

## Roker Canoe Club Meeting Agenda

Date: 16<sup>th</sup> April 2014

Location: Biddick Inn, Washington 19:30

1. Apologies –
2. Minutes of the last meeting:
3. Matters arising:
4. Sport England Grant – issues to look at:
  - 4.1. Referee Declaration Form
  - 4.2. BCU Child Protection Policy
    - 4.2.1. Need to adopt – use BCU as Roker policy
  - 4.3. Welfare Officer
    - 4.3.1. Lisa to take on role
    - 4.3.2. Need to familiarize with role description – see BCU website
    - 4.3.3. Role description as per BCU now in constitution as a ‘required’ person.
  - 4.4. Bank Details Form
    - 4.4.1. Lisa to supply
  - 4.5. Award Acceptance Form
    - 4.5.1. To be signed and returned when all in place.
5. Roles & Responsibilities – for the roles as below the descriptions are in the amended constitution and we agreed to read through to this consider if any changes need to be made before the next meeting.
  - 5.1. Chairman
  - 5.2. Treasurer
  - 5.3. Secretary
  - 5.4. Coaching Officer
6. Constitution – amendments etc. Need to confirm that we accept the new constitution, but can perhaps make changes at AGM.
7. Sessions at Hetton, structure, start dates etc. – in last meeting we discussed aspects of how to run at Hetton. Agreed that initial Taster Session should follow the example of the Go Canoeing offering. Max number of Taster Sessions to be 3 before moving on to progression? Why not just 1? Agreed that we would consider this before the next meeting. Need to confirm exactly what paperwork will be required. May be best to sign up people as Club Members with a period of grace before paying fees to ensure insurance cover valid. BCU Insurance covers for 4 introductory sessions before becoming paid up member of club.
  - 7.1. New members induction & safety on rivers etc. – Discussed actions that should be taken before taking new members on river trips, such as introduction to moving water, rescue techniques, swimming techniques etc. Members to consider this before next meeting. Do we use Club Kit on river trips that are ‘friends’ paddling trips?
8. Charges:
  - 8.1. Membership fees – agreed as £15 per annum
  - 8.2. Subscriptions & Charges – no decision made at last meeting. Mike suggested £5 per session to include £2 subs, £2 kit hire, £1 extra for non-member. Chris suggested a fixed sum to cover kit hire e.g. £15. Pointed out that it may be time consuming to be collecting fees before each session. Agreed that we would each consider this before next meeting.

## Roker Canoe Club Meeting Agenda

Must bear in mind that the club will have expenses to cover in the future such as kit insurance, replacement costs, BCU affiliation, etc...

- 8.3. Memberships are now due!
9. AGM
  - 9.1. AGM – agreed that the April meeting would be the AGM, however that has now passed – May meeting?
  - 9.2. Club relaunch – how to expand etc.....?
10. Finances report – agreed that Lisa would produce a financial report. Mike offered to assist. Need this for next meeting.
11. Club offering? – discussed what the Club aimed to offer. Agreed that it is for the moment an introduction to paddle sport with training up to 2 Star standard and the opportunity to progress on to easy local river trips such as Durham Finchale.
  - 11.1. Beginners – Starter Sessions
  - 11.2. Novices....?
  - 11.3. Experienced – River trips, forums to self-organise? Use of Club kit?
12. People's Postcode Lottery Grant
  - 12.1. Update – Not successful but other opportunities may be available.
13. New members induction & safety on rivers etc. – Discussed actions that should be taken before taking new members on river trips, such as introduction to moving water, rescue techniques, swimming techniques etc. Members to consider this before next meeting.
14. Facebook now in our possession. Lisa is admin.
15. NE Clubs Bursary – awarded £225 to be spent on throwlines, slings, carabiners and split paddles only. Grant paid on receipt of proof of purchase.
16. To Carry Forward:
  - 16.1. New forum – closed to members only? Mike to consider changing the forum on the club website to one that allows it to be restricted to club members only.
  - 16.2. Rachel Hudspith – assist with participation, development and growth, meeting to discuss. Mike to invite Rachel to the March meeting
  - 16.3. Policies, Risk assessments etc. – Mike to further investigate what documentation the Club should have and try and produce for next meeting. Also discussed procedures for getting rid of members. Mike to investigate further.
  - 16.4.
17. Next Meeting – 7<sup>th</sup> May – gets us back into 1<sup>st</sup> Wednesday of month.
18. Close