



# AVON COUNTY ROWING CLUB

## MINUTES

**Committee meeting held via Zoom due to Covid-19 restrictions on travel and social distancing.**

**Monday 7 December 2020, 7.30pm**

Present: Antony Constantinidi (AC) Jim Dawson (JDw), Jane Day (JDy), Jon Garner (JG), Will Gray (WG), Liz Gray (LG), Tim Grice (TG), Marian Lovell (ML), Odette McCarthy (OM), Kim Pennelegion (KP), Clair Ponting (CP), Penny Senior (PSen), Julian Sondheimer (JS)

Apologies: David Atkin (DA), Carol Friend (CF)

1. **Minutes of last meeting** – approved and adopted

2. **Update on Action list** –

*UBBC launch mooring* – UoB have agreed to pay for the launch mooring space, a bill has been issued but payment has not yet been received.

*Safety report/Pontoons* – Difficult to lower the pontoons as they are professional pontoons without floatation. The problem with pontoon 3 is that the buoyance has collapsed on the corner. To resolve this, we would need build buoyancy into the corner which will be very difficult, especially given the weather.

*Hedging plants* – JG will bring the plants down tomorrow, will have a look and mark out exactly where they will go before put in.

3. **Rowing during COVID**

Since our last committee meeting, we have had another lockdown. Members have started to row again last week. BR have updated their guidance, so members who live in Tier3 are now allowed to row (in a Tier2 club) as long as they do not travel too far, and row as single household crews.

PS mentioned that the Facilities block has been left in a disgusting mess, our junior members who clean the club reported that cleaning products had just been sprayed around, including the ceiling.

Discussion around BR guidance regarding Tier3 restrictions to single households. Lack of clarity in latest guidance (v8.2) and it was agreed that the wording is woolly. The guidance is duplicated in several places through the document, depending on whether referring to indoor or outdoor rowing, the repetition makes the guidance an unclear and unwieldy document.

Other clubs have interpreted the rules differently – Gloucester has started rowing and have applied the same rules as pre-lockdown (although unclear about Tier3 members). Minerva have banned Tier3 members completely. The original guidance had made it very difficult for Aerial who have a lot of S Glos members. The Captains' Meeting had taken place the evening before the v8.2 guidance was issued, so no clarity from this meeting. Agreed that it would be useful to have a better understanding of the WAGS-wide interpretation of the guidance. PSen to look at the guidance; it does not make sense re outdoor exercise vs 6 people chatting outdoors, it was felt that it is far safer in a boat.

**Action: PSen to review guidance/WAGs interpretation**



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Tier3 rules will be reviewed on 16 December, hopefully Bristol will move into Tier2 as there are a lot of women/men club members who are affected. If Bristol is still in Tier3 at Christmas, KP queried whether T2/T3 households (doubling) can occur during the 23-27 December lifting of restrictions. This is allowable if forming a bubble during this period (3 households/fixed bubbles for 23-27 December only).

## 4. Reports

### Captain's report

New riggers 2x boats have arrived (bow for 8x and bow for Andy Mason). Because the damaged riggers were not too bad, PSen has sent these back to be repaired/bent back. The new riggers will go on the boats, the repaired riggers will then be ready for next time there is any damage. PSen will make sure that the repaired riggers are clearly labelled.

PSen has bought a new coxbox and 4x new headsets (£1k in total). Anyone needing a new headset to let PSen know.

### Men's squad

Nothing to report. The Google boat booking has shown that none of the men's squad have been out on the water again. The Tier2/Tier3 has been the main issue as many of the men are in T3. This means that options are very limited for forming crews.

The reforming of temporary Tier2 bubbles was discussed. It was agreed that mixed Tier2 crews can be formed as a temporary measure, PSen happy with that and the risk is low. No harm in mixed crews going out. TG to send out a message to the squad.

### Women's squad

LG welcomed to the committee as the Women's Co-ordinator. PLamb has handed over to LG, LG now in receipt of emails and notes on bubbles. Not many women are rowing current, only a few singles and CP as taken out LG's bubble at the weekend.

PSen query why so few women are rowing. Combination of fitness levels and confidence levels not being the same as before the first lockdown; Tier3 absences do affect the bubble combinations; some members are still trying to keep distant as they want to protect themselves for Christmas. In addition to this, there have been a couple of illnesses (non-Covid related).

### Beginners

CP is still still getting odd enquiries although nothing substantial. CP will start to think about dates in January by which point we will have a better idea about when we can start to run programmes again. CP has identified 8 men who wanted to start in autumn before the lockdown started, she would like to trial a Beginners course for this group and see what we can adapt for a bigger course.

### Juniors

Lots of juniors were back on the water at the weekend, they are very happy to be back.



# AVON COUNTY ROWING CLUB

## 5. Boathouse Management Committee

### *Rowing Foundation/grant for adaptive single scull*

AC updated the committee on the UoB who have put in an application with the Rowing Foundation for a grant to purchase an adaptive single scull. AC has been in discussion with the Foundation and said that we are happy in principle, however felt that it would be more appropriate for the boat to be available for the whole rowing community at Saltford. The Rowing Foundation will fund the grant, and once the specific student leaves, the boat to be made available to all 3 clubs. AC view that we would support adaptive rowing, however the University application sounded as though they want to become an adaptive rowing centre. The compromise needs to be that the for the time being, the boat is ring fenced for the University however, when they return, we need to have a conversation about wider use.

### *Network Rail*

The Trustees are sorting out temporary licence with network rail for use of top field for 2-3 weekends overnight work whilst relay rails in tunnel. Derek Walker has been acting on the site's behalf to protect our position. AC thinks we are nearly there, JDw has been leading on this. JDw spoke to Derek today, thinks we are on the point of signing off. We will need to issue a bill (£1500) for use of site, on specified weekends. There is the potential for an overrun, in which case Network Rail will need to pay more. It is clear that Network Rail will need to respect our use of site. They have now agreed that they will reinstate the track when they arrive/when they leave. Agreement to use the field at night 6pm-6am, potentially Jan, Feb and maybe into March as well.

**Action: JDw/JS – Issue bill for Network Rail**

Discussion around ACRC and UoB head races and the impact of the top field – agreed that the UoB Head (6 Feb 21) will probably not go ahead due to delay/staggered return of students in the new year.

## 6. Welfare

Thanks to PSen for sending out message to all members about the Welfare Role being split into 2 – ML & CF.

Discussion around whether we ask members to 'opt in' (members should be made aware that they are opting in to a sport that may have COVID risks although these have been minimised as much as possible), several clubs have adopted an opt in system. PSen view that this is implied by members turning up at the club. All agreed.

British Rowing have updated their Anti-Bullying policy. Although the link is on our club website, should we be making this more explicit by sending out to all members? Agreed that the link would be included, for info, in the RN, this should be sufficient to bring to members' attention.

**Action: ML/PSen to include BR Anti-Bullying policy weblink in RN**

British Rowing guidance indicates that all club members should be signing the Club Code of Conduct annually. We do not do this annually, PSen view that if we sign up to join the club, we are bound by that code and it should not be necessary to repeat annually. Code of conduct for new members who join the club outside of the LTR programme was discussed. Is the Code of Conduct explicit to these new members? PSen to check the membership form and this can be added.

**Action: PSen to check membership form for Code of Conduct statement**



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ML questioned how we identify adults and risk and vulnerable adults. PSen confirmed that we don't ask that specific question, should we? ML to speak to CF. If the membership forms needs to be adapted, ML/CF to provide wording. Queried what we do with this information once we have it?

LG acknowledged that an adult's situation may change during the year. Perhaps wording could be eg "if this changes during the membership of the club, please let us know". This puts the onus on the individual to self-disclose. ML felt that this is something that the welfare officers could deal with, if any disclosures are made.

**Action: ML to liaise with CF re at risk/vulnerable adults**

## 7. Safety Report

PSon circulated the Safety report prior to the meeting.

PSon has resigned as safety adviser; PSen thank PSON for all her contribution and asked the committee to consider anyone that they feel may be suitable to take on the role, please feel free to approach them.

Incidents mentioned on the safety report:

Rob O'Farrell has accepted liability for the incident, so this issue has now been sorted. JS and quad helped rescue D Walker who had broken equipment and had got into difficulty on his SUP. A useful reminder that it is important to always be aware of what is going on behind you when steering a boat.

Hazards of wild swimmers were mentioned when they do not wear high-viz, fortunately some use high-viz balloons so they are easy to spot. The cold water at the moment should dissuade swimmers for the moment.

PSen confirmed that records of Capsize Drill attendance are kept for both adults and juniors.

## 8. Events

### ASH21

JDw has had a meeting with the organising committee. A basic plan has been put in place, risk assessment carried out, has been in touch with CART and marinas. A meeting is scheduled in January 2021, by which point it will be clearer how COVID has progressed, especially after the Christmas break. If possible, it will be an affiliated event although much smaller than previous years, on 27 February. PSen suspects that we will still be in lockdown. Query raised about whether the ASH21 should be an affiliated event. PSON has been speaking to British Rowing, we can still go ahead with that event with reduced numbers, and we are OK to set the entry. British Rowing have said that we could have a local only event up to 6 clubs, we would still have the insurance policy in place that CART insist on, that they would do a cheaper affiliation fee. To be agreed nearer the time. JG suggested that we wait and see what happens with the Wycliffe Head, this is on 6 February as this event will be a good benchmark. It is too early to ask for helpers but need to keep the date free if possible as we may be running the event.



# AVON COUNTY ROWING CLUB

## Regatta

Regatta Committee have not had any discussions yet, usually put thoughts together mid-January. This will be a sensible time to take stock as we will have a better view on how things are looking. JS gut feeling that this will be an event with limited scale, especially when considering the amount of time that members have been rowing these past months. Date for the Regatta – 15 May 2021.

## Women event

Tentative plan to hold a women's event on 16 January. Tier3 has made this tricky and much will depend on tiers/availability in January. Need to keep options open.

## 9. Finance and Subs

### Finance

JS circulated the Financial report prior to the meeting.

Finances continue to hold up, we are still keeping good monthly subs income. In respect of major income/expenditure, the collision with UoB (above, Safety Report) has been resolved as UoB has now admitted liability. Our insurers have had full recompense from the UoB insurers so nobody is out of pocket.

AC took both trailers to be serviced, usually annually but longer due to lockdown.

Work done to the trees on the ACRC land by the boat called George. 8 trees have been taken down as they looked likely to be blown down. JDy passed on a message from a member of Saltford marina who would like to take some of the stacked wood for firewood. All OK for him to use.

**Action: JDy to reply to Saltford Marina member**

JS mentioned an individual who had completed the LTR taster course last year who has, by mistake, sent us their rent payment. Currently waiting for bank details to be confirmed so that we can make a refund.

JS/PSen discussion re £2k allowed for headsets and cox boxes. PSen has spent £1k, JS to remove £2k from finances.

JG queried the line on the report that refers to HSBC for AC events. To make the accounts complete, we don't anticipate the £4k being spent and not recouped. Json not sure that it should be on the monthly report, but in the annual report as it is an asset. Json to get balance from JG for the annual reports.

### Subs

PSon circulated the Membership and Subs report prior to the meeting.

Although PSON has stood down from the Safety adviser role (therefore not on the committee anymore), she will carry on with the membership secretary and will continue to send these reports monthly. JSON happy to present on her behalf.

Number of juniors has gone up over the last year.  
Subs-holiday – 14 members at the moment.



# AVON COUNTY ROWING CLUB

One outstanding issue regarding whether to invoice Bath Spa as at the last meeting, we were heading for lockdown and had decided not to invoice at that point. It was agreed that as Bath Spa have paid the SU, we should invoice. If we decide at a later date that Bath Spa have had poor value for money, we can offer to reimburse or offer to buy some BS specific equipment.

**Action: JS to invoice Bath Spa**

## 10. Joiners and Leavers

PSen circulated the Joiners and Leavers report prior to the meeting.

No joiners adults or juniors, a few leavers. It does list LGray, that was a glitch! There have been a few leavers. There are still the people that PSen keeps asking to fill in the GoCardless mandate.

D Baker should definitely be paying  
L Sclaway is definitely rowing  
S Hull is one of CP's, CP to contact.  
Grace or Isabel - Students? Perhaps they never happened.

**Action: CP to contact S Hull**

PSen queried whether LG has the list of women who have approached us recently. This is tricky for LG at the moment as she doesn't know who some of the people are and we are not seeing many due to restrictions. PSen to provide contact details to LG (from several enquiries from people who can row or scull), LG to make contact.

**Action: PSen to provide contact details to LG; LG to contact new enquiries**

## 11. AOB

### *Alumni*

OM is planning on sending a cheery newsletter, a couple of times a year, updating on what the club has been up to and letting them know the dates of upcoming events. This is work in progress.

### *Singles with floats*

LG queried the MNK singles with floats and whether it would be possible for the club to purchase our own. This has been discussed (and rejected) in previous meetings, however the 'boat purchase plan' will be revisited in early 2021, so this can be discussed then.

**Action: PSen to confirm situation re MNK singles**

### *Contact details for LG*

TG has requested LG email address

**Date of next meeting: 18 January 2021**



# AVON COUNTY ROWING CLUB

## Safety Report for Committee December 2020 V1 to 3 Dec

### Incidents 2020/21

Incidents starting 1 August 2020 and since the previous meeting.

Date	Description	Report no
25.10.20 10:34	<p>In fair weather conditions with moderate stream, at Minerva bend/pump house straight, Darrel Samanjoul and Steve McCarthy ( bow ) in Andy Mason hit MIN061, a single scull. The AVN crew was on the correct side of the river. The MIN sculler apologised and said he was avoiding fishermen. This was witnessed by another Min sculler in boat 065 to confirm that AVN were well to the right. Darrel's right hand was cut. Bow's stroke side rigger and backstay were bent, pin pulled, sporn ( ? ) water broken at peak and 1 chip on port side.</p> <p>Note On 9 Nov, Robert O'Farrell, having wrestled with the safety reporting system, said that he accepted Darrel's version of the accident</p>	16296 Reported by MIN at 16263 with no detail
3.12.20 10:30	<p>Quad ( Sondheimer x 2, Walker, Hearne in Victor ) coming downstream on correct side stopped 500m above bottom bridge as bow had seen "something in the river". It was Derek Walker in high vis, prone on his paddleboard, doggy paddling. The head had come off his paddle and he had fallen in. Quad towed him home. All four sculling washed him down with cold water every stroke but the compromise, all at half slide, kept him drier and still got him home faster ( on a chilly day ) than his doggy paddling would have done. He put on dry kit at the boathouse and later reported that he was OK.</p>	16408

### Other issues

- Safety Audit 2020 submitted 16<sup>th</sup> Nov and accepted on same day and then again! BSU have copies of our amended Safety Plan and Policy. Thanks to all who commented on the Safety Plan, which was uploaded. Cosmetic issues still to be sorted. Issues to address:
  - Do we provide training on risk assessment and safe practice? - Said yes because of attendance at coaching courses. Also asserted that we had trained steerspeople; should we replace Debbie's coxing courses?
  - Need to review and communicate the Emergency Plan. I uploaded the 2019 one
  - We do record First Aiders but we should encourage them to refresh their knowledge ( I could say "yes" because it was all one question )
  - We do not have written procedures for use of safety aids ( but teach as part of capsized drill and induction ).
  - Penny records capsized drill attendance by juniors; we should add the adults' data into the spreadsheet.



# AVON COUNTY ROWING CLUB

- Our launches need a plate specifying the max no of adults
- Covid19
  - We were planning to run a limited Covid19 Secure Avon Autumn on 21<sup>st</sup> November ( AAH agreed date ) until BR rejected our application and the PM announced another lockdown from 5 Nov. Our proposal for the AAH bears an uncanny resemblance to the format being proposed on 4 Dec by BR!
  - Initial guidance ( V8.1) from BR that people in Tier 3 could not travel to Tier 2 for rowing, was superseded by V 8.2 which said they could. The guidance now says that travel from a Tier 3 residence to a Tier 2 should be minimised but is permitted if necessary to allow individual household exercise. The interpretation of this is that it is only permitted at the discretion of the club ( based on their risk assessment ) and where only a short travel distance is required. Extra care should be taken to avoid any mixing with other households whilst taking this exercise. Rowing Notices have been issued.
  - Plans for Covid19 Secure Avon Spring ( 27 Feb ) under discussion. Tier 2 allows COVID-Secure private matches and affiliated competitions subject to specific limitations and subject to travel restrictions. This affects particularly competitors from Tier who can only ( v 8.2 ) travel within their own Tier 3 area for rowing competition.
- RowSafe
  - There is a new version which needs to be studied. The link to this RowSafe and the Google Drive guide are in the Nov 2020 Regional Chairs' Report.
- HRSA Monthly Report November 2020
  - Nasty incident in the dark – our guidelines OK in this respect
  - Reference to head on collisions involving overtaking – probably a ref to 16296 above
  - Rowing when no-one else is around– we have pointed out to people that they must be extra careful and we have If in Doubt, Don't Go Out – should repeat the message on RN.



# AVON COUNTY ROWING CLUB

- Resigning
  - I have decided to resign as Safety Adviser. As far as I know, all Safety Docs are in a good state and ready for handover.

Philippa  
6 December 2020



# AVON COUNTY ROWING CLUB

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

Date	Description	Reported online by club
8.8.20 11:00 Fine weather	<p>Penny Senior reports: Sue Hamilton and another lady appeared and got two of the MNK stable singles out. I heard a shout and turned to see Sue in the water between the raft and her boat. I ran over and pulled the nearside oar in so pulling her in too. She said she had broken her wrist (and a few more mild expletives). Steve McCarthy lifted her out so she was sat on the pontoon. Her wrist looked broken (she has done it before and heard the crack). Steve and I put her arm in a sling and she rang her nephew and asked him to collect her and take her to A&amp;E. We helped her up by which time the other lady had got out of her boat and came and looked after her.</p> <p>MIN reported the bare bones of this but I added the above to record the help given by Avon County.</p>	15657
15.8.20	Oscar Durant and Charlotte Barr fell out of Ogle. Another double was catching them up on the straight – rather than warn them they decided to try to stay ahead of them. This went wrong. Inexperience.	15703
16.8.20	Ollie Hall-Haines fell out of Hedwig (near the boathouse). He didn't know why. Inexperience.	15704
12.9.20	At the pontoon. Marian Lovell coxing reported that Ana Sevilla-Merino stood up getting out of the boat, turned to look at the rigger and fell in.	16097
20.9.20	At 11:00 am. Opposite the pontoons at the far side. Albert in Hedwig, capsized due to wind gust blowing him into the reeds where he got stuck. All fine	16093
23.9.20 18:40	Rory Worsman in Sean BT capsized. Caught handle on coat and could not clear water as boat rigged low.	16094
28.9.20	<p>Report by Darrel Samanjoul - I was one of two Avon County Rowing Club 1x scullers proceeding down stream following a paddle boarder from Avon Canoe Club, I was in my private 1x (Phantom AVN032). Bristol University Club were undertaking an organised club session (several large boats and a mixture of small boats, including 2 launches) all were rowing upstream. Directly before the collision I had to move over as a Bristol University 4x/- and 8+ were both simultaneously overtaking a 1x. I warned all boats that a number of 1x were making there way down stream.</p> <p>On resuming sculling I was immediately involved in the collision. The University 2- were completely on the incorrect side of river, they collided with my starboard side snapping my starboard back stay which punctured the saxbaord wedging itself into the seat mechanism locking the seat fast. the breakwater and saxboard have delaminated and puncture marks.</p> <p>No injuries were sustained, both crews communicated politely and professionally. The University 2- bow offered his apologies for the collision. I instructed the UBR crew to inform their Director of Rowing (who was on a launch). Both crew returned to the Saltford Rowing Centre. I gained the crew names (Robbie Prosser (bow) and Ben Samarji (stroke)). The 2- was not displaying a boat ID number or a given name, it was a Hudson 2-.</p> <p>Bristol University Director of rowing and I spoke post the incident to confirm there was no injuries, I stated that I will contact him directly to arrange for the repair of my boat through. Again, the conversation was civil.</p> <p>Wider information: I had to warn another UBR crew to stay over as other</p>	16034 UBR reported this accident at 16035 and Bob Friend at 16045 – reports circulated to committee 30.9.20



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	<p>boats were on the river and another AVN sculler called several times to warn UBR boats of their incorrect position in the stream. The UBR coach launch (cat) had two people on it sitting side by side without face-covering or PPE present or life jackets/ buoyancy aids. The other UBR launch had only one person, she was wearing a life vest.</p>	
1.10.20 10:15	<p>Julian Sondheimer steering Victor ( Walker/Perry/Hearne ) reports...Proceeding downstream on the bends a little downstream of pumping house straight, we became aware of a Bristol Uni eight coming upstream, as part of their pre-term training camp. We realised this might be the first of several crews, so we tucked as close as we could to the bank. Shortly after, coming round a bend, we clipped blade ends with a Bristol Uni coxless 4 going upstream and taking the bend somewhat wide</p>	16095
3.10.20	<p>Aj Carter fell out (while turning) of Fang opposite moored boats upstream of club. He climbed on top and was ably towed to safety by Ben Hawkins and Sam Body who were in a double.</p>	16333
11.10.20	<p>At the pontoons, Penny Senior coxed by Marian Lovell came into land sharply and bent the bow rigger</p>	16295
29.10.20	<p>Lauren Evans-Hayes fell out of Glacier just upstream of coaches corner. She wasn't sure why. She almost got back in unaided but fell back in and decided to tow the boat home instead.</p>	16334
31.10.20	<p>Ethan Buros Corripio fell out of Pigwidgeon near the 750m marker (much to the amusement of his father). He got back in and continued on his way. He had not done up his gate properly.</p>	16335



# AVON COUNTY ROWING CLUB

## Membership and Subs Report December 2020

### Membership numbers

	Label	April Best case	Nov	Notes
Full	F	92	91	
Full ( holiday )	FH	28	14	
Full paying junior rate during lockdown	FJ	2	3	
Coach	C	3	3	
Student	S	3	2	
Student ( holiday )	SH	2	3	
Vac student ( don't pay till they appear )	VAC	17 (3 )	18(3)	() = Payers only
Junior	J	31	51	
Junior ( holiday )	JH	4	1	
Taster only ( no subs due )	T	23	23	Not clear when LTR will restart
LTR Taster + course	LTR	0	0	
Junior - family membership 1 parent	Jfam	2	3	
Jfam ( holiday )	JfamH	2	0	
Junior - family membership 2 parents	Jfam2	2	2	
Jfam2 ( holiday )	Jfam2H	0	0	
Bath Spa	B	28	39	To invoice
Non Bath Spa Leavers this FY	L	2	25	
Total exc all Vac and LTR		199	212	

### Membership points to note

A few adults on subs holidays have restored their payments but some have gone back on holiday and some have left.

There has been healthy recruitment of juniors since April; junior membership is holding up well.

We now have names from Bath Spa but many have not still not filled in the Google form.

### Money

The pre-lockdown monthly income was nearly £4000 in October 2019. It is now back up to nearly £3000, thanks to the return of some adults and the successful recruitment of juniors.

Bath Spa have not yet been invoiced but their total contribution ( Oct to Mar ) would be £2800. The students have paid their SU; **the committee needs to decide whether to invoice Bath Spa.**

The lockdown budget presented in March 2020 showed monthly outgoings to be about £1500 so the depleted income is still covering our outgoings and it is very good to see the students back in action.

Philippa Sondheimer  
6 December 2020



# AVON COUNTY ROWING CLUB

AVON COUNTY ROWING CLUB					
Financial Report for Committee Meeting on					
7 December 2020					
1. BANK BALANCE			This report (07/12/20)	Previous report (02/11/20)	Change
	Interest rate				
Current account - General			61,176	58,291	2,885
CAF Cash account			6,354	7,190	(836)
CAF Gold account	0.01%		78	78	0
Virgin Money account	0.15%		18,085	18,064	21
<b>Total in bank</b>			<b>85,692</b>	<b>83,622</b>	<b>2,071</b>
<small>General excludes subs standing order receipts since 09/11/20</small>					
<small>There is also an HSBC account for ACRC events</small>					
Debtors: Entries & gym/landtraining			(482)	(455)	(28)
Debtors: Kit			325	262	63
<b>Total entries &amp; kit debtors</b>			<b>(157)</b>	<b>(193)</b>	<b>36</b>
2. MAJOR INCOME & EXPENDITURE ITEMS SINCE LAST REPORT					
<small>(excluding normal routine items)</small>					
				Amount	
repair of D Samanjoul 1x (recompense from liable party)				1,020	Income
trailer x 2 service				725	
tree works ACRC land				375	
payment made to ACRC in error (being returned)				606	Income
3. IMPENDING MAJOR EXPENDITURE/INCOME					
				Amount	
cox boxes, headsets				2,000	est
4. FINANCIAL ISSUES					