



# AVON COUNTY ROWING CLUB

## MINUTES

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

**Monday 18 January 2021, 7.30pm**

Present: David Atkin (DA), 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), Penny Senior (PSen), Julian Sondheimer (JS)

Apologies: Carol Friend (CF); Clair Ponting (CP)

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

JG welcomed as the new safety adviser. PSen queried whether this now means there is a vacancy on the Committee for a general member now that JG has taken over PSen Safety duties.

**Action: PSen to confirm**

2. **Update on Action list** –

Actions from 7 December 2020:

3. *Rowing during COVID: PSen to review guidance/WAGS/interpretation* – this is on hold until we know more detail about coming out of lockdown. Ongoing

5. *Boat House Management committee: Issue bill for Network Rail for use of top field* - £1500 is due in this month, no need to issue bill. Network Rail have been informed that there is no issue re dates. PSen will meet them on site when they arrive to organise key handover.

6. *Welfare: PSen to check membership form for Code of Conduct statement* – this has been added to the bottom of the form, all new members will be signing up to the code of conduct when joining the club.

6. *Welfare: ML to liaise with CF re at risk/vulnerable adults* – Currently ongoing as the guidance from BR appears to be specifically related to adults with learning difficulties. Ongoing

9. *Finances & Subs: JDy to reply to Saltford Marina member re wood* – Done

9. *Finances & Subs: JS to invoice Bath Spa* – JS invoiced Bath Spa after last meeting, this has prompted a query whether Bath Spa members should be paying the full amount given limited rowing opportunities from Oct 2020 – May 2021. It was felt that we need to reply back, although we should wait until after lockdown to make a decision how to proceed. Ongoing

10. *Joiners & Leavers: CP to contact S Hull* – tbc

10. *Joiners & Leavers: PSen to provide contact list to LG, LG to contact new enquiries* – PSen has provided contact details to LG

11. *AoB: Update re Monkton singles with floats* – PSen confirmed that these will be returned to site in the summer.



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## 3. Rowing during COVID

There was a lot of activity over the Christmas period with the juniors using the pond as the river was unrowable. Since then, we have entered the next lockdown so there has been no further rowing activity.

## 4. Reports

Reports from the Captain, and squad co-ordinators have not been prepared due to lockdown, therefore nothing to report.

Other non-related rowing activity: The hedges have been planted and JG has logged this with Plant Britain Countryfile. Thank you to JG for completing what turned out to be a rather lonely activity due to current restrictions.

## 5. Boathouse Management Committee

### *Decking of the bottom pontoon*

A quote has been received for re-decking the bottom pontoon (£700). Due to this amount exceeding the spending limits, the quote has been circulated to Monkton and UoB. We are currently awaiting a response from the other parties, despite JDy chasing. We are keen to proceed as there is an approx. 6-week delay from order.

**Action: JDy to chase**

## 6. Welfare

Waiting for response from BR regarding the at risk/vulnerable adults query from last month.

## 7. Safety Report

JG provided the Safety Report (attached).

In addition to the club report, JG has provided detail from British Rowing's HRSA monthly report, highlighting a couple of incidents that have happened around the country (and are not related to ACRC). JG has flagged these as they may result in actions for all clubs in the future.

Other notable issues country-wide relate to high water flow rates and flooding. JG is confident that within our club this is covered, especially via PSen and the regular rowing notices.

JG also provided a 1-page Safety Advice for New Rowers document that will be useful for all new LTR members. Suggested that TG/LG use this document as a resource for new members to the Men/Women's squads.

PSen suggested this document is amended to remove 'New' from the heading – this is sensible advice for all rowers, not just new members. JG to amend document and place a copy on the Safety Board as well as somewhere near the sign out sheet. JG will also check that the 'If in Doubt' notice is clearly visible in the boat house.



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**Actions: JG to make minor amendment to Safety Advice Document. To place copies on the Safety Board as well as in boathouse. JG to check the 'If in Doubt' notice is still in place in the boathouse.**

## 8. Events

### ASH21

Avon Spring Head 21 (21 February 2021) has been cancelled due to Covid and lockdown no.3. There has been no skills training, no rowing opportunities and we do not know when lockdown will end, so an early decision was taken to prevent wasting more time on organising this event.

JDw confirmed that UoB has cancelled their event on 6 February 2021 for the same reason. Wiltshire Sculling Club are planning on holding a small junior event on 27 February, although JDw doesn't believe this will happen.

### Bluefriars Head

JDw gave an update about Bluefriars small boats event that takes place in October. Julian Bewick (Bluefriars) has moved on, replaced by Toby Saunders. T Saunders has confirmed the decision that they do not have the resources to manage and run the Bluefriars event anymore. JDw has enquired about the possibility of Avon taking over the date and run the event. Bluefriars are happy for us to take over the event, they have not relinquished the event so the date is still available.

The committee felt that the small boats head fits very nicely with the Avon big boats Autumn Head and it would be one of the 1<sup>st</sup> head races since Covid. Bluefriars are happy for us to share the profit (details to be determined) and rename the event Avon/Bluefriars Head. Bluefriars have the necessary equipment (radios and watches) for us to borrow for the event they will try to provide helpers. It was acknowledged that for most years we have provided most of the helpers for this event. It would be useful to have an idea of number of ACRC helpers for past events so that we are better able to determine the impact. PSen and AC very supportive of ACRC taking over this event.

JDw to feedback to Toby Saunders to confirm that we would like to take this forward. AC suggested that contact should be made with Julius Caesar regarding helpers; he will be able to organise Bluefriars helpers in liaison with ACRC.

OM does not think that catering for 2 events so close together will be difficult. PSen view that it will be simpler if we are fully in charge of both events.

**Actions: JDw to contact Toby Saunders to progress Avon/Bluefriars Head  
JS to provide numbers of ACRC helpers from past events  
AC to contact J Caesar to engage help/support**

### Regatta

It is too difficult at the moment to predict how things will be in May 2021. JS is hopeful that we will be on the water in some limited form by then, but for all the obvious Covid-related reasons, it is very unlikely that we will be able to run a major event. Options include running a private match with local clubs, a time trial, or head race.

The current Regatta Committee is unlikely to be able to devote much time to organising the event due to availability and individuals tied up with the Covid response. Existing resources are limited, JS view is that we need to form a committee from individuals who are willing and able to help until we are able to return to running



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our normal series of events. Both the Avon Autumn Head and the Spring Head were cancelled after a lot of time and effort had been invested, JS feels that individuals from both committees may want to be get involved in a committee for an event that will be more likely to run. JS has suggested that we form a new committee for any events that are possible to run after we emerge from the current lockdown. PSen agreed that this is a sensible approach, JDw confirmed he is happy to help.

Following the annual AGM, PSen normally publishes a list of the committee members and forthcoming events, although this was not published this year. It was felt that it would be useful to have a list of all planned events, with notes that these events may not happen. JS to provide a list for PSen to circulate to members.

**Action: JDw to provide full list of future planned events for PSen  
JS to provide PSen with the committee list for the Regatta**

## 9. Finance and Subs

Reports submitted by JS, attached below.

In summary, cash has increased by £3k since the previous report, mainly from no club activity. PSen noted in the membership report that subs are still more than covering the monthly outgoings although we have had quite a number of members signing up for the subs holiday in the last few week under the present lockdown situation. Hopefully, these members will return when we are back on the water.

Noted previously that PSen has been buying kit (cox box and headsets). JS has returned the rent money that was paid in error to ACRC.

The forecast for how the accounts will look at the end of the year will be relevant to the boat purchasing plan.

## 10. Joiners and Leavers

No new members, leavers have been recorded in the report provided by PSen. JS to thank PSen.

## 11. AOB

*Boat purchasing plan:*

The 'boat wish list' was drawn up 5-6 years ago, the starting point was 'what did the club of our demographic want?'. The boat list shows what boats we currently have, and we try to match this up with what we want. This is reviewed each year, the aim to prioritise which boats are important to buy next and this feeds into the overall strategy. From this strategy, the boat purchasing plan is derived. When we originally started this, there were a lot of gaps, now there is nearly representation in each category, even if this is not quite what we want. We have done well, and it is mainly the events that we run (that generate a healthy profile) that fund our boat purchases.

A long and detailed discussion followed regarding the 'boat wishlist':



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## 80's

A men's 80 is the one boat missing from this category, PSen view that this is high priority, TG medium. Because of lockdown it is not clear when we will get up to the level of usage from last year, we have lost 1-2 from the men's squad recently. TG felt that longer term, having a competitive boat in this category will provide focus and may attract individuals who are serious about competition. This last year, have had to refocus squad into smaller boats, there is an enthusiasm for smaller boats which may interrupt a desire to return to bigger boats. It was acknowledged that LTR graduates have been a steady source of members into the men squad. Most LTR men have been enthusiastic, younger, and technically promising, plus CP has earmarked a cohort of new LTRers for the next course. TG feels numbers will come back up again in future and would like to be ready to accommodate the needs of the squad.

View is that the men wish to compete and if there is the opportunity to send 2 80's, this will take the pressure off the women's boat. Previous issue with shoes has been resolved. Weight of boat was discussed, JDw/JG think 90kg would be fine.

JG supports this as a high priority, it is useful for training as well as a racing tool. 'Philippa Sondheimer' 80 is relatively new, the other 2 boats older. The lead time for a new 80 was discussed, at the moment PSen thinks that it may be 1 month whilst usually 2+ months, however not sure what it will be post-Covid and whether other clubs are delaying ordering at the moment.

'Robin Leach' although over 20 years old is very useful for beginners, it is a pretty reasonable 80.

## 4+'s

Felt that 5x 4+ appropriate for our club.

Discussion around replacing 'George James' with a mid-weight 75kg boat could be an appropriate replacement for the women as some of the women's crews are a bit heavy for 'John Hodge' or 'Albie'. 'George James' is very very old; TG would like it replaced with a bigger boat as 'Julian Sondheimer' is specialised and the new LTRers don't get on very well with it. TG felt a slightly bigger boat would be helpful. An alternative suggestion would be for the women to have an extra boat (another 65kg, similar to 'John Hodge') so that the club has 3 coxed 4s for both men and women. LG happy with that suggestion.

It was acknowledged that older boats get to their end of their life and just need replacing, PSen reminded committee of the capacity issue – we have not yet run out of space as we have some racking in the West Wing.

As a priority, 4+ for the men is not a higher priority than the 80 men; for the women, this is a medium priority as LG does not know where the women's squad will be following Covid. PSen reminded the committee that based on the membership numbers (Sports Development Plan), the numbers are rising and have done so for the past few years.

Training 4s – 2x perfect for our needs, no change.

## 4x+'s

3x quads for juniors is fine, may need to think about refurbishment at some point.



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## 4-'s & 4x-'s

'Vengeance' is heavy and not much good for racing, JDw view that it should be pensioned of.

A 2<sup>nd</sup> coxless boat, that can be rigged as a quad or 4 is a priority for the men, the men's squad has found it difficult to use '*Antony Constantinidi*' because of how it is rigged plus '*Victor*' is in high demand. PSen very keen to upgrade a junior boy's coxless quad.

Suggestion to get rid of '*Vengeance*', upgrade '*Victor*' and purchase a new quad for the men. TG to liaise with men's squad to discuss exactly what they think they will be needing; he is reluctant to give up the 80 for the men.

LG thinks that the women are catered for with the 4x and 4+ ('*Chris Hopper*' and '*Andrew Barton*'). '*Chris Hopper*' has had the steering rectified and is workable, however LG to think about a possible upgrade of this boat.

## 2-'s

'*Keith Trivett*' is a good training boat, although there is not much appetite for pairs except for the older, more experienced members. Acquiring a new boat was considered low priority.

## 2x's

'*Get Smart*' is now in the West Wing, it has been used but has been almost pensioned off. If the men can use '*Debbie Blackmore*', this will relieve the issue with the men's double.

The junior's double '*Dick*' is rotting and PSen would like to get rid of this boat. The women's squad are well catered for with '*Chris Blunt*' and '*Clair Ponting*'.

The existing 2 training doubles and the virus double meet our needs.

## 1x's

'*Jess*' men's 80kg single is near end of its useful life. The men are using club singles a lot so a replacement would be good. Discussion about the weight for the replacement boat, JDw view that 85kg is the preferred weight.

JDy view that the women's squad set up well with the singles currently available. '*Snow White*', although old and near the end of life, is easy to sit and is a good training boat.

The club has 6 viruses and 2 restricted singles.

## Other purchases:

Blades – no views about blade shortages

Tank – Discussion around the options for a rowing tank, or something that has the functionality of a tank that can be used on the pond. PSen to investigate further with Bergashell (supplier) and Broxbourne RC. PSen view that the Swingulator is far better than a tank, although it was felt that having something between a swingulator and tank would be a useful 'string to our bow'. The downside to the tank is the cost. There are 3 WAGS clubs that have a tank, these are all undercover – they require a lot of space. PSen view that if we have a tank that is uncovered, this will be vandalised.

Ergs – technically these are owned and managed by the site and not our club because they are used by all 3 clubs on site. It is recognised that some of the ergs in



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the gym are old, however the maintenance and purchase of any new erg equipment is done through the BMC.

The use of technology for training sessions was discussed. PSen confirmed that the club purchased a tablet for this purpose.

Launches – we have 2 launches currently. Ideally we should be sharing Monkton equipment before considering buying another launch.

**Action: PSen to investigate rowing tanks  
PSen to review the boat purchase plan**

AOB – nothing from anyone else on the committee

**Date of next meeting: 22 February 2021**



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### Safety Report for Committee Meeting 18<sup>th</sup> January 2021

#### Incidents 2020/21

Incidents reported since the last meeting.

Date	Description	Report no
24.12.20	Sam Eve – doing skills on the pond - hadn't done his gate up	16480
27.12.20	Albert Marshall – doing skills on the pond - seated helicopter went wrong	16481
27.12.20	Oscar Durant – doing skills on the pond - seated helicopter went wrong	16482
27.12.20	Finlay Cole – doing skills on the pond - seated helicopter went wrong	16483
29.12.20	Zoe Trezies – doing skills on the pond - seated rigger dips went wrong	16484

No follow up actions required.

#### HRSA Monthly Report – December 2020

(This is a monthly report we receive on notable safety incidents and updates from across all BR clubs. The incidents reported in this section are not from ACRC, but may provide useful information and learnings for us)

- There were four reported incidents that involved high water flow rates, two of which also involved weirs.
- Emergency services were called to a capsized JM2x following a collision with a tree branch. Both boys spent 40 minutes in the water (although the report also says they were on top of their upturned boat). They were taken to hospital but released soon after and are both fine. There was no coach present as he/she was rescuing a capsized 1x. The parents have asked for an HSE & MAIB investigation. More information will follow.
- Stephen has been asked for a one page note which clubs could use to highlight safety matters for new rowers. I've attached this below. It may be useful for our LTR beginners.
- The following safety training has been recommended for all club members
  - Capsize and Recovery for Rowers
  - Cold Water and Hypothermia
  - They should also be invited, but not required, to complete Safety Basics.

#### RowSafe 2020

The main additions to RowSafe updated in November 2020 are:

- 1.1 everyone involved in an incident is encouraged to actively review their own part in the incident to determine how it might be avoided in future.
- 9.10 new section on rowing in floods. The risk assessment considers:
  - The water in flooded rivers tends to move quickly.
  - The water in flooded rivers tends to be turbulent.



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- Stationary objects, such as buoys, in fast moving water are hazardous.
- The water over flooded land may hide solid objects (e.g. fence posts) slightly below the surface.
- Flood water is often contaminated with sewage, farm animal waste and other materials, and may contain other debris.

We need to ensure that members consider these risks when choosing whether to row or not in flood conditions and to consider whether they are adhering to club rules. There is a particular risk when the riving is rising & the gate weir at Twerton is adjusted. RN gives the club rules and the EA website for river level information, but it isn't always followed.

- 9.11 new section on indoor rowing.

### Club Safety Audit

Nothing new to report

### Covid 19

With the latest lockdown, the club is now closed until further notice. Ed (UoB Head Coach) is on site regularly carrying out boat maintenance and will keep an eye on the site.



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### Safety advice for new rowers

**These are the 5 key things that new rowers should keep in mind.**

1. If you do not know what to do then do not guess; ask someone who does.
2. If you have any medical or fitness concerns then talk to your coach or safety adviser.
3. If you cannot swim then wear a lifejacket when afloat and know how to use it.
4. Do not do anything that would put yourself or anyone else at risk.
5. Be prepared for the activity that you are about to do, eat, drink (hydrate), and dress appropriately.

**As a new rower, you are expected to:**

- Attend the club's Induction Programme and follow the advice and guidance in the Club Induction Pack (see [RowSafe](#) section 2.2).
- Be aware of and comply with the club's safety rules.
- Provide the club with relevant information such as your swimming ability.
- Inform the club of any reason that you may be at risk due to current or previous illness or injury; explain how the club can help you.
- Operate within your competence level by recognising your growing level of knowledge and understanding.
- Ask a coach or Club Official about any aspects of safety you are concerned or unsure about.
- Take responsibility for your own safety and the safety of others.
- Be aware of key club and sport policies and rules and where to find them.
- Report all incidents both within the club and to British Rowing.

**Understand that everyone is expected to:**

- Take responsibility for their own safety both on and off the water.
- Ensure that their actions both on and off the water do not put others at risk.
- Examine their own actions if they are involved in an incident and identify opportunities for improvement.
- Ensure that they have prepared for the activity that they are about to undertake, including having eaten appropriately and have sufficient drinking water.
- Ensure that they are dressed appropriately for the conditions and that their hair, if long, is restrained such that it does not interfere with their rowing.
- Be aware of, and abide by, the Club Safety Rules.
- Follow the guidance in the Club Safety Plans.
- Report all incidents both within the club and to British Rowing.



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## Membership and Subs Report January 2021

### Membership numbers

	Label	April Best case	Nov 2020	Jan 2021	Notes
Full	F	92	91	78	
Full ( holiday )	FH	28	14	25	
Full paying junior rate during lockdown	FJ	2	3	3	
Coach	C	3	3	3	
Student	S	3	2	2	
Student ( holiday )	SH	2	3	3	
Vac student ( don't pay till they appear )	VAC	17 (3 )	18(3)	17	() = Payers only
Junior	J	31	51	44	
Junior ( holiday )	JH	4	1	7	
Taster only ( no subs due )	T	23	23	23	Not clear when LTR will restart
LTR Taster + course	LTR	0	0	0	
Junior - family membership 1 parent	Jfam	2	3	1	
Jfam ( holiday )	JfamH	2	0	2	
Junior - family membership 2 parents	Jfam2	2	2	2	
Jfam2 ( holiday )	Jfam2H	0	0	0	
Bath Spa	B	28	39	39	To invoice
Non Bath Spa Leavers this FY	L	2	25	29	
Total exc all Vac and LTR		199	212	209	

### Membership points to note

It was becoming clear that people were getting fed up with not being able to row and, following some unclear messages and actions concerning subs holidays, I asked Penny to put a note in RN. This, I am afraid, seems to have encouraged lots of people ( about 12 ) to take a subs holiday. Most let me know their intentions; some still seem unable to do so.

I think that most of the latest rowers taking subs holidays are enthusiasts and will return but the headline membership numbers do look a bit dismal at the moment.

### Money

The pre-lockdown monthly income was nearly £4000 in October 2019. It is now down to £2700 but still covering estimated monthly outgoings of about £1500.

Bath Spa have not yet been invoiced but their total contribution ( Oct to Mar ) would be £2800. The students have paid their SU ( they each pay £144 in September so the SU is not losing money on this venture! ); **the committee needs to decide whether and how much to invoice Bath Spa.**

Philippa Sondheimer 15 January 2021



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Financial Report for Committee Meeting on					
18 January 2021					
1. BANK BALANCE	Interest rate	This report (18/01/21)	Previous report (07/12/20)	Change	
Current account - General		65,554	61,176	4,378	
CAF Cash account		4,798	6,354	(1,557)	
CAF Gold account	0.01%	78	78	0	
Virgin Money account	0.15%	18,085	18,085	0	
<b>Total in bank</b>		<b>88,514</b>	<b>85,692</b>	<b>2,822</b>	
General excludes subs standing order receipts since 09/01/21					
There is also an HSBC account for ACRC events					
Debtors: Entries & gym/landtraining		(531)	(482)	(49)	
Debtors: Kit		797	325	472	
<b>Total entries &amp; kit debtors</b>		<b>266</b>	<b>(157)</b>	<b>423</b>	
2. MAJOR INCOME & EXPENDITURE ITEMS SINCE LAST REPORT					
(excluding normal routine items)				Amount	
return of payment made to ACRC in error			606		
1 cox box, 4 headsets			1,000		
3. IMPENDING MAJOR EXPENDITURE/INCOME					
				Amount	
4. FINANCIAL ISSUES					



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ACTION	STATUS
1. PSen to determine whether there is now a vacancy on the committee for a general member now that JG has taken over the Safety role.	
2.3 Rowing during COVID: PSen to review guidance/WAGS/interpretation	
2.6 Welfare: ML to liaise with CF re at risk/vulnerable adults	
2.9 Finances & Subs: JS to invoice Bath Spa	
2.10 Joiners & Leavers: CP to contact S Hull	
5. Boathouse Management Committee – Decking/bottom pontoon: JDy to chase response from UoB/Monkton re costs	
7. Safety – JG to make minor amendment to Safety Advice document & place on safety board/boathouse. To double check 'If in doubt' notice is in boathouse.	
8. Events – Bluefriars Head – JDw to contact T Saunders to progress Avon/Bluefriars Head	
8. Events – Bluefriars Head – JS to provide numbers of ACRC helpers from past events	
8. Events – Bluefriars Head – AC to contact J Caesar to engage help/support	
8. Events – Regatta - JDw to provide full list of future planned events for PSen to circulate	
8. Events – Regatta - JS to provide PSen with the committee list for the Regatta	
11. AOB – Boat purchasing plan – PSen to investigate rowing tanks	
11. AOB – Boat purchasing plan – PSen to review BPP	