



COPELAND CANOE CLUB

Western Lake District

Minutes...

Meeting - Waverley Hotel, Whitehaven. 02/05/2018 Meeting started shortly after 1900.

Welcome and apologies.

Present: Joe Stalker, Simon Kay, Estelle Kay, Andy Bennion, Mark Jones, Tony Foster, Rob Stalker, David Topliss, Al Yates. Apologies: Jon Cheesewright, Paul Tyson, Josh Kay.

Agree agenda and items to discuss during AOB:-

Agenda agreed, items for AOB:- Review previous minutes and actions:- Previous minutes approved as a true record; unanimous.

Actions mentioned as they occur, list at end as well.

Chairman opening comments - Mark Jones: Club Award: Hannah White has been presented with this for 2017-18.

Coaching: need an increase in L1 / 2 coaches in the next 12 months. Discussion needed with possible volunteers...Action... Mark Jones.

Paddlepower resources: check by Mark Jones and Alastair Yates for September. More cards needed : action Mark Jones. Kayak games book - where is it?

Community: links with Harbour Project ongoing. New Harbour development: Tony Foster has seen some plans for this - things ongoing.

Discussions on lots of topics;

Health and Safety update - Risk assessments, review accident book, near misses etc.

Accident book - Mark / Al:- Need to check incident books and update lists on computer -

Alastair Yates. Joe Stalker - Important to speak to fellow coaches and paddlers after any possible incident, note any possible problem and get this in the accident book asap...

[Useful to declare all ok after a trip - Alastair Yates?] *No incidents known of since last time.*

Updating RAs - Alastair Yates to send out copies of current ones, check in September - Sea Mark Jones / Joe Stalker ; lakes Andy Bennion / Alastair Yates ; pool Alastair Yates / ?

Incident reporting system in place from British Canoeing - online. *We need to keep copies of anything reported.*

Age of children in pool - Our documentation says normally 10 up: U10 need parent in pool, 8 is normal lower age limit. - Add: use swim test if not sure. Alastair Yates to check documentation. Coordinate with Mark Jones.

Communication - Andy Bennion mentioned use of Google Calendar. Alastair Yates to investigate.

Cumbria Regional Development Team: No report.

Treasurer and Secretary update - Treasurer Tony:- Presented accounts for half year: Deficit since last Sept £1.5k: can't carry on! Mark Jones has acquired a grant for £1k, will help? Attendance and costs: Pool cost £150 pw: (£75 ph) at £4 per person needs 38 in pool each week to cover cost. Actual income: £95 per week, ie roughly 24 per week in the

pool. - Session 1 more or less full but S2 and S3 are often much less so.

Options put forward: (*a, b, c: keep the pool times as they are at present*)

- a) leave as is
- b) Look to recruit more in pool especially S2, 3
- c) increase price to £5 per session - needs 30 in pool per week to break even.
- d) move to 2 x 45 min session and reduce time of hire, costs as they are.

Meeting decided after discussion to go for option **c** from September 11 and also stop pool sessions at the end of May to reduce costs.

Recruitment ideas: Joe Stalker; recruitment drive for Sept; letter to ex-members?

Taster sessions - Go Canoeing session at the May Bank Holiday. Alastair Yates to sort.

Photos to Mark Jones from Alastair Yates.

Notice board to be restructured - Alastair Yates.

Sessions 2 and 3 in pool; for Sept need more structure and coordination.

Thanks to the team collecting on a Tuesday. More volunteers needed!

Secretary AI:- Business as usual, Permit for Ennerdale has arrived.

Meeting thanked Tony and AI for their hard work.

Seaquest - too soon for much feedback, Alastair Yates showed a simple check for the safety crew on water to allow all back safe visible: need to sort a date for 2019 soon!

Scarness - Pool letter, Andy Bennion to sort. Usual arrangements. Equipment needed to be sorted later.

Club Development: L1 / L2 Coaches, if you would like courses etc - speak to Simon Kay who can book. Who ready to progress? Need for new L1s and anyone ready to progress to L2? Names to Mark Jones. Club will support anyone who is willing to give back to the club in some way.

Club development plan runs out 2019, new one needed with ideas... to Mark Jones .

Coach update - *are we all current?* Coaches to check and contact Mark Jones asap! First Aid - same! Mark Jones will coordinate with Simon Kay re updates /training needs. Joe Stalker doing Advanced WW training (whatever it's called these days) in Oct.

Pool: David Topliss - kit in pool needs checking: Some is in a poor state.

Trips / Hols - Summer list asap. To put out widely. Go Canoeing day on 29 May.

Equipment update: David Topliss: more tops for outside trips, esp small sizes for juniors.

Rob Stalker - need for a maintenance day. Date needed! coordinate with Mark Hillon. David Topliss - suggestions for boats to purchase.

Mark Jones - grants for equipment / training? Mark Jones to investigate.

AOB -

GDPR - Alastair Yates mentioned the need to comply with this. Club documents need to be altered and also info on website. Some changes already in place. Alastair Yates to check.

Club Competitions - Joe Stalker asked results. Rob Stalker forgot! to be tried in Sept.

Slalom day -16 May. Joe Stalker has organized a day at Portinscale.

Reminder: Club Trips - in order to be one (and therefore covered by insurance) we need to say that - and publicize it as such.

Alastair Yates and Mark Jones to sort out an induction policy / procedure and info for the future.

CASC / Charity - 3 or 4 of us to discuss separately. Tony Foster and Alastair Yates to lead.

Meeting closed 2115, there being no further business for the good or benefit of the club. A Yates, Secretary 22-05-2018

Review of Actions.

AY:- Check accident books (ongoing)

To send out RAs for checking to colleagues for Sept.

To check club documentation re GDPR and ages of junior members

Alastair Yates and Mark Jones to check Paddlepower resources and improve.

to look at cards which we will keep at the pool.

Notice board to be restructured

Mark Jones and Alastair Yates to sort an induction / etc procedure for volunteer coaches who appear.

Alastair Yates / Tony Foster :- investigate Club Matters website for info, also CASC / Charity info

Mark Jones :-

New club development plan to be put in place...

discuss with possible L1 people if they would like to volunteer...

Check 1st Aid kits in garage 6 monthly.

Acquire more Paddlepower cards (discuss with Jon Cheesewright ?)

Andy Bennion:- Google Calendar to sort with Alastair Yates.

David Topliss to get hold of RIDDOR report sheets for us

[ANO - date for Seaquest 2019?](#)

Coaches...

All to check out British Canoeing website etc for info on Safeguarding. And if they are updated! Also First Aid etc etc and send to MJ for insertion into spreadsheet.

Equipment faults / problems to Mark Hillon

Coach cover for pool sessions etc - contact Mark Jones to let him know what you intend.