

ROWING CLUB COMMITTEE MEETING

17th July 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, Dai Howell, Sam Jenks (representing the juniors' programme), Claire Parker, Peter Crossley & Kathryne Crossley

APOLOGIES: Georgia Dowdeswell, Ruth Ward, Iolanda Vendrell & Charlotte King

NEXT MEETING: WEDNESDAY Sept 13, 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): Reports that 2023 has been a fantastic regatta season, of note is the women's win at Henley Masters. MHB plans to collate results for AGM. JC notes that there is still a gap between juniors and adults though on rowing side. Additionally there is a need for more support for club outings and coaching on dev squad - possibly Caroline on women's side and Andy on men's?

IT: more improvements on this are required and are ongoing.

More internal collaboration among AIR members, particularly for members to find one another for rowing. MHB notes that there have been improvements, a lot of this activity has been organised via what's app, but this can also be exclusionary as not everyone who might like to be included has been.

Club social media accounts, JC would like to see more activity with these. Who owns these? DH has twitter, JH has facebook. This requires further coordination.

Accies - future status of the club is still uncertain.

Broadband - current plan is to route fibre via scouts, still working on this as it's complicated to manage the installation.

Kitchen - Jo and Keith are trying to move entirely to recyclable materials, generally though this is a matter for the facilities committee. Proposals to be brought to the facilities committee.

Nick Kay has quoted to replace the wood that is disintegrating on the edge of the landing stage, possibly recycled plastic - this is ongoing.

Coaches - anyone who is coaching needs to be registered in BR in club hub as a coach. ET advises that all coaches and supervisors should be members of both BR and the club. Might need a new category of membership for volunteer coaching. ET this is mainly for coaches who work with juniors. SJ asked if this type of membership could be included with the coaching remuneration? JC needs to be discussed with the trustees.

OUTREACH REPORT (TB): Parasol sessions have successfully concluded, the club continues working with the organisation to review the approach and see if there are any opportunities to develop additional coaching resources, perhaps with Brookes and colleges. 5 sessions with 3-8 people in each session. For children and young adults with special needs, with a variety of circumstances. All seem quite capable of getting on the water. Some scheduling difficulties, but the plan is to review this to see if there is interest in continuing this from September. One parent is a kayaker, feedback has been positive.

TB has received some feedback from online consultation, moving forward with finding some funding, believes this will be easier with matching funds. Upcoming meeting in Sept held in the boathouse. JH asked how much funding has been requested? TB applied for 2k, but maybe 1k will be made available.

VICE CAPTAIN'S REPORT (MHB): Good number of enquiries recently. Several were uni students returning for the summer with a student membership, primarily Oxford-based people, some were looking for more organized training. Some are just interested in sweep rather than sculling. General discussion followed about the procedure for signing off of people to be competent in singles, whether this should be added to the bow steerers' sheet. Generally it is the case that there is no documentation for how people become approved for 1x. Perhaps 5 people are currently interested? Self-organized coaching is the club's model, but new people need to know who to ask. MHB asked how formalised should this 'sign off' be? JC self-certification should be sufficient. CP should add to documentation/handbook? Agreed by everyone that the primary objective is to try and encourage people in the development of their rowing.

TREASURER'S REPORT (JB): Some expected expenditure - Falcon is out. Cox box is out (£97). Junior account is currently £1800, mostly week one of summer courses. £2075 is the income from the first week, but this is gross. JC asked if it was the case that

effectively junior account was empty before this, JB confirmed that this was accurate. There were 4 people still being chased for junior race entries. JC asked JB to confirm that no transfer from adult account to the junior account has been needed, JB agreed this was the case. JC has asked NK-B to produce an annual coaching statement of accounts, which would detail the percentage of the annual budget comprised by the summer courses.

MEMBERSHIP (LF) - Most of this had already been covered and a separate meeting was held earlier in the evening. JC asked about the workload, which LF described as manageable, at the present it was primarily just monthly invoicing. Junior courses are now collected into a separate account.

WATER SAFETY (CP) - Should the club have small A6 laminated signs printed for inclusion in the junior coaching packs and for general use, cost is approximately £1.50 each for 25? Approved. CP will keep membership list about 70% have said that they've capsized, should add on new members application. LF to add that if a club member has not done a capsized test, they should. MHB said that this information should also include what to do in the event of a collision.

Club-wide safety handbook, all three (kayaking, rowing and canoeing) will be incorporated into a single document and a link will be distributed to members. Bow-steering competency list, these are all on the website. First aid, have about 4. CP noted that there were still safety hazards on the river that required attention from the relevant authorities, including sunken boats (these have been reported) and the 'no mooring' signs missing from some places esp Folly Bridge. JB said he thought these were owned by Salters - to ask, EA been notified.

Risk assessment for vision impaired event has been done. NK-B has said he cannot take on any new members with any impairments or special needs.

WELFARE OFFICER'S REPORT (EV) - covered in update.

BOATMAN'S REPORT (JB): 414 is away, new wheels and runners have been replaced on 2x Black Hawk. Juniors lost a cox box at iron bridge - £309, NK-B wants the cox box with a speed coach, which was approved and noted that this can be used by the whole club. Harrier is off the water, damaged. JC what is the substitute? Merlin? No ETA for Falcon to be returned. Short of coxless men's 4x.

TOURING REPORT (RW) - sent report in advance.

LEARN TO ROW (JH) - these graduates have all moved into one of the club sessions, as appropriate. Due to complete 3 month inclusive membership this month, about 10 people. JC to schedule a meeting to contact them. Next courses to start 6, 12, or 13 in Aug. JH reports that he has been doing some coaching with the WDS.

Pathway into touring, would be helpful to have more contact. JB suggested that some of the difficulty was because tourers are not a regular weekly session, so prospective participants could sign up for the club session and specify that they would like to do only sculling. JC said that maybe this could be added or clarified in the induction. MHB agreed, said that we need to avoid giving someone the impression that a member could only tour as there isn't enough offered. CP asked when LTR join, do they fill out the same form? Yes. JC added that capsizing requirements will also be made clear when moving to regular club membership.

JUNIOR COACHING: Updates provided by JC and SJ.

Boat booking has been improved, still working on this for the summer sessions. Reiterated that if there are any circumstances where adults would like to use a boat that has been reserved for a junior camp/session, parties should try to reach a mutually acceptable compromise. LF asked that in the event where a general use boat was not available, could a captain's permission only boat be used, JC said no, that the rules on captain's permission should be observed regardless in order to ensure that rowers had the appropriate experience required to use club equipment.

JC reminded everyone that in coming year, juniors need to book boats for each session by Sunday. It's also important to properly record this information as it's used to help inform boat buying priorities.

Junior Finances - JC About 125 people requesting summer courses, which represented a very good response. This likely provides the necessary funding for the regular season, which is about £2.5k per month or £22-23k annually to run the juniors' course. Appears to be a more secure situation for juniors than it appeared in previous months. However, there is no current investment in junior boats/equipment. Using adult fund to maintain junior equipment now and at some point these will need to be replaced. Hopefully some of this funding might come from outside sources. JB asked if Sam had any idea of how many juniors will rejoin? SJ suggested that most were expected to rejoin. JC - Hopeful that summer courses will lead to new junior members. JC - max is about 50 seats for juniors, so at least 40 members. Probably an upper limit of 50.

SOCIAL SECRETARIES' REPORT (CK) - Priority is to make Christmas plans, particularly to decide a date, whether this will be at the club or somewhere else. General agreement that everyone preferred a catered dinner at the boathouse. 170 max capacity. Will juniors also be invited? JC to check with Georgia and CK, agreed that about £60 per person, sit-down meal seemed good.

PUBLICITY OFFICER (DH) - No significant updates to report. JH asked if the news section on the website could be updated, can junior results be updated as well on website. Agreed that JC and Dai should meet to discuss.

AOB

Juniors - SJ - how can juniors be integrated better? JC - regattas, junior regattas have not been as well planned as adult races, but hopefully in the future more races would have both an adult and junior presence. Suggested that some older juniors might enjoy attending the Christmas party but equally, some of them may prefer a juniors-only event.

Club kit: JH asked can kit be blue rather than black, for visibility. And about Thames block. JC it is in theory possible to hold stock. JC to discuss with Georgia. MHB - would like to see everyone in the same AIO.

Elections - review of the Captain's term limit - Rowing won't have a separate constitution, it's expected that the current FAQs section on the website where information/policies/rules etc are collected will provide the same principles of governance that a constitution would. The proposal to change the Captain's term limit needs committee agreement which then moves to trustees and then to be voted on by the general membership. Term of 3 years has been proposed. It's also important to lay out the procedure for removing a Captain. It's proposed that this could happen two ways: either by going to the FBC trustees and having the captain withdrawn OR members could also have the option of collecting the required number of signatures to have the Captaincy put to a vote - this should be either a percentage of the eligible voting membership or a prescribed number. It was agreed that a percentage would be appropriate.

Procedure for the next election to be agreed at the next committee meeting, in order to proceed with an election this fall - in advance of the FBC AGM.

APPENDICIES: COMMITTEE REPORTS SENT IN ADVANCE OF THE MEETING

WATER SAFETY REPORT (CP):

Water safety advisor report to Falcon Rowing committee 17 July 2023 –

Completed (still to do)

1. Emergency Action Plan approved as club wide doc at Kayaker/Canoe committee March, added to website. A1 size acrylic version next to Defibrillator ordered.
2. Laminated A6 emergency Action plan pocket version cost about £1.50 (minimum 25) NKB finalising, will they be used by Kayakers too?
3. Capsize drill – all to complete / confirm have done before end Sept. So far 80+ have replied. Future member renewals to include question re capsizement completion.
4. Rowing Safety Risk assessment updated to include ergs and launch (V7.5) uploaded to website and members informed.
5. Club wide safety and activity handbook – rowing section complete. Kayaking section finalising document for dissemination across club / add to website.
6. Coxing / Bow steering competencies and assessments now in use Kezia coordinating. MHB has listed existing competent cox/bow steers to which new ones are added. Can this list be visible (? On the boat booking spreadsheet)
7. 1st aiders – club wide poster still to be created with all 1st aiders listed (Kayakers leading). Further training in September with Kayakers.
8. EA emailed re sunken boat at Longbridges (highlighted as a risk in quad capsizement by NKB) also missing No Mooring sign on towpath side near Folly Bridge. Awaiting response.
9. My Vision Oxon rowing / Kayaking event 29/7/23. Specific risk assessment for the event has been written.

For information:

Adaptive rowing in Falcon: Junior section would require additional welfare and coaching support for adaptive rowers, particularly those with learning difficulties and neurodivergent. So at present NKB states not able to take on new junior adaptive rowers.

0 Incidents reported to BR since last meeting.

Claire Parker WSA

Development Squad: As WDS we have always struggled to define the purpose and identity of the group compared to the club outings. It is a very difficult balance between being inclusive (which is what the club sessions are already offering) and providing something different which is worth for the members to take seriously (which is equally challenging). We had big ambitions for this summer and signed up for a race a month but unfortunately had to withdraw from Reading and possibly the coming Henley Town and Visitors due to many different factors including the lack of engagement of the crew. We are in a state of trial and error trying to balance our ambitions with the challenges that come with having a squad open to anyone and everyone who wants to have a go at racing.

We are at the moment reflecting on the challenges of that we have had trying to take the 8 to HTV and are thinking about how we can do things differently maybe aiming for local races only for the 8 and having a more competitive focus on sculling as it is much easier to coordinate a smaller number of rowers.

We are still trying to establish our identity and purpose within the club, and we want this to align with Tim's vision. We can see the enormous benefit of offering an inclusive development squad to provide development and racing opportunities to those who may not fit with the often more serious/strict nature of other clubs. We really appreciate any help and support from the club to help us continue trying to build this.

WDS captains

TOURING REPORT (RW): There's a fair deal of Falcon summer touring activity away from Falcon. Me & 2 Falcons joined an excellent week's tour in SE Ireland in early June. Me & 2 other Falcons joined a weekend tour on the Norfolk Broads in mid June. 10 Falcons enjoyed a fabulous afternoon row and tea at Goring Gap in early July. 9 Falcons are participating in the 2023 National Tour on the Severn this coming weekend.

Conversely there's been no take up so far this summer for Thames Valley Explore League 'fun' competitions. I'm planning to continue to do low key promotion but not push - there seems no shortage of competition activity on offer elsewhere across the club.

There may be the potential to hire some spaces for the Great Tyne Row over the August Bank Holiday. Let me know if anyone is interested/willing to lead on that.

In other news we the BR rec rowing committee have finally managed to get this new section live on the BR website, with an accompanying press release. I have a direct link to BR if we want to encourage BR to do a 'down your club' visit and comms piece at Falcon showcasing the many facets of our club activity - let me know how keen the committee are to do this.

LTR and TALENT DEVELOPMENT COORDINATOR (JH): L2R, Coaching Development and Gym Induction reports for RSC mtg 17/7/23

L2R

- All those remaining on the F23-1 have now been transferred to the Club or Dev Squad groups for the remaining period of their 3mth membership. They are due to make a longer term decision about their membership at the end of July.
- I'd like to acknowledge the contribution of all the team that has supported the last course and has undertaken to continue with the next - particularly Andy but also including Seb, Mel, Kez and Alex.
- I would like to have seen a more seamless pathway option towards the Touring Group and this should be investigated for this and future L2R courses.
- The next course (F23-2) is scheduled to start on Sun 6th Aug. A notice has been sent to all those on my email list and circulated to the FBC rowing membership. At the moment, I have around ten people signed up to start this course. I would prefer something between 15-20.
- I am intending to share the management of the course more widely so that I am not indispensable in the delivery of future courses.

Coaching development

- The Mens' dev squad has been led by Andy and the Women's mainly by myself, although sessions have been led by Howard and Caroline (OBU).
- Progress and activity of the groups will be reported by the Squad Captains.

Gym Inductions

- I am in contact with about six people seeking gym inductions, most of whom have experience but wish to gain (legal) access to the gym. I will eventually negotiate sessions individually but first need to receive induction forms (the need for which wasn't mentioned in the recent promotion of the process).

VICE CAPTAIN'S REPORT (MHB):Membership Enquiries and outcomes since previous FRC meeting 22 May:

17 enquires about joining Falcon rowing

8 Introductory taster sessions given & 3 in planning

3 joined, 2 intending to = 5 new members (2 are from David Reid's St peter's sculling into sessions at Falcon)

Probable reasons for not joining:

Wanted fixed squad-based training programme of several sessions a week, primarily sweeping – 3

Recreational sweep rowing – 1

Not offered reduced membership fee for short term attendance – 2

Unknown 3

Upcoming regatta entries:

Henley Town & Visitors 13 crews

Peterborough 2 crews

City of Oxford Royal (Sat) 13 crews

City sprints (Sun) 11 crews

Great Ouse marathon 3+ crews

TREASURER'S REPORT: Main Account in Credit £11,943:56

Expected Expenses

Refurbished FAL 414 Falcon £1,800

Repair to Cox Box

£70 ???

Junior Account in Credit £1.840:97 This after transfer in of Week One summer course fees.

Note there are outstanding Invoices for June coaching

There are Four individuals who have not yet paid for Marlow or Ironbridge race entry

The new FBC Rowing account is now open, though some individuals cannot compute the Correct Reference to be added to the pay in. It is being used for the Junior Summer course and will be trailed for the next race entry (junior only)

OUTREACH COORDINATOR (TB): The Parasol pilot project has finished for the summer. I am aiming to review before re-starting in September with the hope of experimenting with a different approach to coaching provision

- maybe an opportunity to work with Oxford Brookes or one of the colleges?
- We are all set for the My Vision event on 29th July with the Kayakers, which Andy Munroe has kindly volunteered to lead from the rowing side, and we have four additional volunteers. We are not sure just how many participants we will get, but this is again just a first step.
- I had some very useful feedback from the online consultation session for the Outreach Plan and am now in the process of following up on that and starting to develop an action plan. First priority is to find some money!
- On which... thanks to an intervention from Nick B, we might still get some money from Oxford Sports Council. My original application email had gone to a junk folder and they are now going to re-consider. Also, they will be hosting their next meeting (September) in our boathouse!

CAPTAIN'S NOTES (JC): Captains Notes for the meeting, as well as some notes for some of the agenda items.

RSC 17Jul

Captains report

- Great progress on regatta participation - esp. HM result, but across the club incl juniors
- Club wide engagement seems to be going well
- All committee positions are filled and club is functioning well
- Need to build up more support for Club outings and coaching for dev squad
- Some improvements in IT needed- see agenda item
- Find a way for AIR to form crews more effectively
- Improve club profile in the "grams" - twitter/facebook/instagram
- Academicals situation unknown
- Plan to bring b/band into the clubhouse ongoing
- Some improvements in kitchen catering from recyclables perspective needed
- Plan for replacing deck border underway
- Need to have coaches identified in British Rowing Clubhub => review Coaches membership policy

Rowing IT

- Security risk as quite a lot of the process docs are in public domain - no easy way to restrict access other than to hide links.
- Club mailer now edited down to 147 which is close to membership considering some 'management' addresses.
- Frequent request to simplify access to boat booking docs
- Some improvements in transaction work but still a lot of room for improvement.

- Club comms is email+private whatsapp groups
- Need to move to a more robust system to streamline transactional work, membership admin, club comms

Junior Squad Status

- Summary of fiscal year to date
- JSC has approx 125 applications to date and growing - profit estimated (by NKB) to be in excess of £8k (and growing) - reasonably now expecting >£10k. [2019=61, 2020=85, 2021=102, 2022=110]
- Need to define a go/no go on annual programme in August/Sept - partly dependant on take up rate, and profit from JSC's - generally looking more optimistic.

Captains Election

- Outstanding part of the 'rowing constitution' - the rest of it is posted in the FAQ;s
- Proposal : Captains term of 3 years, captain appoints RSC. Club election in October (prior to FBC trustees AGM). Membership VoNC - via Trustees intervention, or via members petition (1 RSC proposal, 1 RSC second, >20 members signed) -> club re-election.
- Members vote model : by electronic means - for now, email response to request made by Rowing Secretary. (this assumes a reasonably accurate mailer list) -
- If agreed by RSC, this needs to be approved by Trustees and then voted in by members - proposing a joint vote Oct of Captian and Captains 'term and conditions'.

Agenda Items

- Plan for new falcon kit supplier
- Current state of rowing IT, risks and exposures
- Junior Squad status - summer courses, plan for FY23/23 season
- Captains election and term, Committee selection, other key 'constitutional' items - e.g. members right to a captains no confidence vote process