

**Blackwater Valley Canoe Club
Coaches, Leaders and Helpers Meeting – 06 January 2016**

1. Attendees
 Colin Greaves Dave Cook Damian Edwards Dave Williams
 Gemma Clements Tim Shellard Steve Nicholas Bob Hamilton
 Jack Nicholas Andrew Pilkington
2. Apologies
 Mark Overd
3. Matters arising/minutes of the previous meeting (s)

Session and Events Safety Meeting (17th November 2015)

Topic	Description	Who?	Progress
Session and Trip Planning	Update the guidance procedures to reflect all discussion points (<i>some changes had already been made to that which is live</i>)	Damian Edwards	In Progress
Session Planning	Generate a site specific booklet for sessions, updating the rules, hire conditions, site map, fire procedures, site risk assessment. Including addition of the Training/Induction section.	Gemma (Reviewed by Ed/Bob)	In Progress
Session Planning	Arrange for a small site filing cabinet to hold site specific safety and coaching materials, high visibility vests with 'duty officer' written on them, whistles and any administrative aids	Gemma	Ordered (just awaiting vests/whistles)
Session Planning	Arrange more coaches / leaders sessions to promote discussion about sessions and planning	Gemma / Dave Cook	On going
Session and Trip Planning	Cascade information on to the less experienced members in any roles of responsibility	Damian Edwards / Bob Hamilton	In Progress
Trip Planning and Canoe England Quest	Generate our own trip event check list from the Event Safety Course one (add templates to the guidance procedures)	Damian Edwards / Bob Hamilton	In Progress

4. Communicate out to the wider network of coaches, leaders & regular helpers

Went through guidance site booklet and induction process for Horsell and obtained feedback, the document has been since amended to reflect feedback and should be circulated alongside this.

Introduced the new site cabinet which should include all the club forms, policies, money collection folder, whistles, duty officer vests, coaching resources etc. and hopefully everything you need to help run a session smoothly

It was raised that we need to increase awareness of who the coaches are at sessions. A suggestion was to have a board of pictures with details of a session Duty Officer and Duty Coach who are the points of contact for that evening.

It was discussed that we still need an events check list and to update the guidance notes which are still in progress. Points were also highlighted about the responsibility of the "Home Contact" and the differentiation between the "Trip Organiser" and "Trip Leader".

5. Update the coaches / leaders on any procedure changes that were discussed

As per 4.

6. Coaching availability for upcoming pool sessions

Where possible can everyone communicate availability to help (if known) ideally the week before the next session.

7. Leader availability for upcoming trips

Not discussed as Events representative was unavailable.

8. Thoughts, plans and ideas for the spring sessions / trips

It was discussed about having extra sessions tiered towards certain pier groups, having more local journeys to aid progression and Lee Valley Bookings for the summer. Most of this shall have to be held off until the weather improves so once the club move to the canal.

Another idea was raised about trailing having small buddy groups of similar abilities who would like to do similar activities.

There are 5 pool sessions then a break then a further 5 pool sessions there shall be no official session held in between the sessions over February due to the likelihood of code weather.

9. Review the development plan with the coaches/leaders ahead of the committee meeting

The main development plan was not reviewed however time was spent looking at personal development, what we'd like to achieve, what restricts us and what we could do to help us achieve our goals.

Goal: Improve technique aiming towards 3 Star (canoe and/or kayak)

Restrictions: Skill Level, Rolling, Dry Suit, Practise

Things to try: Have more practise and spend more time at Cardiff / Lee Valley White Water Course in more control environments

Goal: Paddle in a straight line, perform rolls correctly and improve over kayaking skills

Restrictions: Time, Money, Vehicle, Equipment, Work

Things to Try: Better time management and bring the family along

Goal: To improve 'dry' or 'back deck' roll, improve forward paddling technique

Restrictions: Opportunity and time

Things to try: Making more time for personal practise at the pool sessions

Goal: Attempt moving water, be able to Surf and general progress

Restrictions: Transport, age, time and early mornings

Things to Try: Get up early, Equipment

Goal: Move on enjoying paddling rather than being scared, become a level one coach

Restrictions: Confidence, distance and time

Things to Try: Get out more and the boats and do more practise

Goal: To attempt to compete in DW and do more SUP surfing

Restrictions: Time

Things to Try: Make more time and get out practising more

Goal: More white water rolling practise, to be able to surf at Hurley

Restrictions: Hesitance, fear of not rolling back up, coldness/darkness, force of the water, size of the wave/hole and not knowing what is friendly

Things to Try: Practise, check for experienced coaching availability by asking around, have someone to support you as rescue/safety, build up confidence and maintain enjoyment

Summary of Actions

Topic	Description	Who?
3.	Update the guidance procedures to reflect all discussion points (<i>some changes had already been made to that which is live</i>)	Damian Edwards
3.	Generate our own trip event check list from the Event Safety Course one (add templates to the guidance procedures)	Damian Edwards / Bob Hamilton
4. 5.	Have the site booklet reviewed by a UKCC L2 Coach with Moderate Water Endorsement (or equivalent)	Gemma (Reviewed by Ed/Bob/Colin)
4. 5.	Cascade information to the polo sector and events coordinator	TBC