

ROWING CLUB COMMITTEE MEETING

22nd May 2023

7:30pm at the Boathouse

DRAFT MINUTES

PRESENT: Jon Crooks, Charlotte King, Elisabet Vilaplana, Laura Fortuna, Tim Baker (remotely), Jeff Bethray, Mary Heather Bethray, John Hill, Claire Parker, Iolanda Vendrell & Kathyne Crossley

APOLOGIES: Georgia Dowdeswell, Dai Howell, Ruth Ward

NEXT MEETING: July 17, 2023 7:30 pm at the Boathouse

CHAIR: Jon Crooks

MINUTES OF THE PREVIOUS FRC MEETING (All) Approved

MATTERS ARISING FROM PREVIOUS MINUTES: These are discussed in the reports below, mainly consisting of updates to ongoing issues

WELCOME: (JC)

CAPTAIN'S REPORT: (JC) Notes positive reports from recent regattas, with increased activity, particularly from development squad, however it would be good to also see more junior participation at regattas. Availability of trailers should not be a problem, several alternatives about that can be investigated if there's need. The primary means of planning the trailer remains the spreadsheet in the first instance. A discussion about the logistics of trailering followed: JH – whose insurance covers the trailer? The driver or the club? JB – there needs to be another person with the driver. **JC – need to draft guidelines for trailering.**

FACILITIES COMMITTEE Building site security – three times this week the doors and windows have been left unlocked and open. Will add guidelines that ask people to close up the boathouse when they leave or find someone who agrees to close up when they are done and be able to identify them by name. JC will agree these rules with Dave Long. Reminder about the guidelines including dogs, changing rooms, etc. Will agree a group rota and a list of jobs to cover the year. This should take about 3-5 hrs per month total, does not anticipate that this will be onerous. It is hoped that that this organization will improve participation among members. List of what the facilities committee is working on is available on the website. JB asked about decoration of the boathouse. JC noted that the kayakers have a few things,

nothing yet from the canoeists. At some point in the summer when there is a **clean-up day**, there will be decoration. JH – what type of license has been applied for? JC - Just to have/sell alcohol at events, not to have a bar or to store alcohol. At CORC, the social space is locked during the day to secure the bar area, which is the trade-off. Private events are on a case by case basis.

COXSWAIN COORDINATION Kez has agreed to coordinate this and to maintain a register of people who are able to cox and bow steer.

FUTURE ITEMS – how are boats allocated for regattas? Best crews to go in the best boats. Concern that this is not currently the case. MHB stipulated this was agreeable as long as this policy takes into account masters age categories. SPACE - Boat racks 2 2x racks, 2 1x outdoor racks, possibly 1-2 1x indoor rack free, one indoor rack has already been allocated to a new member. Possibly 1 1x indoor rack coming available in September. The 2x racks will not be allocated to private boats, but will be club boats, which is a better use of space for members. NEW BOATS JB – new boats take about 6 months and finances change on 9/1. There will be about 10k to which next year's can be added. JC – need to have a transparent process for deciding what boats will be purchased. Also need to consider the needs of juniors, but this depends on whether or not the junior squad can be maintained over the year, which depends largely on finances. RACK SPACE (cont) JC - A policy on distributing racks has been drafted, will also take into account the relative contributions of members. Will come into effect in the next few years – a use it or lose it policy, particularly to address boats that are never used, however this information will be communicated in advance. Important to maintain rack space which is a relatively scarce resource. There was some discussion over how this could be implemented, but a general agreement that the above principles were sound. CLUB LAUNCHES JC – 2 other members with YA 2 qualifications. Andy and JC have had launch training. People will bring their own fuel when using the launches rather than storing it at the club, as rats eat fuel containers. Keys and kit are in the boathouse. JB – lifejackets for the launch? Where are these? Are these being serviced? JB thinks they have been serviced. JH – what circumstances will the launch be used? JC – juniors. JH Development squad? JB who is paying for the insurance? JC – original agreement with CORC has been reaffirmed. They have it on Sat, Falcon has it on Sun, the launch belongs to Falcon registration COX 902. **CP – noted that there likely needs to be a section to the risk assessment on the launch.** JC – certification required for the launch, likely one sentence is sufficient for the only RYA 2 launch. There is a launch bag, which needs to be looked at – **JC to sort out.** Notes that this could be added to the FAQ on website for rowers, **JC to add this information to the website.** BOOKING OF BOATS & EQUIPMENT ISSUES LF – what about boat booking during juniors' sessions? NK-B has said that juniors have priority to all club equipment during juniors' sessions. JC – this

is complicated and needs to be sorted out. JB – what about adult blades? There are more Dreher blades if they are required. JC to discuss the prioritization of these resources with NK-B. LF – for clarification, are juniors booking boats for these sessions? IV – also asked if juniors are booking boats? There were no boats booked for heads. JC – the boats need to be identified so that the club knows which boats are being used. ERGS JC – RP3s are still being moved across the floor, making black marks. These should not be moved and should stay where they are. One very nice pre-owned erg has been sold to the club with generous terms, now 8 C2 ergs. HEADS MHB – 8s to go first in 2nd heads. JC – everyone needs to spin in the correct place, not stopping at the end, continuing on to spin.

Vice Captain's Report (MHB) – Can anyone who has been to regattas pls send MHB the results as part of the usual routine? Also any feedback about the regatta, how they are run, etc. JH – agrees that this is a very valuable exercise.

Treasurer's Report (JB) – £12562 in main spend, some repairs, juniors £3796 after one anonymous donation of £2000, will still need to borrow but hasn't been required yet so better than expected. JC – expecting to have a good idea of junior summer courses' take up by July.

Membership Secretary's Report (LF) – 3 new members and a few enquiries. 134 adult members and 44 juniors.

Water Safety Advisor's Report (CP) – Emergency action plan has been agreed to be a club-wide document. Can this be made into a proper outdoor sign - A3 sized posted to be placed by the defib, there is also an A6 sized document to be taken out by parent marshals, should also be laminated. MHB would also like a sign with contact information for enquiries? JC to check with the facilities committee. CP could also check with NB about the sign. CP – about half the rowers have responded to the capsized email. This information will be recorded in membership 'database'. JC – a statement from a member is sufficient for this purpose. This will be enough from the perspective of the club. The committee then approved the risk assessment document. The club safety book has also been circulated and will be issued as a club-wide safety document. First aiders – 2 have been trained, 2 lapsed and 2 want to do it. One collective list of these is fine. Juniors have had 3 capsizes, and one incident/report of lightning below the lock which required them carrying the boats.

Welfare Officer's Report (ET) – briefing with lead safeguarding role, need DBS and briefing. All parent marshals need to have Sports UK safeguarding – need to be encouraged, but not creating a burden. Not required from BR but suggested. No safeguarding documents on the website, these can be taken from BR and added to the website. JC – to add these to the website.

Boatman's Report (JB/FM) – Everything is fixed on aquila eagle – more shims are available. Falcon needs a major repair, possibly Franz to look at. JC – this is a priority. Bat Hawk is ongoing – probably in the rigging needs to be looked at. Cheney wooden quad will be going to Nottingham in June

Touring Report (RW) Apologies, sent report. 9 of July to be sent around.

Talent Development Coach's Report and Learn to Row (JH) – LTR, expanded to 19 and now under 10, because 6 people are moving up to the development squad. The course is now based around sculling and have been offered tank session. For clarification, the bow steering assessment is for skill development, different levels. 2x-4x, steering, crew and conditions, with the final level being competition. Goal is to give people enough water time, so they can accumulate experience in different conditions. Would like to allow people who have less experience to get more water time, particularly once bumps is over. MHB – concerned that coxing and bow steering are very different skills. JH clarified that these are two separate skills and recorded separately. JC agreed that the system is working as it is. JH – would also like to thank Sos and Julie for helping in the boats with the Dev Squad. JB – when should people move from LTR to Dev squad or club outings? JH to consider the balance and the goals of members as part of the discussion. JC – to continue this discussion later in the membership discussions. JB – concerns about numbers in the club sessions. ET – question about legacy issue, MHB maintains this list and is gradually working through the list and certifying people.

Junior Head Coach's Report (NK-B was not present, JC offered the following summary) The future of the juniors' programme will be largely be determined by the financial success of the summer courses and the renewals in the fall. JB – what about marketing the summer courses? JC gave a summary of advertising, where these notices have already been placed and where they still need to go. LF and JB will probably need to manage the payments for these, not enough time to institute a better solution. Summer courses are crucial to determining the future of the programme in the fall – will be using the same model as Christy used in previous years: 3 sessions per day – priced at £125 for current members

and £150 for new people, which reflects an increase from last year. JB – to talk to Cheney treasurer and use some of their funds to support Cheney kids rowing. JH – asked about revenue/costs in previous years, JC said that Christy usually had about 5-10k profit each year, again, these funds are crucial to the programme.

Development Squad Report (combined) Walton and Weybridge regatta.

Independent Racing Coordinator's Report (IV) Next big races are Marlow, Nottingham and H T&V and there is about equal representation between men and women in recent races. JC how many active quads – IV guesses about 4-5?

Outreach Coordinator's Report (TB) – Confirmed the Parasol Project starts in a few weeks, JC to confirm dates for this. Also noted that the end of July will have sessions with My Vision Oxfordshire with visually impaired community. Kayakers put together a policy document around how to manage an outreach event TB to see if BR has a similar document. Outreach plan has been distributed, also planning a webinar to give membership an opportunity to participate. Generally it seems that it is a good idea for the funding to be in place first before proceeding with a comprehensive outreach strategy. Fulham Reach to be at Falcon in June 9th for a long distance touring event. The club has been asked to help with Bumps, they can store the boat for the swan management team. JC notes that there has been good communication with OURC this year. Stress testing research project with juniors, same protocol has been done with Fulham Reach. Will be paying club about £300-400 for this.

Social Secretaries' Report (CK & GD) – May Morning, coronation café, pub socials 7:30 on Fridays and socialize – all successful. Next club wide main event is a 70s club disco on July 15. Rowers to be included this year. Then planning starts for Christmas. MHB suggests that it would be helpful to offer an outing for the juniors' parents, which was agreed.

Publicity Officer's Report (DH) Apologies

AOB

The request by OARC to temporarily locate to Falcon – their boathouse and the adjacent farmhouse is being sold. It depends on the buyer and whether or not they will continue. It is understood there will be a 9 month notice to the club and 3 month notice for racks. JC to meet with Nick Sylvester to discuss. JB reported that trustees are not prepared to host the club. JC – because of space considerations, the only way this might work would be to have outdoor racks on the green, which wouldn't be approved by the trustees. There is some discussion with a college about a new boathouse somewhere. IV – how many members are looking for space? JB – the club could currently support about 32 new members. Part of a larger discussion about club capacity. JC – meeting tomorrow is to find out more. JB – concerns about launch space. MHB – the club really needs to have a membership ceiling. JC depends on the type of rower, what days/times people want to row. Where are the constraints and limits – Saturdays are always busy. Dock capacity problem for heads on Sunday. MHB – there needs to be a capacity, so that the club understands whether these members can be assimilated, what is the limit of number of people. JC – Accies are also more squad oriented which is different than Falcon. JB – capacity of the club room is 170. IV most Accies boats are 8s and 4xs, can this be accommodated within Falcon. JB – Accies pay about 15k per year rent for the boathouse. JC – key question is to assess the capacity of the clubhouse. It was agreed that the membership capacity of the club was an important question and should continue to be discussed.

GYM INDUCTION – JH to revisit gym induction protocols.

There being no other business, the meeting was concluded.

ACTION ITEMS FROM MINUTES

DESCRIPTION	ASSIGNED TO	NOTES
Documentation	JC	Draft guidelines for trailering
Facilities	JC	Confirm date for clean-up day; rota for cleaning boathouse to be agreed and communicated with membership
Launch	JC	Add information about the launch to FAQs on club website
Launch	CP	Add sentence about launch to risk assessment documentation
Boat Booking	JC, NK-B	Confirm boat booking policy for juniors' sessions
Facilities	JC, CP	Enquire about water safety signage
Events	??	Outing/taster for juniors' parents?
Ongoing	All	Discussion about membership capacity/ceiling
Ongoing	All	Decoration for boathouse
Safeguarding	ET, NK-B	Safeguarding training for juniors' supervisors (volunteers)
Welfare/Safeguarding	ET, JC	Documentation to be added to website
Outreach	TB, JC	Follow-up with City of Oxford councillor
Documentation	JC, CP	Latest versions of water safety documentation to be added to google drive

ATTACHMENTS: REPORTS RECEIVED FROM COMMITTEE MEMBERS

Treasurers Report for Meeting on 22nd May as at 15th May (JB)

Rowing account has £12,562:29 in it, with BR and EA payments already made for this year.

Junior account has £3,796.18 including a £2,000 grant, there is an outstanding coaching Invoice from Ollie and of course coaching invoices for May, June and part of July to come.

Boatman's report (JB)

We have new riggers and runners plus some shoes to fit to Aquila Eagle, I need it on trestles before that work can be undertaken.

There are new Grips for the Dryer sculling blades, I hope to fit these before the meeting.

Falcon FAL414 remains out of action awaiting repair and set up as a Coxless Four (sweep Oar)

To preserve the life of parts it is important that Runners are wiped down before and after an outing.

Welfare Officer's Report (ET)

From the briefing with the British Rowing Lead Safeguarding Officer (Wednesday 17.5.23): British Rowing is asking for all supervisors to have safeguarding training. I will discuss this with Nick K-B asap.

- There is no safeguarding information or documents available on our website (as far as I can tell although I might have easily missed something, all I could find was from the kayak/canoe side...). British Rowing has lots of documents that we could link there so that they are easily available to all members / families. I'm working on selecting the more appropriate.

Outreach Coordinator's Report (TB)

Since our last meeting the Asian Taster Day has taken place which was by all accounts a great success. It has also led to an interesting new contact from a City Councillor keen to talk about how we can open up rowing to a wider cross-section of our community, which Jon is following up.

We are just about able to confirm that we will be running a five-week pilot project on Thursday afternoons with Parasol Project, working with a group of mixed ability young people who attend their club on the Northway Estate. Jon and John will be running this for Falcon, but more help would be very welcome: let me or them know if you'd like to volunteer.

Looking forwards we will also be participating with the Kayakers in another taster event on 29th July, for people with Visual Impairments, organized through My Vision Oxfordshire. I need to look into the event management implications from the rowing side, but volunteers are wanted, please, to help out on the day. Again, let me know if you can help.

Before that, on Friday 9th June, we will be hosting Fulham Reach Boat Club for the start of their fund-raising row from Oxford to London.

Meanwhile I have been progressing the Outreach Plan presented at the last meeting. I have prepared a written version – attached – together with a few short case studies from clubs I have spoken to. I hope to offer a webinar to members in the near future to give an opportunity for feed-back, but also to ask for volunteers to help out with some specific tasks which are sketched out in a new 'next steps' section at the end of the Plan.

I have more research to do before we start to turn the plan into action, but I think one of the key priorities is to raise money so we can have funds in place when we are ready to start properly. And I'm sorry to report that my initial attempts have not been successful: our application for funding from Oxford Sport Council didn't even get an acknowledgement (the kayakers did however get some funding and Nick B will be trying to find out what we did wrong!) and I have finally heard back from the Boat Race Fund, who are not awarding funding currently. My next task is to develop a generic 'case for support' and then research and apply to other funds.

Talent Development and LTR (JH)

Club Development

Bowsteering and Coxing

I have contributed a draft proposal of the criteria for assessing bowsteers and coxes. There is a need to identify and confirm those who can assess these skills. It is hoped that we can confer the basic level (Club/Bronze) at an early stage, allowing those people to take out competent crews in low traffic and Green flag conditions (always subject to a dynamic risk assessment on-site). Progress to higher levels will depend on experience of more challenging circumstances with a dedicated bank rider (or, potentially, equivalent competence in the stroke seat).

Development squads

Both the men's and women's squads are accepting new members - some with experience and others being fast tracked through the L2R course. Extra sessions are being set up to accommodate the latter group. Thanks are due for the support from Andy, Seb and Mel to make these possible.

L2R

The numbers attending regular sessions has dropped to about 13, mainly due to withdrawals for unforeseen circumstances and commitments outside the club. There are probably five of these who are already seeking entry into the Dev Squads (see above). The others will continue a more conservative path into the Club squads over the next few weeks.

Any comments or supplementaries to me, please.

Water Safety (CP) with additional documentation to be added to google drive

Please find my report amended with updates post meeting.

Also the finalised documents that were approved to keep on the google drive please.

Rowing Risk Assessment including use of Launch. (version 7.5), Also to be added to the website please Jon. (Plus change in the wording of the safety page as per my prev email).

Club Wide Emergency Action Plan (V2.4). To be added to the website please Jon, I will liaise with Nick B about having a sign outside the boat house and also find out about the cost of having the pocket emergency plans created to give to parent Marshalls and others.

Club Safety Handbook - rowing section. approved version 1 enclosed. Jon I will send to Matt in Kayaking to add to the club wide safety handbook, so best not to upload this to website just now to avoid confusion, but hopefully will be issued very soon.

Touring Report (RW):

1. Last special event (May morning) was a rip roaring success.
2. Have mainly been club outings since then.
3. No interest from round the club in Thames Valley Explore Rowing skills events this Spring - maybe because recent joiners who want to compete are competing in racing events.
4. Falcon tourers participating in residential tours in June in Ireland and Norfolk.
5. Falcon tourers also participating in annual National Tour on the Severn in July.
6. Proposed date for Goring Summer Sunday afternoon trip using Charles Stanley quads based at GGBC Sunday 9th July - subject to GGBC confirmation does that seem like a good date? Keen to open this to whole club. Max 20 people.

AIR (IV):

AIR – REPORT 27th Mar to 22nd May

The AIR group has been quite active in the last two months (Mar to May) and attended 1 head race in Gloucester and 5 regattas: Bedford, Evesham regatta (1k and sprint), Borne at Chiswick, Nottingham City and Nottingham Master Club, and Walton Weybridge. A total of eleven different crews (two female 2x master crews, three men single, 2 men 2x and one mix double) have participated in some or all of the races mentioned above. At the moment there is a high interest in continuing racing and building up racing experience. A few wins and second places have been achieved.

Captain's Update (JC):

- Regatta season well underway and process is working, with high attendance at regattas
- Secured access to more trailers
- Processes in place for water safety (bow steer etc)
- Building/Site Security is a concern
- Facilities Committee is in action with policies as advertised (dogs, showers, noticeboards) and club cleaning/maintenance strategy
- Cox co-ordinator role has been established. - Kez, to oversee coxes and bowsteers, criteria in definition.
- Future items - access to boats for regattas, allocation of boat racks, boat rigging modifications
- 2x members doing RYA2 Launch course, 50% subsidised by Falcon

