

## Roker Canoe Club Meeting Minutes

Date: 16<sup>th</sup> April 2014 – Annual General Meeting

Location: Biddick Inn, Washington 19:30

1. Attendees: Arthur Cornell (Chairperson), Chris Parker (Coaching Officer), Mike Jenkins (Secretary), John Redman (Member)
2. Apologies – Lisa Hamilton
3. Minutes of the last meeting: Minutes of last meeting were accepted as correct.
4. Matters arising:
5. Sport England Grant:
  - 5.1. Referee Declaration Form – this has now been received from Rachel
  - 5.2. BCU Child Protection Policy
    - 5.2.1. Agreed to adopt the BCU Child Protection Policy as the Roker CC policy. This to be published on the Club website as a club document.
  - 5.3. Welfare Officer
    - 5.3.1. Lisa Hamilton has agreed to take on this role
    - 5.3.2. Lisa is to familiarize herself with the role – see BCU website
    - 5.3.3. Agreed that the role of Welfare Officer to be adopted with role description as per BCU as part of Roker CC constitution as a ‘required’ person.
  - 5.4. Bank Details Form
    - 5.4.1. Lisa to supply
  - 5.5. Award Acceptance Form
    - 5.5.1. Was signed by Arthur and Mike and will be signed and returned when all requirements are in place.
6. Roles & Responsibilities – agreed that the roles and descriptions for the below are acceptable and should form part of the constitution.
  - 6.1. Chairman
  - 6.2. Treasurer
  - 6.3. Secretary
  - 6.4. Coaching Officer
7. Constitution – agreed that the amendments made to the constitution are agreed and accepted.
8. Discussed the running of sessions at Hetton.
  - 8.1. Ideal day will be Tuesday, 6:30 to 8:00pm – Mike to discuss with John Pooley. Possibly considering a second day if demand is strong enough.
  - 8.2. Agreed that initial session should follow the structure of the Go Canoeing Taster Session.
  - 8.3. Agreed that all persons should complete club membership form and must pay membership fee after 4<sup>th</sup> visit.
  - 8.4. Fees to be £5 including kit hire for non-member, £4 for member. £3 without kit hire for non-member, £2 for member. Non kit hire element is not subscription, but to be known as Lake fees (or similar)
  - 8.5. Agreed that new members only get 1 Taster Session and then move on to progression sessions where skills can be built upon.
  - 8.6. Mike to discuss with John Pooley getting an induction to the environment and to discuss Risk Assessments etc
9. Discussed new members and safety concerns. Agreed that we only coach in an environment for which we are suitably qualified. This does not prevent club members going on trips etc. outside of club training sessions but these

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are occasions where we are paddling as friends and are common adventure type excursions, for which the club takes no responsibility.

- 9.1. Discussed the use of club owned kit on common adventure trips that are not run by the club but which members may take part in. Arthur expressed concern that we may be opening the club to liability if club equipment were to be used. Agreed that this needs further investigation but is not currently a priority as we do not even have any club equipment as yet.
10. Membership fees:
  - 10.1. Membership fees – agreed as £15 per annum
  - 10.2. Mike noted that annual memberships are now due!
  - 10.3. Mike to amend membership form to take into account new members who do not need to pay
11. Finances report – agreed that Lisa would produce the financial report for the next meeting
12. People's Postcode Lottery Grant - Mike advised that this was not successful but other opportunities may be available, and that he will look into this.
13. Mike advised that the Roker Canoe Club group in Facebook is now in our possession and that Lisa is an administrator. The plan is to use this as an information portal rather than a discussion type page, and to direct all contact to the club website.
  - 13.1. Arthur raised the possibility of making the Forums on the club website private only accessible by club members. Facebook now in our possession. Lisa is admin.
14. NE Clubs Bursary – awarded £225 to be spent on throwlines, slings, carabiners and split paddles only. Grant paid on receipt of proof of purchase.
15. To Carry Forward:
  - 15.1. 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.
  - 15.2. Rachel Hudspith – assist with participation, development and growth, meeting to discuss. Mike to invite Rachel to the next meeting
  - 15.3. 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. Next Meeting – 7<sup>th</sup> May – gets us back into 1<sup>st</sup> Wednesday of month.
17. Close