



Minutes of 08/03/22 General Committee Meeting 8 p.m. via Zoom

In Attendance: Catherine Pulis (CP), Ciaran Edwards (CLE), Carl Upsall (CU), Izzie Parry (IP), Jonathan Males (JM), Jon Halden (JH), Irina Medunyak (IM), Martin Davies (MD), Martin Smyth (MS), Matt Edwards (ME), Pam Phillips (PP), Sunny Rhodes (SR)

Apologies: Adrian Simpson (AS),

The meeting met the requirements for being quorate.

1.0 Introductions

Paul Kettle was introduced to present on Item 12, rafting taster and development sessions.

2.0 Approval of Minutes

Agreed: Minutes of the General Committee meeting on 8th February 2022 were approved. [AGR 220308 2.0.1]

3.0 Development Plan Update

3.0a Club Vision

The updated draft was presented by JM to taking in to account the suggestions of the previous meeting:

- Emphasis on family;
- Performance Pathway and commitment to TCP; and,
- Skills development and achievement.

Agreed: The draft Vision statement is ready to circulate to members and seek feedback. [AGR 220308 3.0.a1]

Actions: Put the Vision statement on the Club website and seek comments (MS). [ACT 220308 3.0.a1]

Email to members (separate from the weekly Newsletter) seeking comments on the Vision statement (PP). [ACT 220308 3.0.a2]

The Committee to review the feedback at the next meeting in one month. (ALL). [ACT 220308 3.0.a3 and previous ACT220208 3.0.a3]

3.0b Development Plan

Progress on the Plan and against actions in the Plan were noted.

Agreed: In light of the decision to publish the draft Vision statement, and the progress that has been made on the Plan, it was agreed to commence publication of the Plan with a summary edition to sit with the draft Vision statement. The summary is to cover the rationale for the Plan, and highlighted 12 months of focus in support of the Vision. [AGR 220308 3.0.b1]



Actions: MS, CLE and JM to compile the summary of the Plan for publication to Club members. [ACT 220308 3.0.b1]

4.0 Committee Vacancies Update

It was noted that an initial Quality Club Audit for LVPC had just taken place and although overall the Club was in good shape, the lack of a Health & Safety Officer remains a big gap. In the interim, several General Committee members are undertaking elements of the role, but this is far from ideal and is not sustainable. CLE is continuing to explore the potential for candidates.

5.0 Health and Safety

5.0a Updated Version of Health and Safety Policy

The currently published H&S Policy was due for updating as it included out-of-date references, and did not explicitly cover anyone working with or for LVPC who was not a member of the Club. The new draft also now included a reference to the Covid-19 Risk Assessment.

Agreed: The March 2022 version of the Health & Safety Policy was approved. [AGR 220308 5.0.a1]

Actions: MS to liaise with JH and seek volunteers from amongst the Club's coaches to be named First Aiders within the Policy. [ACT 220308 5.0.a1]

The updated H&S Policy to be published (MS and PP). [ACT 220308 5.0.a2]

5.0b Updated Version of Covid-19 Risk Assessment

The currently published Covid-19 Risk Assessment was due for review in March 2022. The review identified the need to update the Risk Assessment to recognise the current national advice on 'living with Covid' while at the same time recognising the risk of future variants or other forms of high-risk infectious disease or pandemic. The Risk Assessment has therefore been updated to enable its current and future use and a new introductory statement in the Risk Assessment reflects this.

The Committee discussed changes that had been implemented on the cleaning of Club equipment after use, and noted that Covid risk was no longer linked to equipment cleaning regimes. The draft Risk Assessment will reflect this position before publication.

Agreed: The March 2022 version of the Covid-19 Risk Assessment was approved subject to updating the previously stated equipment cleaning regime. [AGR 220308 5.0.b1]

Actions: The updated Covid-19 Risk Assessment to be published after the cleaning regime amendment made (MS, PP). [ACT 220308 5.0.b1]



6.0 Financial Update

6.0a Current Balances and New Items

IP updated on current balances which continue to be healthy for this period in the year when taking account of winter costs and participation levels.

Agreed: A funds request for a BoaterX event would be reconsidered when a proposal, plan and Risk Assessment for the event had been finalised. [AGR 220308 6.0.a1]

Agreed: Funds made available to support events will be proportionate to the nature and scale of a proposed event as described in its proposal, plan and Risk Assessment. [AGR 220308 6.0.a2]

6.0b Vinyl Stickers with Club Logo

Quotes had been received in accord with previous minuted action 211214 1.3.2.

Actions: CLE, ME and MS to obtain a further quote for a smaller sticker more suited to use on paddles, helmets etc and for sale, while the stock of the old larger stickers which had now been found, would primarily be used for boats. [ACT 220308 6.0.b1]

7.0 Membership Update

PP confirmed that our membership level was very good, and that we have a waiting list of prospective members awaiting introductory coaching.

8.0 Welfare Update

SR updated on the training received by herself and IM. Her course had raised the question on what clubs had in place by way of policy and practice for parental supervision during club activities and for the collection and transportation of juniors at the end of club activities.

The Committee's discussions differentiated:

- Coached activities;
- Club Night activities that are not coached sessions;
- Events.

Actions: MS to assess the Club's current policies, procedural documents and forms and to circulate findings with a proposal if it appears current provision is lacking. [ACT 220308 8.0.1]

9.0 Coaching Update

JH outlined proposals for Stadium Safety Awards sessions commencing 6th April 2022, initially for Olympic assessed paddlers; and, in-house bank safety training for the Legacy on 16th March.

A discussion ensued on Event Safety Training and the availability within the Club of BC trained Event Safety Officers. MD confirmed he had the requisite training and had access to coaching colleagues who had also completed the training. JH confirmed he was monitoring



opportunities for Event Safety Training. IM confirmed that her training enabled her to conduct any Club event risk assessments that we may need.

Agreed: Policy Decision: If, as a Club, LVPC hosts an event that is open to non-members of the Club, then that event will require an Event Safety Officer in accordance with British Canoeing Event Safety Management Guidance. If an event is on-site at LVWWC and is for Club members only (e.g. as part of a Club Night's activities) then an LVPC Risk Assessment will take place and will take account of our standard Risk Assessments. Safety roles for the event will be deployed accordingly. [AGR 220308 9.0.1]

In view of the waiting list of prospective members, discussion took place on whether the availability of coaches was a limiting factor.

Actions: PP and JH to jointly assess the waiting list and coach availability. [ACT 220308 9.0.1]

10.0 Discipline Update: Flat Water

MD is hopeful of activities commencing on the water as the clocks change to give better light in the evenings, and the weather gets warmer. Text for the Development Plan has been drafted; there are plans to host an event in June; and, discussions continue with LVPA on boat storage within 'Area 4' (next meeting scheduled for 9th March 2022).

11.0 Discipline Update: Freestyle

Nothing to report. Representative to be sought.

12.0 Discipline Update: Rafting

Agreed: EAgenda item via WhatsApp: U23 raft teams additional training time in advance of the GB Rafting selection races. [AGR 220308 12.0.1]

Rafting Taster & Development Sessions

PK presented a document that defines a framework for a development path in rafting and which would make rafting more accessible to beginners. The proposals were supported subject to updated risk assessments that include maintenance of an appropriate volume of rafts on the Olympic across all sessions, and, management of rafting coach qualifications. It was stressed by all that the framework was for development and training, and would not be a provision of 'commercial rafting'.

Actions: PK and Mark C to get a risk assessment produced and circulated to the General Committee and liaise with JH on coaching qualifications. [ACT 220308 12.0.1]

PK to consider needs for raft paddles (liaise with CP and ME) and inform IP. [ACT 220308 12.0.2]

13.0 Recreational Paddling

Nothing to report. Representative to be sought.



14.0 Discipline Update: Slalom

CLE reported on the successful slalom event held on the Olympic Course over the weekend of 5th/6th March 2022. The great support from within the Club, across disciplines, was noted; a profit was expected for reinvestment into summer activities; a Club introduction to slalom starts this week; and, a query on airbags was resolved through our existing stock.

Agreed: Volunteer Recognition: Given the exceptional commitment and effort of Ros Kettle in organising and running the very successful weekend slalom event, it was agreed that a suitable gift should be presented to Ros in recognition of the Club's appreciation. [AGR 220308 14.0.1]

15.0 Comms Update

Apologies received from AS.

16. Any Other Business

Annual Affiliation Process: Documentation complete and payment will be made this week

Annual BC Club Support Meeting: This is offered by BC around the time of Affiliation renewal, and is due to take place on 14th March with Russell Smith. JM is liaising.

Water Times: It was noted LVWWC had requested consideration of a revised earlier Club Night start time to consolidate the hours used by the Club and time available to the Centre. This had not been agreed but discussion has been initiated on slalom training time if the wish is to rationalise the gap between sessions.

Charitable requests through our social media / Newsletter:

Agreed: The Committee has no objection if Club Members wish to advertise a fund-raising activity that (a) they are directly involved in; and, (b) that is intended to raise money for a recognised charitable cause. [AGR 220308 16.0.1]
