



AVON COUNTY ROWING CLUB

MINUTES

**Committee meeting held at Saltford Rowing Centre, Saltford
Monday, 3 December 2018, at 7:30pm**

Present: Jim Dawson, Antony Constantinidi, Philippa Sondheimer, Jo Hardy, Carol Friend, Debbie Blackmore, Julian Sondheimer, Odette McCarthy, Penny Senior, Steven Lake, Jon Garner

Apologies: Patsy Lamb, Clair Ponting, Will Gray, Helen Willcox

Minutes of Last Meeting: Approved and adopted.

Update Action List:

- Clair has had no success with the carrier bag tax. Removing it from the list as the possible funds it would produce do not merit continued effort.
- Mail Chimp item to be removed. Club Hub will eventually offer the same service.
- Bank Clearing (by CART) has been indefinitely delayed again. CART do not have the necessary equipment. The recent clearing of the upstream bank was done by the Environment Agency, not CART.
- Clubroom decorating almost complete. Pictures still need sorting through and mounting.

Reports (attached):

Captain and Juniors – MNK have some (free) gym machines available, which are in their boathouse. Penny to have a look to see if we could use any of them.

Congratulations to Patsy for passing her L2 Coaching assessment.

The Birmingham Uni training day was successful from their perspective. They were very grateful for the opportunity to row on a long stretch of water. It did, however, make for a very crowded river, and there were two accidents, one of which was quite serious although not Birmingham's fault (see Safety). We are happy to try to accommodate a repeat visit, but will perhaps need to offer more limited time slots.

Men – Coxed boats are proving the most popular, however few men will cox. Jo is working to integrate the squad, mixing up crews and incorporating the newer rowers into boats with more experienced rowers whenever possible.

There is a lack of communication between coaches and the co-ordinator, with crews being assembled for Henley Masters without Jo's knowledge. Jon agreed that if crews are hoping to compete in prestigious events like Vesta/Henley then communication is key. Antony suggested that the first focus perhaps should be Vesta. Results there would then indicate whether Henley is a realistic goal.

Women – no matters arising

Beginners/Development – Clair is looking at dates for taster sessions and course starts. Courses will be restricted to 25 people.

Boathouse Management Committee Issues: Odette has received an inquiry from Devizes Canoe Club about running a Hasler Series event at Saltford. Debbie had already had a similar inquiry and, after consultation with Canoe Avon, referred Devizes CC to them.

Ruts in the top field getting worse, due to wet weather. There is a solution, but it needs to be dry to do the work.

Welfare: Carol is comfortable at present with the added responsibility of handling adult welfare matters, but emphasized that it is important that any issues be dealt with promptly

The junior safeguarding audit is scheduled to be progressed further in January when Carol will meet with Penny to review.

The Regional Welfare Officers proposed by BR would be volunteers, elected by each Region and would support Club Welfare Officers and be a filter for issues which might go to the Lead Safeguarding Officer at BR.

Safety: The Safety Audit is complete.

There were no significant issues at Avon Autumn Head.

The serious accident on the Birmingham Uni training day was between Norstar (bow loader- lent to Birmingham) and a BAU coxed 8. The latter was overtaking and was on the wrong side of the river. The Norstar cox, bow and 2 rowers were all struck by BAU's blades. Concerns were raised in the meeting about BAU often being on the wrong side of the river and being generally unaware of navigation rules and safety. Their launch drivers do not appear to feel responsible for the positioning of the boats they are following. The incident report was correctly filed by Birmingham, and the RSA has seen it. There is little else we can do, although the committee felt that some sanctions from the RSA should be in place to deter continued unsafe practices.

The new RowSafe wording regarding port and starboard backstays in the bows of all boats except singles was discussed. The document says these backstays 'should' be installed. We have done our own risk assessment and do not have backstays on all of our coxed quads, as their installation makes boat handling very difficult, and therefore riskier, for juniors/smaller rowers.

Events:

AAH – The estimated profit will be near £4k. Feedback from competitors, coaches and supporters was very positive, as was the Inspecting Umpire's report. However, we did not have enough AVN members to fully staff the rota. Several members of the organising committee ended up doing two roles at once, and MIN, MNK, BOARC and BAR members also helped.

We need to get the message out that *everyone* and not just racing members are needed to run our events. Andy Haines-Hall is going to start chasing up junior parents, and **Debbie** will have a look at previous rotas to see what, if any, patterns emerge.

Steven pointed out that part of the Learn to Row course includes a very clear message that helping at our events is expected. This message needs to be imparted to our longer-term members.

ASH – Clair is stepping down from catering, with immediate effect. **Debbie** has a couple of possible replacement candidates in mind and will speak to them this week. Jon felt it was time to review the catering offer and trial it at Spring Head.

BAR – 11 May date now confirmed.

Finance: O/S dosh is up – lots of kit and racing fees at the moment.

Subs – The response to the squad co-ordinators' pleas for people to sign up to GoCardless was precisely zero. Penny recommended that a list of names be posted on both changing room doors in yet another attempt to convince people. **Jo** and **Patsy** to post the lists previously provided by Philippa as soon as possible.

Admission of New Members: Full: Hannah Lockett, Susana Beatson Junior: Samuel Millar

Club Hub: It's an off-the-shelf package that has been tailored to fit rowing. The membership portion of it is up and running with some obvious errors already detected in the data migration. It will cost more for us to collect GoCardless subs using Club Hub than it currently does using GoCardless directly. We agreed that we would wait to see how well the remainder of the site is developed before signing up.

Boat Purchase List: We reviewed the existing list to determine whether the priorities set originally have changed and indeed whether different boats might now be needed.

Antony feels the Eton is reaching the end of its days. He suggested that the 'pencil' design of coaching launch would be a good replacement, at an approximate cost of £4k.

Penny will reissue the list, with the changes agreed, for the next meeting.

Any Other Business:

Penny – has been contacted by someone wanting to resurrect the RAUC. Details given to Philippa to follow up.

Julian – The 100 Club hasn't really caught on and is currently kept afloat by two people. He will run it one last time at this year's Pudding Head and then wind it down.

Date and Time of Next – Monday 21 January 2019

Captains report:

Equipment

Derek Roy has been collected, so Norstar has been moved up onto the 5th rack for now. The Kingswood blades have been set up and other sets shuffled around. Monkton have excess weights machines going spare ...

Ergos

The ergos were serviced in November. The company seem to have done a good job despite arriving 4 hours late and reversing into my car whilst parking.

Birmingham Uni training day

This took place last Sunday. It did make the river very busy during the morning.

Coach/cox Education:

Club coach course

Patsy Lamb passed her final assessment with flying colours last weekend.

TECHNICAL EXCELLENCE' WORKSHOP, with ROBIN WILLIAMS, MBE

This was excellent.

Coaches

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	L2 S&C	L3	IA	Bronze	Silver	RYA II Powerboat
Chris Hopper					Y	Y	Y	
Penny Senior			Y 17		Y	Y	Y	
Julian Sondheimer					Y	Y		
Andy Mason					Y	Y		
Geoff Peattie					Y			
Philippa Sondheimer					Y			
Debbie Blackmore		Y 12						
Charlotte Hook		Y						
Nic Feaver			C		Y 94			

Jon Garner		C 11						
Nick Dolman		C						
Annette Bartlett		Y 17						
Patsy Lamb		Y 17						
Liz Gray	Y 17							
Ange Scott	Y 17							
Clair Ponting	Y 17							
Abi Shears	Y 17	C 18						
Andy Haines	Y 18							Y 2018
Carol Friend	Y 18							
Nick King								Y 2018
Daisy Green	Y 18							Y 2018

Key:

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

Results

AAH

Matters Arising

None

Junior Coordinators Report:

General

Tuesday land training continues to be very well attended – Thursdays are less well attended. Several newbies raced at AAH and also at Wycliffe, which is nice to see.

Results

AAH

Matters Arising

None

ACRC Men's Squad Report 3rd December 2018

Fairly quiet month this month from a squad perspective as crews concentrated on AAH. The newer members are still working out outing times and people to row with, the number of coxes available is possibly reducing outings. However, I have offered for men to attend the coxing course and to attempt to be self-sufficient with sculling options, but I continue to work on this. Some of the more senior members have offered to help in this regard.

Since the November report, we have had 2 events competed in:

AAH – in the end we had 5 men's crew enter, these were all 4+ (which caused the trouble as not all had organised coxes). We did however have one winner, Simon, Steve, Andy and Rob won their age category with Ange jumping into the cox seat as a last-minute cox – thanks Ange.

Wycliffe – we only had 1 crew which travelled to Wycliffe - 25mph head winds meant marshalling tricky. The opposition scratched so effectively they won but managed it in 11.15 which in such tricky conditions was a good learning activity.

Andy's circuit training continues to be well attended and so do the 2 sessions we have for land training on weds – one session at 6pm and the next at 7pm.

No issues have been raised by squad members this month.

Coaching – Nic Feaver has offered coaching to the men's squad and started taking an 8 out on Sunday morning. This is apparently a group who are interested in training for an 8 to race at Henley next year, however she is yet to get the same people out consistently. I have no complaints of Nic using her

coaching skills to help the men's squad, however communication of what she is doing and when is currently very limited which is not making co-ordination particularly easy. I am in the process of rectifying this to ensure she is working with the right people on the right projects or offering her time and skills to all the squad and not just a chosen few.

Future Plans – Crews

I have asked to start thinking about the new year and the regatta season and how we can ensure we have enough rowers for each crew. A few of the crews that are currently in place have only the bare minimum of people required and therefore to ensure all crews can continue going out over the holiday and winter season, I am going to start suggesting extra people to add to contact lists in order that they are rotating 5 or 6 instead of the bare minimum 4.

In the new year, I want to give the newer members of the squad more opportunities to go out with the more experienced rowers in order that we can build on the strength we have as a squad and keep giving people the opportunity to learn. As we only have 1 men's 8, I will be looking to try and get this out on Saturday's as well as Sunday's. Several of the more experienced members of the squad have already said they are happy to help with this.

We will also try to start from regatta race training in the new year, to give you experience in side by side racing and racing starts.

Interest in future races –

I have started to investigate interest for the big races next year such as Head of the Dart, Henley, ASH and the Tideway. We already have 13 interested in the head of the dart, which would give us an 8 and a 4 of some sort. There are also 13 who have either voiced interest in racing at Henley or been in Nic's 8 on a Sunday morning. I need to confirm exactly what we are trying to achieve at Henley and ensure I have the right people in the boat to ensure success and not just competition.

I have also sent out a message with regards to those who may be interested in competing in Hungary next year. There is already a squad from the ladies' side and my men's 4+ looking to compete, Jon G (I believe) is looking to trailer to the event.

Women's Squad Report, December 2018

Races

Avon Autumn Head

Helen Wilcox, Ange Scott, Patsy Lamb & Abbie Rees won in the WSen4x-

Two 8's also entered including some of the newer ladies racing in their first head race.

Wycliffe

No wins...only the quad (above) entered.

General Matters

Coxing/Coaching

A second meeting of existing and interested coxes was held a couple of weeks ago and again was well attended (approx 11 people) – the discussion covered 'Rights & Responsibilities' and 'Ratio'. I'm hoping now that races are over for a while, those that attended can start practising coxing. The next meeting will be in January.

Written by: Patsy Lamb, Women's Squad Coordinator

**Safety Report for Committee December 2018
Incidents 2018/9**

Incidents since the previous meeting – start date 23 August 2018.

Date	Description	Report no
17.11.18	The First Aider only had to deal with one mild asthma attack LLA WJ15 taking own Ventolin, on raft, had to take some puffs and then have a rest in First Aid. Oxygen 98% and pulse 112 so OK.	Not yet
17.11.18	HABS WJ15 crew 154 got tangled in a fishing line and had to stop. The girl was uninjured but upset.	Not yet
25.11.18 16:00	UBI rowing slowly downstream on correct side, doing exercises, at about 1250 from clubhouse. As they went round the corner, a BAU crew and launch came upstream, followed by two more BAU eights coming upstream. One of the BAU crews was on the wrong side of the centre line and did not hear the UBI cox shout so did not hold up. The 2 rigger of the BAU boat smashed the V on Norstar and the bottom nut of BAU 2's rigger scraped the top of the UBI cox's head, hit UBI bow in the back and side, tearing his shorts, and grazed the arm of UBI 2 man. The BAU launch came back to check that people were OK and the BAU cox apologised.	12187 Reported by UBI - Kieran
24.11.18	Weir.Single.Capsized. Illegible signature.	Not yet
25.11.18 11:00	At around 750 m from the club house, Dickran Christianini in Charlotte Land says he rowed into the bank to move out of the way of oncoming quads but the last of them rowed too close to the boat and accidentally rammed it. He was not injured but says the stern of the boat was clipped. There were so many boats/clubs out that he didn't know who actually hit him.	Not yet

Issues

Reporting

Please see the reports above. Great that they were actually reported but not much info about the capsize. But my spies tell me that it was Mike Harding who fell in up by the sluice and his recovery was assisted by three Minerva ladies.

Near Miss – see the description of the BAU/UBI 12187 incident above. We were involved as the damaged boat was Norstar. Back stays or no, (see below) I can't imagine what the poor cox in our bow loader was feeling with an eight coming at her. I have circulated Kieran's write-up, (which I have amended a bit to make it clearer, I hope), to all Safety Advisers on the reach with a plea for them to be more careful. If anyone else has any suggestions, let us discuss. Penny please can you put something in RN?

Back stays – Clive Pendry says "The Backstays statement was added into RowSafe this year as it had been missed from inclusion a few years ago only being released as a statement of intent. A year's grace has effectively been given and will now come to an end. When I review Event Safety Plans and give advice to clubs I will be looking for the reference to the RowSafe document (Chapter 7, 7.1): Forward Port / Starboard Riggers on all Boats other than 1 x should be protected by Backstays.

HRSA October etc–

Incident report involving a Lola 1x where the sculler could not release his feet, partly because the rigger design has a tube over the top of the shoe. Need to look at our Explore boats, but at least they are not singles.

Guidance for rowers and canoeists on shared water – I think we do all it says and I hope canoeists have access to the document as well. Interestingly, the doc says that both rowing and canoeing have incident reporting systems and gives the links. If this is the start of BR helping us interact with other river users, it is to be welcomed.

Safety Audit – Avon County submitted and accepted 15 November, Bath Spa University submitted and acknowledged 29 November. Newly uploaded docs, see below, have been sent to Bath Spa for their SU.

In the context of the Safety Audit, we are supposed to review the **Club Safety Plan** annually and upload it. We did a very thorough review last November so this year I have just done some updating as follows:

All CWSA (Club Water Safety Adviser) replaced by CRSA i.e water >>>>> rowing

1.5 The Plan includes some info about the insurance benefits of BR membership. These are about to change but I don't think they have yet, so no change to the Plan. When they do, we should review the Safety Policy which also includes a mention.

2.2 The RSA **arranges for** checks of equipment....

3.2 Added in "Reminders about risk assessments before outings are on notices by the signing-out log".

5.1 Replaced "The Club has an Emergency Access Plan (EAP), which is included in the Club Safety Policy (Appendix 2)" by "The Club has a list of First Aiders and emergency access information on the Safety Notice Board".

RA 4.1 and 4.7 and 4.8 and 4.10

"St John First Aiders on hand" replaced by "Qualified First Aiders on hand"

Points arising from **Safety Audit** itself:

- Any chance someone could check the throw lines or do we think the use of them at the capsize drill is a reasonable check – probably not enough of them?
- Briefing for new people – we have done one briefing this year. I need to arrange a briefing for 2018 starters who are still rowing and have not had the briefing. And we should include new Bath Spabies and new non-beginner adults.
- We do not have written procedures in place for the use of Safety Aids
- We are now saying "N/A" to putting life jackets into a service record as we throw away duff ones. This year Antony has rearmed two and disposed of none.
- 45 Does your club require participants who are unable to demonstrate the minimum swimming standards to wear a life jacket or buoyancy aid, receive training in capsize procedure and reach a satisfactory level of competence in, for example, a single sculling boat? I have said "**To address**"
- 54 Does your club require all launches to carry a plate stating the maximum weight it can safely support, together with this translated into the number of adults? I have said "**To address**"

Sculling safety – Guidelines for single scullers submitted with Safety Audit and in boathouse next to If in Doubt....

Philippa

2 December 2018

Incidents since the AGM Report i.e. since 23 August 2018

Date	Description	Reported online by club
22.7.18	Finnola capsized in the Junior Champs while comfortably leading in her semi final	11530 rep by Pendry 5/9/18
23.8.18	Someone had an accident in the evening after I had closed the AGM report. At 19:15 opposite Minerva in rainy conditions, Fin Feather in private single on wrong side hit Nic, Kath, Helen and Sal in Andrew Barton. Crews failed to see each other in time to stop completely. Scrape to AB's bow. No injuries reported.	12019
1.9.18	Kath was teaching a beginner man who capsized. No name, no report to club.	Not much to go on!
8.10.18	Amy Saunders fell out of Cyrano (first time in fine boat)	12021
27.10.18	"Boat owner insisted we record that our oars scraped against his barge when double was stationary by side of boat." Report by Charlotte Hook.	12020
29.10.18	Mike Carter capsized from single while being coached from launch. Not reported to club	12022

Membership and Subs Report for December 2018

Note: The financial information below is based on the membership spreadsheet dated 8th November and the membership information is based on the situation at 2nd December – the date of writing.

We now know who from Bath Spa is rowing this year. The people who stopped after May 2018 are this year's leavers. There are not many as most of them had left before April/May.

Membership

The membership is as follows:

Membership type	No of Members
Full	126
Coach	2
Student	5
Vac Student	10
Junior	38
Taster only	0
LTR taster + course	3
Junior family membership 1 parent	7
Junior family membership 2 parents	2
Bath Spa	25
Non Bath Spa leavers this FY	64
Bath Spa leavers this FY	7
Total excl leavers	218

Notes

- We need to get this spot on as at 31 December. I think. You can submit membership numbers for affiliation from Feb 2019 but it doesn't say at what date your info needs to be valid.
- We also need to sort out who is paying for the BR affiliation for the Bath Spa members. They have been invoiced for their club membership fees.

Subs etc Income

There are 3 categories of regular income:

- Subs and rack rent income – if everyone who is currently a member stays and pays for the whole year the income would be £40,000. This includes the Bath Spa students. Money collected to date is £28,000, including LTR.

- Some people (actually 6) make a monthly donation toward a boat fund. Money raised so far this year is £456 and in a whole year would be about £600. If anyone else would like to contribute, this can easily be done through GoCardless.
- Donors – These are people who don't row any more and have left their standing orders running in order to make a donation to the club. This runs at about £150 per month (although two of the donors are racking boats) so £1800 per year.

GoCardless

New people are still signing up. The recruitment drive to get existing club members signed up before we increase the subs was a miserable failure.

Latest informal info is that Club Hub will use GoCardless as well so that is reassuring. But they will charge 2% which is not reassuring as we pay 1%. There will be a Club Hub presentation at the WAGS AGM on 25th November (all welcome) so watch this space. The change over to Club Hub might be the perfect time for the Membership Secretary to resign. Or it might be a really silly time. Just saying.

Philippa Sondheimer, Membership Secretary

AVON COUNTY ROWING CLUB							
Financial Report for Committee Meeting on							
3 December 2018							
1. BANK BALANCE			This report		Previous report		Change
	Interest rate		(03/12/18)		(05/11/18)		
Current account - General			13,260		15,133		(1,873)
Current account - Captain			1,726		1,726		0
Deposit account	0.20%		950		950		0
100 Club account			1,279		1,279		0
CAF Cash account			7,065		6,770		295
CAF Gold account	0.15%		77		77		0
Virgin Money account	0.75%		17,806		17,806		0
Total in bank			42,165		43,743		(1,578)
General excludes subs standing order receipts since 08/11/18							
There are also accounts for ACRC events: HSBC (all except Bristol Avon Regatta), NatWest (Bristol Avon Regatta)							
Debtors: Entries & gym/landtraining			2,059		1,419		641
Debtors: Kit			769		590		179
Total entries & kit debtors			2,828		2,008		820
2. MAJOR INCOME & EXPENDITURE ITEMS SINCE LAST REPORT							
(excluding normal routine items)							
					Amount		
Nymphadora insurance claim					500	income	
Derek Roy refurb/repair					4,062		
3. IMPENDING MAJOR EXPENDITURE/INCOME							
					Amount		
Avon Autumn Head 17/11/18 dividend					TBC	income	
4. FINANCIAL ISSUES							