



AVON COUNTY ROWING CLUB

MINUTES

**Committee meeting held via video conferencing due to Covid-19 restrictions on travel/social-distancing
Monday, 6 July 2020, at 7:30pm**

Present: Penny Senior, Jane Day, Jon Garner, Philippa Sondheimer, Julian Sondheimer, Carol Friend, Antony Constantinidi, Odette McCarthy, Tim Grice, Debbie Blackmore, Jim Dawson, Patsy Lamb, Will Gray, Clair Ponting

Apologies: None

Minutes of Last Meeting: Approved and adopted.

Rowing During Covid: Philippa will draft updated guidance for circulation in line with recent BR (British Rowing) document.

The cooler weather has helped keep unwelcome site visitors to a minimum. People are using the rubbish bags tied to the blade rack, so litter picking has been a bit easier.

Both Bath and Hinks Gate (Keynsham) fire stations now have gate keys.

Generally speaking, the booking system on Google is working well, and rowers are respecting the guidelines.

Boathouse Management Committee Issues: We have initiated steps to more clearly delineate our property boundary from the footpath on the downstream section of the site. Jon has applied for a grant from the Woodland Trust to build a hedge to run from the downstream boundary of the site (past the West Wing) to roughly even with the middle of raft 4. The final upstream limit will be determined at a later point, taking care not to obstruct access to rafts 4 & 5 and Dragon Boat access. The hedge will be kept trimmed to an approximate height of 4' to ensure good visibility of the river remains intact. Both the Duchy and Saltford Marina are supportive of this plan.

Penny asked if people are happy with the current standards of the facilities block cleaning. No complaints.

Welfare: Carol has advised the Club Officers that she will continue to be responsible for junior safeguarding welfare issues, but will no longer address adult/vulnerable adult welfare issues. This is effective immediately. She reported that many clubs now have two Welfare Officers – one for juniors and one for adults. We agreed to seek out and appoint a second Welfare Officer as soon as possible. In the meantime, Carol reminded the committee to continue to report any issues to her.

It's recommended that the CWO for juniors is not involved in their rowing. Carol will ask BR if this is also recommended for the adult CWO role, after which she will draft a notice for Penny to include in RN. Experience in counselling and/or conflict resolution would be useful for any new incumbent.

Philippa asked about the proposed Regional WO role. Carol believes it's being trialled somewhere, but not sure where. The proposed role has met with little enthusiasm as people are not happy with the job description.

Patsy asked if we should include mental health issues in the new adult CWO role. Carol said there are lots of resources and links on the BR website that members and CWOs can easily access.

Safety (report attached): Version 4 of the BR guidelines doesn't change anything for us, however Philippa will, as noted above, draft an updated club document for circulation.

There is some confusion about signing in/out for outings. Agreed that rowers are to sign in/out using the book kept in Bay 1 (using their own pens) from this point forward. Hazards on the river should also be noted in the book. The Google document will be for boat allocation/number of people on site. Penny to include in RN.

Philippa asked that rowers be reminded (via RN) to wear hi-vis clothing when on the water, and to report all incidents to her.

Philippa is working on changing our Risk Assessment to a 5-point rating scale (from the existing 3-point one).

A notice about Sepsis is now on the Safety Board in the lobby.

The Safety Policy needs amending to address boats with defects. Agreed that boats with minor defects do not necessarily need to be quarantined until they are repaired. Philippa will change wording.

Due to the increased number of single scullers, capsizes are more common than usual. A discussion ensued about whether we need to attempt to run a capsize drill. Given that the current water temperature does not pose a hypothermia threat, we agreed that our 'If In Doubt, Don't Go Out' document, combined with our position that scullers need to perform their own risk assessment, is adequate.

Kath Finucane has raised a concern about two household quads/coxed quads. Currently coxed quads can go out with cox and stroke from one household, three vacant, and two and bow from a second household. For a coxless quad, stroke is from one household, three vacant, two and bow from a second household.

Jon has measured the distance between stroke and two and confirmed it is more than 2m, thus exceeding current BR and government guidance.

Carol suggested we consider reverting to single household doubles to avoid further criticism.

Antony pointed out that young people are reportedly at less risk of contracting the virus, and that we had felt it important to get juniors back on the water.

Patsy said that the education system is now focussing more on airborne transmission than on social distancing as they prepare for the resumption of school in September.

Will reported that Running England are now advising people running in a group (of not more than 6) not to run directly behind one another.

Tim said he felt people need to make their own risk assessment, as long as guidelines are observed.

Jane said consistency was critical, to avoid people misinterpreting the guidelines.

Julian said that, as BR have not considered the possibility of households forming part of a crew, nor the possibility of leaving a gap in a crew boat, we are left in a difficult position.

Philippa pointed out we are adhering to the BR and government guidelines as they currently stand, but that she will ask BR what their guidelines are for crew boats with gaps.

Events:

BAR – Nothing to report.

ASH – Nothing to report.

AAH – David Atkin has agreed to take on the Race Manager role, and Adam Stratton the Personnel Manager one. Jim and Jon (respectively) kindly agreed to support them through the first year.

MONKTON BLUEFRIARS – Simon Brown has been in touch to say they are planning to run Bluefriars this year. Philippa suggested we try to keep an eye on their progress in terms of the commitment they will want from AVN.

AGM – Agreed it will be held via Zoom. Debbie will change usual documents to reflect this and send same to Penny in August for circulation via RN.

With the exception of the Honorary Secretary, all other committee members agreed to stand for re-election at the AGM. **Debbie** will compose a RN blurb explaining how to go about proposing committee members for existing or contested positions (via email to her). It was agreed we could do the seconding at the meeting rather than in advance.

JUNIOR ROWING MEETING – Penny participated in a recent junior rowing meeting that covered updating guidance for events where juniors compete. Omnium events were discussed, as well as ways to encourage event organisers to provide more racing opportunities for juniors. Penny is working through the items raised and will report any conclusions at a later date.

UMPIRES – Penny reported that Andy Haines has agreed to qualify as an Umpire. Excellent news!

Finance (report attached): Patsy expressed some concern about the o/s dosh amount, but was reassured that it's lower than it's ever been. She did, however, point out that some of the current debtors may well leave the club over the next months, leaving their o/s debts behind them.

Subs (report attached): No matters arising.

Admission of New Members:

Students – Phoebe Baker- Johnson, Carla May. Juniors – Ben Hawkins, Olivia Carpenter, AJ Carter Samuel Body, Evie Taylor, Isabelle Sanigar, Holly Sanigar, Phoebe Sanigar, Amy Harrison.

Any Other Business:

Philippa – WAGS very keen to have each club represented on the upcoming phone in. Julian and Penny agreed to attend.

With so many more people singling, is there a way to run a training session? Tim reported that Darrel Samanjoul is hoping to run something soon. Patsy has an upcoming women's squad meeting and plans to encourage more members to try singling – and possibly have a training session.

Julian – has updated club website as previously agreed. There is now a section called 'Club Rules' containing club policies and links to BR guidelines.

Tim – has been asked what boat purchases are planned next, and reiterated the men's squad wish for a second 80.

Debbie – reported that the Avoncliffe Weir is in real danger of collapse if emergency repairs are not completed before winter. Should this happen, the river level is predicted to fall by at least 1m, and possibly be reduced to a trickle through the reeds. This would be the end of BOARC and the Canoe Club. The Bradford-on-Avon Council have asked BOARC to seek financial pledges from their membership, as well as offers of help for a supervised repair job.

We have a long-standing connection with BOARC and she wondered if we could ask our members to help with the repairs if the project goes ahead. Agreed. Debbie to write blurb for RN as and when required.

Odette – juniors have found previously-capsized boats on racks that have not been thoroughly wiped out and with hatch covers firmly secured rather than left open to aid in drying. This is probably due to adult rowers who – having not previously capsized – don't know the procedures. **Odette** to write a reminder for RN.

Jon - Will look at the splashguard on Jess to see if it can be repaired. Penny advised Vicky has a large hole in it. Jon will take a look at that as well. And he's starting work on a compost heap at the club.

Antony – asked if Janousek have indicated when Andy Mason will be ready for pickup. Penny has not heard anything.

Penny – suggested we look at buying more singles, to replace the ones we've had given to us over the years that are no longer fit for purpose.

Jon supported the proposal, but wanted to know what impact such purchases would have on future purchases proposed in the Boat Purchase Plan. The club has a large cushion of funds and can afford to buy singles now and (per the men's squad request) and 8o later.

Buying an 8o now could be risky, given that we are uncertain what the club membership will look like coming out of Covid restrictions.

Antony proposed applying to the Rowing Foundation for a grant to help with the purchase of the singles. Sponsorship funding can be sought for an 8o and, when we have exhausted that route, we can speak to Janousek about booking a slot for the latter.

It was unanimously agreed to order one 70kg and one 85kg single now.

Date and Time of Next – Monday, 10 August – if deemed necessary. POST AGM – Monday, 28 September

Safety Report for Committee July 2020

Incidents 2019/20

Incidents since the previous meeting – start date 21 August 2019.

Date	Description	Report no
31.5.20	David Skaife capsized at rafts, no injury, no damage	15123
6.6.20	Sam Eve (junior) capsized from Sean BT on the straight. Got back in unaided	15272
13.6.20	Sal Lewis (experienced senior) capsized from her private single 50m above boathouse. Got back in after a lot of huffing and puffing with help from Helen (also in a single) and with advice from Penny.	15273
26.6.20	Philippa Sondheimer in Merlin, got invisible fishing line tangled round bow ball. Fisherman asked me to untangle it, having failed to notice that my arms were not 3 m long. As I couldn't, he started yanking the line, pulling my bow to the bank and my stern across the river. This was repeated several times while two scullers passed upstream without mishap. Finally I was released but by then my companions were on their way back so I had to turn and scull back to the club.	15289
1.7.20	Chris Roach capsized from Jess about 250 m above the club. Getting back in, he damaged the V, which he says was already taped up.	15304

Other issues

- BR Version 4 was published on Monday 29th June. I don't think it changed anything for us. We just need to re-publicise our V3 (or a V4 if we wish) via RN, making clear whether people are expected to sign out using the Google sheet or the paper book. We also need to say, please:
 - If you are sculling, please remember to wear light clothing (preferably hi-vis) so that you are visible. This is especially important when the weather is gloomy, the visibility low and you might be tempted to wear dark clothing over your usual yellow/white/hi vis T shirt.
 - If you have an accident or near miss, please report it to Penny or Philippa, giving details of who, where, when and what happened.
- The second draft Risk Assessment for the Covid 19 social distancing era has been safely stored for submission as part of the November 2020 Safety Audit.
- I am working on converting our existing risk assessment from the 3-pt to the 5-pt scale.
- RowSafe 2020 will shortly be published.
- I do not think the HRSA Report for May needs us to issue any further advice. The two big areas it covers are advice for rowers trying sculling (we are screening for competence) and the need to be careful around river users who do not know/keep to the rules.
- The HRSA Report for June includes information on sepsis. I have laminated the info sheet and put it on the Safety Notice Board. We need to say in RN, please:

Please be particularly careful if you get blisters which burst or have any other open wound. Look out for the signs of sepsis, which is a serious condition. The info sheet is on the Safety Board in the Facilities Block but, briefly, call 999 or go to hospital urgently if you have any of these symptoms of sepsis:

- Acting confused, slurred speech, not making sense
 - Blue pale or blotchy skin, lips or tongue
 - Rash that does not fade when you roll a glass over it
 - Difficulty breathing, breathlessness or breathing very fast
- Safety Plan 2019 text on repairs etc. An extract and a proposed amendment, are set out below. The red text is, I believe, a better representation of what we actually do:

Neither club nor private boats are allowed on the water if any of the above checks uncover any defects **which, if no remedial action were taken, would render the boat unsafe**. Private boats may go out, but not use the Club's landing stage. However, owners may invalidate their own, and the club's insurance, if they do go out with a boat that does not comply with the safety rules.

- Safety Plan 2019 – other text. There will be other proposed changes but these will be submitted to the committee, along with the redrafted risk assessment, when finished.
- As an example of the Safety Plan revision above, Jess seems to be the capsize boat of choice for the men's squad – see above and June report 15101 (Andy Davies). It is not unsafe for recreational sculling and “as new” repairs would have been a waste of resource. Another capsize drill, however, could be a good idea, as it seems that adults are struggling to get back into singles effectively. An online training programme is being devised by BR.

Philippa 3 July 2020

Incidents since the AGM Report i.e. since 21 August 2019

Date	Description	Reported online by club
11.8.19	Clive Pendry reported a capsize by Avon County sculler Ben Matthews. I don't know who this is, where it happened or why CP reported it. I have asked CP all these questions, to no avail. We have enough real accidents without random bods reporting pretend ones.	13916 Not to count unless he replies
24.8.19	Bethan Edmunds and Mark (Peacock?) capsized on pontoon. Lovely swim	14180
24.8.19	Ian Bellamy and Gary Egan capsized. Oars buried on start the cause. Re-floated and got back in. Successful row to base	14181

7.9.19 12:00	At 500m mark in perfect weather, Shay Brennan in Vicki Land hit stationary narrow boat on Minerva bank. The boat had broken down and had its stern sticking out into the river but Shay reports that he didn't see it. No damage to sculler or boat.	14184
17.9.19	<p>An eventful morning – beautiful weather. Andrew B and Graham H coming down stream in 2x. At 10:40, just above the bottom bridge, the 2x was coming downstream to take the north arch of the bridge, close to the correct bank, when it was rammed by a BAU W 4x- coming at pace upstream through the wide arch and failing to take the bend. Clash of blades.</p> <p>Then a BAU W 8 did the same but just stopped in time. Coach in launch seemed oblivious to severity of incident and safety of others. AB had a word with him.</p> <p>At 10:45, of the bottom of the straight, a UBR 8 and launch had stopped to chat and a UBR W 1x overtook them without looking. Blade clash again.</p>	14185 being lazy - reported as one incident
3.9.19	Opposite pontoon. Junior – Emily Rorison in Snow White capsized	14182
12.9.19 18:45	At 750 marker. Kieran McCarthy in 1x Mary hit the safety boat and capsized.	14183 Reported as simple capsize ??
19.9.19	By slipway. Junior – Sam Eve. Tripped over launch rope. Hurt wrist. – given ice pack	14186
23.9.19 09:00	<p>Report by Chris Hopper, ACRC coach with junior:</p> <p>AC WJ17 1x (Finnola Stratton) sculling downstream correctly on far bank of home straight - actually very close to bank</p> <p>Coaching launch from CrewBath (Called Paul Stannard) with two people on board was following a small flotilla upstream. The launch was on the "wrong side" - which is reasonable if no other crews are around.</p> <p>I was observing and expected the launch to move to avoid the AC sculler - it did so very late and there was a noticeable white wash/wave as it quickly changed direction.</p> <p>On speaking to Finnola at the end of the trip she said the launch had actually gone over her blade.</p> <p>I am amazed by the lack of attention to other crews shown by the launch and it's also worth noting it travelled at speed passing the boats on the moorings below coaches' corner [i.e. just upstream of Avon County] causing a significant wash. We may hear more of this.</p>	14209
23.9.19	At 11:30 Ruth Bardell in Mary capsized " for no apparent reason"	14341
27.9.19	50m upstream of club Tess Booker in Scabbers capsized - inexperience	14342

5.10.19	I (Marian L) would like to alert you to a near miss which happened at approximately 9am as we travelled down stream on Sat 5th October. I was coxing a women's 8. We were doing a 4K head piece, but just as we got to the bridge before the straight (Newbridge?) the Bath launch was on the wrong side of the river, just in front of the bridge arch. They didn't move from their position for maybe 5 seconds even though they could see us. We had to do an emergency stop. They then travelled to their side of the river with no recognition that they had been in the wrong or apology.	14343
20.10.19	At 10:30 Amy Saunders and Emily Rorison fell out of Dobby. Both leant out at same time to do up gates	14517
31.10.19	At 10:30 below the bed at Minerva. Debbie Blackmore coxing Penny with Very Vets was proceeding upstream tucked into the bank. A wide-beam "narrowboat", The Compass Rose, appeared around the bend, moving swiftly on entirely the wrong side of the river. The eight made an emergency stop and moved as close to the bank as possible. Had we been going any faster, it would have been a head-on collision. Boat captain apologised.	14518
7.11.19 10:00	Debbie coxing Penny Senior for the BOA Very Vet eight. Debbie says...As crew stepped onto pontoon #2 the downstream end floated away. Stroke slipped between pontoon and pavement and his legs went into the water. He got up, changed into dry clothes and the outing continued. Post outing, a large lump had risen on his hip. This is a mixed ability VERY masters crew with limited upper body strength and boat handling ability so we were proceeding with extreme care, it has to be said. Not sure anything could have prevented it. And, earlier, Debbie had also said that other club members on site had rushed to help get the stern of the boat up and release the stroke man.	14515
9.11.19 11:20	Marian coxing Philippa Sondheimer for women's crew. It was raining heavily. Marian says...We were coming in to land on the pontoon. I asked "watch out in the bows" but forgot that the person in bow was a beginner. We hit the second pontoon at the very end. However, as the pontoons were high, we managed to hit under the pontoon and become wedged. Unbeknown to us, there was a screw sticking out of the pontoon that scratched/ripped the bow. Bow got out to release us from the pontoon. The bow was dented and scraped and the split was nearly full thickness.	14516
15.11.19 08:00	Julia Wood says "At approx 0800 Friday 15 November 2019 I was proceeding downstream in a 1x past Minerva Bath steps on the correct side of the river when i narrowly avoided going head on into a bath Uni 4- which was proceeding upstream on the wrong side of the river, presumably to the steps. It was light but i had a white front light on the boat and light clothing. No warning was given. I just happened to look round at that moment. They accepted that their behaviour had been dangerous and that they were at fault".	14557
16.11.19 14:00	At Avon Autumn Head a CSW WJ17 rower caught two crabs and was hit on the back of the head and shoulder during race. Safety Adviser notified and crew given priority on landing stage as they returned. Paramedics attending immediately took her to the ambulance for observation, where her mother joined her. Mother commented to Race Manager "she's smiling; she's fine". Ambulance crew stated no signs of concussion though rower felt dizzy. Advised to attend A&E if any concerns.	14558
17.11.19	At 11:15 off club rafts. Brook Morgan (junior) capsized from Norbert while turning.	14650

24.11.19 09:15	At New Bridge. Collision between Avn 2x and MIN 1x at New Bridge. AVN 2x: Stroke - Steve McCarthy, Bow - Darrel Samanjoul. MIN 1x – Mas male (G?) Rowing upstream through New Bridge. Collision occurred with MIN 1x who was straddling centre line. Blades collided snapping MIN 1x stroke side blade. Sculler remained upright. AVN 2x backed down provided platform and support for MIN 1x, then safely manoeuvred MIN 1x to MIN pontoon. Reported as 14615 by O’Farrell of Minerva who agreed the above account and quoted a cost of £195 to replace the blade.	14565
2.1.2020 11:00	Not far above bottom bridge, Victor (2 x Sondheimer, Friend, Biggs) and wooden 2x (GVH and AB). The quad was on its way home, navigating downstream on the correct side of the river. Bow looked round and saw a boat coming upstream on its correct side. A little later bow heard a shout and instructed the crew to hold hard. There was a severe clash of blades as the boats passed about a blade’s length apart, with the double having come over past the middle of the river. The double apologised. Everyone wished everyone else a Happy New Year and we all went home. Both members of the double apologised again at the club.” No capsize, no injuries, no damage.	15076
12.1.2020 Early afternoon	Will Griffiths reports..... Steve was waiting at the top by the weir and I decided to go back down to the top bridge and do another lap of the straight up to the weir. Upon setting off I looked behind me and could see Steve at the top still, and knew no one else would be coming down. I set off and took another look after a couple strokes and then decided to power on taking fewer looks than I would normally, knowing that no one else would be coming down river. Whilst I was focusing on my technique going up the straight, Steve had drifted due to the fast stream and at the last minute I looked around and saw he had drifted into the middle and we were on a collision course - I held up immediately but couldn't avoid a collision. Steve's bow blade hit the sharp point behind my seat, resulting in a crack on Norbert in this location. No damage occurred to Charlotte or Steve's blade. Please accept my apologies, I should have been more observant and not assumed a clear river ahead.	15075
12.1.2020	This side of Minerva pontoons. Robin Leach, Jane coxing. Gust of wind drove boat onto Minerva launches. Had to pull blades in and push off their launches. No damage to RL.	15072
29.1.2020 11:00	Sarah, boating in Errol. While stationary on the water, pointing downstream, blades flat on the water, the stream caught the stroke side blade and pulled it below the surface causing the boat to roll towards stroke side and capsize. With assistance from me and Minerva, Sarah managed to re-board. No injuries or damage to equipment. Reported by Nick Dolman.	15069
22.5.2020 16:15	Andy Davies reports...I booked out and took out Jess yesterday (single) around 16:15 and embarrassingly, I capsized at around the 500m mark! I managed to get back in ok but on lifting my body out of the water and across the boat I broke the faring which connects to the saxboard. It looked as if it had been broken and repaired a number of times previously, but nevertheless it is broken again, so I apologies for that! It doesn't really have any effect on the boat's functionality or 'row-ability' though.	15101

Membership and Subs Report July 2020 V2

Members

New juniors are starting to join. We still have a lot of adults on subs holiday.

	Label	April	June	July
Full	F	92	93	93
Full (holiday)	FH	28	26	24
Full paying junior rate during lockdown	FJ	2	1	3
Coach	C	3	3	3
Student	S	3	3	2
Student (holiday)	SH	2	2	3
Vac student (don't pay till they appear)	VAC	17	17	16 (3)
Junior	J	31	32	40
Junior (holiday)	JH	4	3	2
Taster only (no subs due)	T	23	23	23
LTR Taster + course	LTR	0	0	0
Junior - family membership 1 parent	Jfam	2	4	4
Jfam (holiday)	JfamH	2	0	0
Junior - family membership 2 parents	Jfam2	2	2	2
Jfam2 (holiday)	Jfam2H	0	0	0
Bath Spa	B	28	28	28
Non Bath Spa Leavers this FY	L	2	4	8
Bath Spa Leavers this FY	BSL	0	0	0
Leavers from last year who are only included so I can write off their end year position in April 2020	ML	7	7	7

Money

The pre-lockdown monthly income was nearly £4000 in October 2019, falling to about £3600 by March. In April it was about £2900 but fell again in May (to about £2700) as some people paid in April and then took a subs holiday.

GCL in April was £2812 and in June was £2533.

A few people who are now able to take advantage of the restricted club opening have reinstated their subs payments.

The question in the long term is still a) when the long term begins and b) whether all these people come back from their subs holidays.

AVON COUNTY ROWING CLUB					
Financial Report for Committee Meeting on					
6 July 2020					
1. BANK BALANCE					
	Interest rate	This report (06/07/20)	Previous report (01/06/20)	Change	
Current account - General		66,107	64,686	1,421	
CAF Cash account		3,588	2,651	937	
CAF Gold account	0.15%	78	78	0	
Virgin Money account	0.15%*	18,064	17,996	67	
Total in bank		87,837	85,411	2,426	
General excludes subs standing order receipts since 09/06/20					
There is also an HSBC account for ACRC events					
* from 26/06/20					
Debtors: Entries & gym/landtraining		(410)	(470)	60	
Debtors: Kit		86	30	56	
Total entries & kit debtors		(324)	(440)	116	
2. MAJOR INCOME & EXPENDITURE ITEMS SINCE LAST REPORT					
(excluding normal routine items)				Amount	
3. IMPENDING MAJOR EXPENDITURE/INCOME					
				Amount	
4. FINANCIAL ISSUES					