by First Aiders. Did not respond. Ambulance called and she was taken to RUH A&E for further assessment and treatment. Her father was in attendance and drove to A&E following ambulance. Ross RC. 14 year old girl. Discharged later that day, according to Mike Jones of Ross.	By Philippa online 7922. Ross had phoned to ask why it had not been reported, although I think AW had sent in the medical report. ROSS Wendy Burden 07783 004507

## RowSafe Action Items for April 2017 Committee

### Introduction

This document has 186 pages. It says it is a simple and web-enabled directory. It was issued on 28 November 2016 and the first update was scheduled for Spring 2017! If this has happened, it has not been circulated to Club Safety Advisers.

It does not give minimum standards and Further Good Practice like the 2008 RowSafe. It sets out under each heading what all the people involved should do i.e. a rower, a club, an event, a Regional Rowing Council etc. It is, as would be expected, quite interlinked and repetitive. Its approach varies between saying “Find out about” and giving the actual advice in great detail, especially in the Health Section 8.

As far as I can see, it bears little relationship to the Safety Audit.

### Action Items

I think we need to carry out the following tasks. They are in the order that RowSafe is set out. Page and Section references are to RowSafe November 2016.

**I will get us started on items F, G, L and O. Please look at items I, M, S and T.**

- A) Next time we review the Safety Policy ( last one was Nov 2014 ) we should add in “The Club, through its Officers and Committee, will encourage safe practice having due regard for the

guidance provided by British Rowing in Rowsafe". I think our Safety Policy is what RowSafe calls Safety Rules as it is about behaviours.

- B) Put the Safety Policy on the website and direct everyone to it ( NB there is a copy on board ) via RN
- C) Clarify LTR date on which Philippa does Safety Induction and Safety Policy sign-up.
- D) Communication of Safety Information – As a Club and as an Event we comply in the sense that we do all these things but we tend not to communicate them. When we review the Risk Assessment and Safety Plan we should advise members via RN that we have done so and put the revision on the website.
- E) We provide technique info on using ergos, and gym training exercises but we should also provide technique and safety advice about using weights. See section 11 on Land training.
- F) Review the Risk Assessment ( Pages 136 to 168 NB might have to look at barriers NB risks of loading, trailing and using a launch, cold water shock hypothermia, sunburn )
- G) Review Safety Plan ( Page 30 )and Emergency Response Plan ( page 33 )
- H) Publicise the existence of the myriad of online learning modules. Everyone is supposed to have done Safety Basics. I have now done it and it is a pre-req for Session Coach and possibly Club Coach as well so lots of us have done it and Penny teaches it! Also Cold Water and Hypothermia module.
- H ) Encourage designated people to do on line modules. Intermediate Risk Management should be done by coaches plus Event Safety Advisors plus a member of each Event Committee. Advanced Risk Assessment - another one for me and Event Safety Adviser plus a member of the Organising Committee of each event
- I) Think about our Capsize Drill - We don't do swimming under water for five metres – should we? I don't want to swim under water in our dirty river and we encourage people not to swim under boats which are, in any case not 5m wide. Let us make a decision in committee.
- J) Ensure that the basics of Capsize and Recovery e.g Stay with the Boat etc ( Page 42 ) are in the Safety Policy as this is the induction for adults who might not do the actual drill.
- K ) Update our records of capsized training.
- L ) Check that our Event Safety Plans contain an Alternative Arrangements Plan ( Page 63 ), the type of Safety Boats, instructions for Marshals, Event Emergency Response Plan, and info on warming up, cooling down and practising. ( I.e. don't )
- M) In events, overtaking on the wrong side is flouting the navigation and event rules and causes accidents. I think we should say that doing this will incur a time penalty if you cause an incident.
- N) We should encourage people to do the course Introduction to Coxing/Steering – BR online learning module
- O ) Check that our Local Navigation Plan is as good as it could be. See page 76
- P ) Get launch kits sorted – mostly for coaching launches but also for our RIB if it is a designated Safety Launch at events. Rescue kit page 79, safety kit page 80 or page 105. NB Bivvi bags not foil blankets. Have we got AVN numbers on the launches?

- Q ) Check that our trailers are labelled. Max allowed mass, tyre pressures and jacking points.
- R) First Aid kit probably needs attention and how many do we have? See RowSafe page 114
- S ) Need to make sure everyone knows where the defib is. It says in big bold writing that a defib is an emergency medical device and should not be locked in a cupboard.
- T ) Audit ourselves - Safety Inspections – we should do them as agreed by the committee

**Subs report for 3 April 2017 – report dated 27 March.**

**All figures provisional.**

**Money**

The "forecast" is £37594. The money collected so far is £36539.

The approx. £1000 outstanding is made up of:

- |   |     |     |
|---|-----|-----|
| • One member's debts ( might need to be adjusted )  | 425 |     |
| • Two junior subs ( one paid after 27/3, one iffy ) |     | 264 |
| • Noticeable subs and racking debts                 | 216 |     |
| • Bits and SO payments late in month, say           |     | 100 |

These numbers will be finalised after the end of the FY.

A lot of effort has gone into the collection of OS dosh and OS subs.

I am hoping the committee will agree that we should collect subs by Direct Debit, which should ease some of this.

As well as subs, the membership spreadsheet records

- |                |      |   |
|----------------|------|---|
| • "Donors"     | 1943 |   |
| • Boat fund    |      |   |
| ○ Women        |      | 0 |
| ○ Men          | 335  |   |
| ○ Junior       | 110  |   |
| ○ Unclassified | 162  |   |

**Members**

Club membership target	208	
Actual club membership	187	
BR licensed member target	151	
BR first club licensed members		134

AVON COUNTY ROWING CLUB					
Financial Report for Committee Meeting on 3 April 2017					
1. BANK BALANCE					
	interest rate	This report (03/04/17)	Previous report (27/02/17)	Change	
Current account - General		26,418	23,036	3,382	
Current account - Captain		3,923	3,923	0	
Deposit account	0.03%	949	949	0	
100 Club account		704	704	0	
CAF Cash account		3,291	2,880	411	
CAF Gold account	0.05%	777	777	0	
Virgin Money account	0.50%	17,673	17,673	0	
<b>Total in bank</b>		<b>53,737</b>	<b>49,943</b>	<b>3,794</b>	
General excludes subs standing order receipts since 08/03/17					
There are also accounts for ACRC events: HSBC (all except Bristol Avon Regatta), NatWest (Bristol Avon Regatta)					
Debtors: Entries & gym/landtraining		545	2,145	(1,600)	
Debtors: Kit		419	775	(357)	
<b>Total entries &amp; kit debtors</b>		<b>964</b>	<b>2,920</b>	<b>(1,957)</b>	
2. MAJOR INCOME & EXPENDITURE ITEMS SINCE LAST REPORT					
(excluding normal routine items)					
new set of Empacher numbers for events			Amount	546	
3. IMPENDING MAJOR EXPENDITURE/INCOME					
ASH 17 dividend			Amount	TBC	
weights				584	
(awaiting info from Parveen Jones re missing items. Will be met in full by WAGS grant)					
coaching course contributions				TBC	
oars (4 sets Junior sculling)				2,000	
2-x for men				7,800	
4. FINANCIAL ISSUES					