

Minutes - 10th Apr 2017 - Blackwater Valley Canoe Club

1. Chairman Welcome and Apologies

Attendees: Ann Marie, Steve Nicholas, Dave Williams, Sophie Austin, Richard Squire, Damian Edwards, Jack Nicholas, Gemma Clements, Gary Tripp, Alex Tripp

Apologies: Andrew Pilkington Bob Hamilton, Nigel Robathan, Simon Edwards, Tim Shellard

2. Matters arising/minutes of the previous meeting - see previous actions list below (s) (5mins)

Who	Actions	Status	Target Date
2 Comm	ications - Nawslatters Laaflats Posters Website Feedback		
	ications - Newsletters, Leaflets, Posters, Website, Feedback Continue to chase Yately for the proposed shed key	Complete	Mar 2017
Gemma		Complete	
	Continue investigation on an update to the existing Electronic Systems Investigate having club badges made up	1	Mar 2017 Jul 2017
			Jul 2017
	Interim Budget / Cash Flow		1 2047
Ed	Provide Ann-Marie with the accounts information	Complete	Jan 2017
	Membership, Sessions, Equipment Hire		
Gemma	Update the Fees Guide to reflected session fee updates and communicate when this will take effect to the wider community ahead of the upcoming lido season	Complete	Mar 2017
6. Equipme	ent – Repairs, Maintenance Bids for New		
Gary	Sell the old equipment as per photographs on the committee page	In Progress	Jan 2017
	Order: 2 x Inflatable Red Paddle SUPs and pumps (as per Fleet quote), 2 x CostCo Youth SOTs	Complete	Jan 2017
	Order: 6 x Waterproof Radios & 1 x Pelly Case for a Projector	Complete	Jan 2017
	Order: 2 x Tootega Catalyst White Water Sit on Tops, 1 x Jackson Shooting Star	Complete	Jan 2017
	Order 10 x Club Spec Adult BAs, 10 x Club Spec Adult Cag Tops	In Progress	Mar 2017
	Order and administer the new kit labels	In Progress	Mar 2017
	Order boat parts and fixtures and fix boats		May 2017
	Measure and Quotation for the Hawley Boat Store Racks and Fittings		May 2017
	Clear up the cupboard area and put on a door to increase security		May 2017
Gemma	Forward Gary Fleet SUP Quote	Complete	Jan 2017
	Provide Gary with photos of the boats to sell and contact info for Liz at B3C	Complete	Jan 2017
Ed/Gary	Speak with Fleet about the SUPs on behalf of Gary	Complete	Jan 2017
	Speak with B3C member who works for Motorola about the water proof radios	Complete	Jan 2017
Simon	Chase Steve Childs from Silver Birch about getting a quote for Tootega Catalyst	Complete	Jan 2017
7. Coachin	g, Courses & Club Development		
Gemma	Email SRDT Funding Form to Nigel	Complete	Jan 2017
	Book Course and Accommodation for 4* White Water Kayak Leadership Award	Complete	Jan 2017
	Look at SRDT funding for 4* White Water Kayak Leadership Award	Complete	Jan 2017
	Setup monthly "Coach-2-Coach" program	Complete	Feb 2017
Nigel	Book Course and Accommodation for 16hr First Aid Course and fill in SRDT Funding Form	Complete	Jan 2017
_	Investigate Raft Leaders Course	In Progress	Jan 2017
8. Session	Arrangements		
Gemma	Update marketing materials with revised program and communicate out	Complete	Jan 2017
	Book Tue/Wed Lido until next Sep & Tue/Wed Yately until next Mar	Complete	Jan 2017
	Invite Yately School to a try out the club session	Complete	Jan 2017
	Contact Scouts, Schools about coming to sessions	Complete	Jan 2017
	Copies of booking conditions, quotations & risk assessment for the Aldershot Garrison	Complete	Jan 2017
	Communicate with other clubs about the Aldershot Garrison Sessions	Complete	Jan 2017
9. Events A	rrangements - Upcoming Trips, Socials, Courses, Tasters, etc.		
Nigel	Contact Shepperton about the 22 nd Jan	Complete	Jan 2017
	Summer BBO proposed – speak with Sophie	Complete	Jan 2017
Gemma	Summer BBQ proposed – speak with Sophie Set up event and book accommodation for Scotland	Complete Cancelled	Jan 2017 Jan 2017
Gemma			
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- 3. Communications i.e. news, leaflets, posters, feedback, website updates (5mins)
 - We now have keys for Yately. There are two sets one for Secretary and one Chairman.
 - Data migration planned over the next month
 - Other system requirements shall be address over some holiday in May Action: Gemma to continue investigating alternatives for web collect
 - Paddling Badges
 - Scout Groups may have links to Suppliers –Action: Ann-Marie to ask the Scouting Community
 - Ed raised that British Canoeing used to offer them –Action: Gemma/Steve to request if there is a possibility of a re-introduction at the next SRDT Meeting
 - Other suppliers could be found online –Action: Gemma to Research

4. Finances - Interim Budget / Cash flow (5mins)

- We have approx. £9,000 funds
- Invoice for Hawley is approaching **Action: Sophie/Richard** fill in Hawley Forms
- Indoor Pool at Yately is still pending Action: Gemma to email Yately
- Invoice for Aldershot Garrison Action: Gemma to chase Paul and then previous booking request for a contact
- Scout payments are coming through –Action: Gemma to remind scouts to contact regarding payment if they have not nearer the time
- Lido Prices are going up but it has yet to be confirmed how much by

5. Fees inc. Membership, Session & Equipment Hire (10mins)

• Introduce the new fees proposed in Jan into effect from now so they can be applied to the Garrison session **Action: Gemma** circulate update and reminder

6. Equipment - Repairs, Maintenance, Bids for new (10mins)

- Catalysts, Jackson, SUP and Youth Sit on Tops have now been purchased
- BA and Cags shall be evaluated upon the next inventory check **Action: Tripps** arrange inventory check
- Stickers have arrived ready for cataloguing Action: Tripps catalogue equipment
- Selling of old equipment shall be done by advertising at sessions during the lido Action: Tripps
 assist with weekly advertising
- Kit Recall, currently some is at Yatley and some out on loan **Action: Tripps** request an equipment recall ahead of the lido season
- Security is an issue at the lido, Gemma sent in some non-members purposely to test this and they were directly let in to the store without any validation or checks, we don't want to invest massively over the next few years due to the re-build plans
 - o Engage operators in a meeting Action: Gemma/Steve to arrange meeting
 - o Investigate freestanding cabinets **Action: Jack** investigate
 - o Investigating door locking the area at the end– **Action: Tripps** investigate
 - Aid communication due to irregular reception staff Action: Gemma to create/laminate a contact info

7. Coaching & Club Development (10mins)

- We subsided places on First Aid and Safeguarding Courses
- We subsided individuals who applied and then organised their own WWSR
- The subsided 4* Leadership Award was re-scheduled for May
- There are plans to run 2* Course across a few trips and sessions, which shall be run by Bob, Gemma and Tim with help from Dave and Jack **Action: Gemma** to circulate details to coaches
- We would still like to run an FSRT although we shall probably just secure spaces for a few volunteers rather than run a course Action: Gemma investigate options
- Ann-Marie asked if there are a record of qualifications and who has/hasn't been funded, Action:
 Gemma to create a list of these for the last 2 years
- Level 2 Assessment Target Date is Aug Action Gemma arrange L2 Assessment

- The Whatsap group was established to improve communication across the volunteers, it has successfully improved engagement and support over the winter
- Coach-2-Coach sessions have been run at the indoor pool once a month. The emphasis has been
 on socialising, practising personal skills, trying ideas or just having some downtime. Attendance
 hasn't been high but we are hoping these will pick up more momentum across the other seasons.
 It was observed that overall communication between coaches did improve at the indoor pool. It
 was agreed that as the sessions have some benefits as well as a way of rewarding the coaches
 they should continue to be run free of charge.

8. Sections (10mins)

- White Water
 - o Interest has shifted more towards local gentle water
- Freestyle
 - o Interest in Flatwater Freestyle has risen
- SUP
- A club member mentioned that the local SUP group would be able to offer us discounts as a club **New Action: Gemma** Investigate Possibility of SUP group running alongside our sessions or running a session
- Polo
 - The grant application was completed still waiting on a response
 - o Good retention from engagement with Surrey and Southampton
 - o All teams have played well
 - Still running the ladies team on 50:50 split between Surrey and BVCC, although placed the same as last year the main objective is participation
 - There shall be no beginner's sessions at the Lido this year as logistics proved a challenge
 - There is an intention to consider Sat at Hawley as a candidate for beginner sessions
 - o The Garrison polo session shall also be targeted at beginners
 - Proposal to work with Addlestone on some polo sessions and possible Alton

9. Session Arrangements (10mins)

- Garrison Session (survey results at the back)
 - o Overall Brilliant Session, Great Team Effort & Lots of People were Involved
 - Only ~ £20-30 loss
 - o Enthusiasm is good, so we should look to include more in our program
 - General paddling was oversubscribed so next time 2hrs General & 1hr Beginners Polo
- Coaches have requested breaks between some of the seasons we aim to put this into the program from now on (these may or may not tally with school holidays)
- Equipment for Canal Sessions B3C have kindly offered use of their equipment free for charge for Wed canal sessions, we must sign into their booking sheet and have two representatives to look after access the codes and count equipment in/out
- Canal vs. Pool (survey results at the back) it was decided that this year the sessions would end as planned but in response to the survey for 2018 the sessions would continue up until the Farnham Camp which shall help accommodate the youth and beginners who don't have the necessary equipment to protect them from the elements. This shall be followed by a short break allowing for moving and repair of equipment returning to the Canal just for May.
 - o 2017 Program:
 - 19th April Move Equipment Ready for Camp & Garrison
 - 26th April Return to Canal
 - 6th Jun Return to Lido, No Break
 - 12th Sep Return to Indoor Pool, Break 1 Week for Xmas
 - o 2018 Program
 - Jan, Feb, Mar, Apr Indoor Pool, followed by 2 Week Break
 - May Canal, Jun, Jul, Aug Lido, followed by 2 Week Break
 - Sep, Oct, Nov, Dec Indoor Pool, in December over the Christmas Period

- A reminder to just re-iterate a message from the regional development officer that all sessions run by the club should be for the club under our insurance agreement thus we have agreed
 - o All beginners/non-members must book online whether as part of a group or individual
 - o All sessions count towards the 4 trial sessions after that they require paying membership
 - Capacity has been set to <u>Max</u> 30 Beginners for Tue and 10 for Wed given the current increase we have in youth membership
- After opening beginner bookings, we were booked out for the whole of Jun in just 2 weeks. We
 are struggling to accommodate all the groups that now approach us due to the term time weeks
 available. Discussions with the lido initially imply that they have now incorporated Tue/Wed into
 their lifeguard shifts but adding more could prove difficult
 - o Some have been offered alternatives such as canal sessions.
 - o It has been proposed to review with the lido the lifeguarding requirements so we can investigate internal training or supplying our own **Action: Gemma** arrange lido meeting
 - Coaches were happy to add additional sessions for Thursdays should the lido be able to these could be done for the whole of Jul **Action: Gemma** to put in additional booking form and communicate extra availability to the distribution list

10. Event Arrangements (10mins)

- a. Trips, Courses and Tasters
 - National Go Canoeing Week 27th May 4th Jun
 - Current Events Planned Apr-May-Jun
 - o 9th Apr TOURING: River Mole
 - o 10th Apr ADMIN Whole Club Meeting
 - o 22nd Apr **VOLUNTEERS** Farnham Family District Camp
 - 29th Apr EXTRA POOL SESSION Garrison Final Details TBC
 - o 30th Apr FREESTYLE CIWW Paddlefest and Welsh Open
 - 1st May April Coach-2-Coach (Re-scheduled due to CIWW Paddlefest)
 - o 14th May TOURING: Medway
 - o 20th/21st May COURSE: 4* White Water Leadership Course
 - 27th-29thMay SURFING and Activity Bank Holiday Weekend Final Details TBC
 - 29th May April Coach-2-Coach (Re-scheduled due to surf trip)
 - o TBC Paddle in the Park at HPP
 - o TBC Nene White Water Course
 - o TBC FSRT
 - o 25th Jun Jun Coach-2-Coach
 - Trips have been low on numbers and there has been a lack of enthusiasm, particularly on helping with organisation so it was requested to have a think about why.
 - Some of the strategy included for 2016-2017 were:
 - Responding to the survey requests
 - Engage leaders in an initial event plan to use as a guide
 - Include a variety
 - Arrange a monthly primary (1 or 2 Days) & secondary (1/2-1 Day) event
 - Incorporate accessible ww water such as to man-made courses & weirs
 - Incorporate more local touring
 - Email leaders in advanced proposed trip dates for feedback and for help with organisation, regretfully these emails did not get response
 - Tie up trips to external events or courses
 - Possible Explanations for the poor turn out:
 - General lack of enthusiasm
 - Poor Weather and Low Water Conditions
 - Survey Results by some could have been more "ambitions" than realistic
 - Too militant and impersonal in the organisation so doesn't plug enough friendly social elements
 - Trips are not local enough or require overnight stay

- Members are split between different nights and non-pool goers so there are some feelings of exclusion
- Webcollect and lists of whose going/not going can have both positive or negative impact
- There are more sessions being run so some coaches and members are more very active in the week limited weekend availability
- o Suggestions for 2017-2018
 - Continue tying up trips with courses or external events and paddlefests
 - If someone suggests a weekend trip, then encourage them to help organise
 - Ask for help with weekend trips if there is no-one to help then do not run the weekend trips
 - Keep weekend trips peer and/or Informal
 - Arrange more local regular events at the weekends suitable for those who don't use the indoor pool to feel more inclusive all year
 - Weirs are still too far away or inconvenient for some after work and more convenient for others so vary across weekday/weekend
 - Engage socially at sessions and events to advertise the next event
 - The monthly newsletter used to have a calendar on it where we used to talk individuals through the upcoming events and suitability
 - Get people talking and other people talking for you
 - Ensure we give notices at the end of sessions
 - Have more informal man-made course trips

11. Affiliations - British Canoeing, Canoe England, Clubmark etc. (5mins)

- Gemma and/or Steve shall be attending the next SRDT meeting
- FOAL/Civic Society Meetings An artist's impression (at the back) has been released of the potential plans for the Aldershot Integrated Facility Re-Build. It simply features the "elements" that are being proposed by the task and finish group to the council it is not a concrete plan. The elements integrate a new indoor pool & gym that would be built whilst the old one stays put until completion, a splash pad, heated lido, flumes, stalls, golf and new changing rooms (the old ones won't remain) all which form part of the new "vision". It is proposed that if approved by cabinet after the operator is established for the new contract for 2019 that then shall be loaned the money at council rate to conduct the work and repay back over a 10-year span. Which means whilst the impression will go forwards to the operator shall still decide what is viable on their interpretation of the vision. The council did mention at the civic meeting that clubs shall be consulted including the canoe club who have been well established.
 - Raise the new lido plans with the region Action: Gemma/Steve engage at the regional meeting the initial plans
 - Start to engage in finding out the potential impact from the council Action Gemma:
 Arrange consultation through Ashly Sharpe

12. Club Safety (5mins)

Nothing discussed

13. Welfare (5mins)

- The role was discussed about what is involved for safeguarding
 - Safeguarding Coach UK
 - Mandatory for Welfare Officer and Core Coaches
 - Recommended for Committee and infrequent Coaches
 - Time to Listen Course
 - Mandatory for Welfare Officer
 - PaddleSafe (Continual Professional Development Module) http://bcu.wt-associates.co.uk/ -
 - Minimum Advisory requirement for all volunteers, coaches and helpers

- 14. Changes to Constitution (5mins)
 - None Proposed

15. A.O.B. (15mins)

- It was mentioned that a Civic Society member had proposed contacting about a volunteers fair where we can put up a stall to advertise for more volunteers **Action Gemma**: Find out more
- It was discussed that we should advertise roles ahead of the AGM, make the details small and lightweight and encourage more volunteers **Action Gemma**: Re-write roles
- 16. Date of upcoming Meetings (i.e. Management Committee, Whole Committee, Whole Club, Coaches, AGM) (5mins)

Proposed 19th July for the AGM

17. Meeting Close

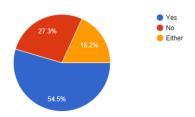
Who	Actions	Status	Target Date
3.Communicat	tions - Newsletters, Leaflets, Posters, Website, Feedback		
Gemma	Communications: Continue investigation on Electronic Systems		Jul 2017
	Badges: Investigate online suppliers		Mar 2017
Steve/Gem	Raise at the next SRDT meeting that we have an interest in BC badges		Jun/Jul 2017
Ann-Marie	Badges: Ask Scout Groups if they have links to suppliers		Jul 2017
4. Finaces – Int	erim Budget / Cash Flow		
Rich/Sophie	Contact Hawley, Fill in Forms & Obtain Invoices for this Year		Jul 2017
Gemma	Contact Yateley to Chase for Invoices		Apr 2017
	Contact Paul & Aldershot Garrison for Invoice		Apr 2017
	Reminder to Scout Groups to Pay as they come up		Summer 2017
5 Fees – Mem	nbership, Sessions, Equipment Hire		
Gemma	Introduce new fees proposed in Jan now as there is no impact on the canal		a.s.a.p
	– Repairs, Maintenance Bids for New		1 5.5.5.6
Gary	Sell the old equipment as per photographs on the committee page		Summer 2017
Gary	Re-evaluate requirement for Cags/BAs		May/Jun 2017
	Kit Recall, Inventory Check and Cataloguing of Equipment		May/Jun 2017
	Conduct Repairs		May/Jun 2017
	Measure and Quotation for the Hawley Boat Store Racks and Fittings		Summer 2017
	Clear up the cupboard area and consider a door to increase security		Summer 2017
Steve/Gem	Engage operators in a meeting about equipment security		May/Jun 2017
Jack	Investigate Freestanding Cabinet Quotations		Summer 2017
Gemma	Create laminate who to contact aid for the lido to assist infrequent workers		a.s.a.p
7. Coaching, C	ourses & Club Development		
Gemma	Circulate the final details for who has signed up for what for the 2* Course		Apr 2017
	Continue investigating options for FSRT, 3* WW, 3* Open		Summer 2017
	Add a tracking for future courses in database migration		a.s.a.p
	Give Ann Marie records of who has had funding for what to date		May 2017
	Continue plugging the Coach-2-Coach initiative		Ongoing
Nigel	Continue investigation for Raft Leaders Course		Ongoing
8. Sections - i.e	e. SUP, Polo, Freestyle, White Water, etc.		
Gemma	Investigate the options of working with a local SUP group through the season		May/Jun 2017
9. Session Arra	angements		
Steve/Gem	Engage operators in a meeting about sessions		May/Jun 2017
•	Fill in additional Lido Booking Form for Sessions in Jul and communicate out the		a.s.a.p
Gemma	additional availability to Groups		·
10. Events Arr	angements - Upcoming Trips, Socials, Courses, Tasters, etc.		
Nigel	Review explanations and suggestions for future events		Summer 2017
11. Affiliations	s – British Canoeing, Canoe England, Clubmark, etc.		
Steve/Gem	Raise a the next SRDT meeting about the new Lido Proposals		Jun/Jul 2017
Steve/Gem	Start engaging with the council (Ashley Sharpe) the possible impact of the Lido		Autumn 2017
	Proposal on the Club		
12. Club Safety			
Ed	Amend procedures with feedback from Aldershot Lido, Safety Meetings & BC		Ongoing
	Guidelines		
	Generate event check list		Ongoing
13. Club Welfa	are	·	
Ed	Continue to complete DBS checks with individuals that were outstanding		Jan 2017
14. Changes to	the Constitution		
15. A.O.B			
Gemma	Find out more about the Volunteers Recruitment Day in Aldershot		a.s.a.p
Gemma	Advertise more information about the committee roles pre-AGM, make		Jun 2017
30	details/commitment lightweight, put board up on the lido		342517
16. Next Meet		•	•
Gemma	Arrange AGM for 19 th Jul		May 2017
	1		, 201,

The BIG Spring Vote General Pool vs. General Canal Sessions 2017

33 responses

We are looking at the possibility of extending the pool sessions through spring INSTEAD of returning to the canal on Tues AND Weds. Please submit an answer to have your say. YES if you would like to continue pool sessions, NO if you would like us to return to the canal.

(33 responses)



Comments:

canal is dirty and cold so pool= good

canal is dirty and cold so pool= good

Both on different days please

A bit of both would be cool. Parent.

Pool sessions have had a high attendance through the season. They save big routine changes/differences between the pool and lido as both have similar structures. There are no restrictions on daylight, safety and ratios are easier to maintain, we don't have to be concerned with the weather and the changing facilities are better for children/youth. We can visit the canal at weekends when there is more time. The only downside really is cost. Sessions a the pool cost more than the canal.

My daughter got very cold on the canal last year.

Safer teaching environment Not weather permitted Warmer Probably able to meet more paddlers requirements

From my son

From my daughter

Pool is boring! Kayaking is about enjoying the great outdoors?!?!?!

Canal sessions are good for encouraging prospective new members but we have the logistics issues.

Could possibly do both is we have sufficient safety cover.

My son is worried about falling in the canal!

Only at the lido, not that miniscule pool

Both girls prefer the pool sessions.

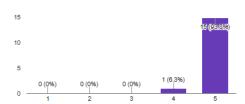
Evening paddle on the canal is quite enjoyable.

Hi I am unsure as to pool/canal cutoff is in past years has it been after Easter, that leaves a 5week window.some of our young people could benefit from a canoe/kayak journey in a rural setting with the opportunity to link together the skills they have learned throughout the winter sessions. there would also be an opportunity to work with the larger opens and traditional rafting. objections to the canal I understand is water color and maybe inclement weather any views from members as to how this affects club membership or participation in future events by members due to being put off by less clinical paddling conditions would be welcome to gain a better understanding of outcomes.

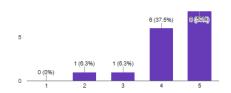
The pool is clean, heated, has a warm place to change and changing is quicker due to the lack of needing to wear a wetsuit or cag.

Garrison Feedback

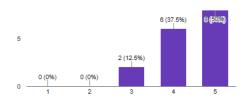
Quality of facilities & equipment (16 responses)



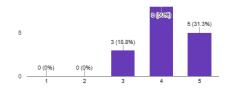
Information and Communication about the event (16 responses)



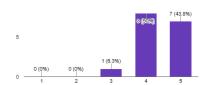
The signup process (16 responses)



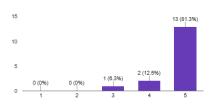
Organisation of the event on the night (16 responses)



Variety of activities offered (16 responses)



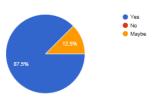
The pool session overall (16 responses)



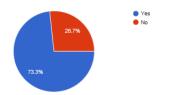
Value for money (16 responses)



If we organised another one, would you come again?



Could you make it if we held one on 29th Apri? (15 responses)



Anything you would like to see offered at future events?

Longer session

N/a

More "playtime" for the kids ar the end, Aaron wasnt happy he only got 3 minutes on a SUP board

Space?

An hour on 2 star and then be able to have a trial on paddle board.

Comments:

Ask about borrowing kit on sign up Add capacity to Google form Come try it session, boat demo's, polo game for everyone, freestyle.

We should charge more money for non members than members

Slightly too many people in the first half. Tricky to have more than 1 activity happening in each half of the pool. Collecting and transporting all the kit was laborsome.

A really great event. Thank you for organising it and to all who helped! I would love to do it again!

Beginner and advanced sessions should be clearly separated. Pre to put Polo goals up should begin sooner to avoid eating into pool time. Was a good session, think the organisation will get slicker as we go on this time we were kinda "winging it" as we found our feet with the place. Could do with more people not all rushing off at the end.

Difficult to give too much feedback - unfortunately you didn't have room for me!

Really well done on first event at this venue. Looking forward to the next time here, hopefully!

More time for the general session as pool was very crowded. Giving 2 hours for general and 1 hour for polo considering the numbers for each session

Son said at least three times on the way home that he had fun so you must have done something right with the kids. I had a really good season with the coach and felt I got a lot out of session.

It was a really good night!

Everything seemed to run smoothly and on time, and it didn't show that this was the first session. I don't think there's anything constructive I can add! Thank you very much for organising the evening.

A little slow to get on the water in some cases. Kit could be located on poolside where that session is going to take place. Get people on to poolside 15 mins early to get kitted up. Shorten general and polo to 1hr15 mins and have 30 mins of try it polo for everyone.

Would prefer weeknights if possible

Thank you for everyone's hard work for making this event the success it was, without the amount of effort that had so obviously put in by all the smooth running and uncomplicated access and implementation of the event was a joy to behold

Very enjoyable evening. Possibly boat collection was a little early but that is my only negative. Son loved the games, Daughter felt a bit old for the games and would have preferred the adults course (but we will know for next time), Son and Husband enjoyed the 2*. They all built up a lot of confidence in that session with capsizing which was great to see, especially after a few scary moments the kids have previously been exposed to which dented their confidence. Looking forward to coming more regularly on the water!

