



Norwich Canoe Club Committee Meeting Monday 13th May 24

Present:

Sarah Walker- Chair (SW)
Matt Parkes- Vice-Chair (MP)
Megan Broadey- Secretary (MB)
Aaron Widdows- Treasurer (AW)
Tammy Edwards- Membership (TE)
Adam Want- Sprint (AdW)
Alex Booth- Social (AB)
Dyson Pendle- Director of Coaching (DP)
Anna Carrington- Publicity (AC)
Julie Bie- Adult (JB)
Jo Davis- Welfare (JD) TEAMS

Apologies:

John Frankland
Shaun Cook
Matthew Lodge
Steve Mableson

Previous minutes agreed.

Actions complete- April's were not included and will be addressed at the next meeting.

Declarations of Conflict of Interest:

Norwich School discussion point - coaching sessions for students during school hours.
Paying Coaches at 17 discussion point.

Finance:

- Payment from Norwich High School courses should be spread across the next few months.
- In relation to money from BC for the VAa has been transferred into the deposit account so it isn't overlooked and missed.
- Portugal trip- possible small amount £248.40 left. This is factoring in money expected from sponsorship.

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- Want to check if sponsorship money for the Portugal trip has been paid?
- Didn't they pay for merch direct
- I have an invoice for that.
- They were paying for an amount of coach fees to get there.

ACTION AW to email sponsor.

- What loss are we predicted to make?
- Year to date we have a deficit. May, June, July would be more of a surplus due to running more courses so may drop down.
- Could increase the membership?
- There are new names from membership which is positive.
- End of march there were 3 members who haven't paid.
- Chased member for payment, no money has been paid yet.
- Some sprint fees haven't been paid either.
- Aresubs paid from the money that should pay us?

ACTION DP to ask Tim.

- Problem with payment of membership we have members who have not paid for 3+ months.
- Membership has been paid for jan, feb and march on 5th april.
- No payment for April or May? Need to update policy so membership is paid at the beginning of the month.
- Have made the assumption that money that has come through in recent days is to do with the hasler.
- Need to go to direct debits?
- That would make it easier for everyone except me.
- What if we did an export each month of some kind.
- Might make the numbers look different
- Makes it easier for Suzanne as she knows people have paid.
- Might be user error on my part.

MP to help AW.

Additional Coaching Sessions:

- Proposal has been circulated regarding members being able to pay for additional sessions from coaches.
 - Not much feedback from the committee.
 - Jo advised that the idea came from a conversation with members about not being able to get to the technical sessions, and they thought it would be helpful.

PROPOSAL:

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- Adult club members can pay for it, if members want something above and beyond. Not for juniors as they should have enough coaching.
 - 1-1 sessions or small groups. Think some coaches have done this in the past when running training sessions.
 - Would be paid sessions but make it as accessible for as many people as possible.
 - Help people at different stages of their kayaking.
 - Concerns: not had this before at the club and everything has been free according to the training schedule.
 - Not all coaches will want to do this.
 - Benefits are more income, and greater inclusion to the club, extending our offer and helping to retain those members who may not be sure.
 - What coaches could offer what and when.
- Will it be for individuals or groups?
 - Can be for both.
 - Will it be regular every monday or like a training camp.
 - Could be either, it's flexible..
 - Can it be for members of other clubs that kayak.
 - Theoretically yes, but I think they should have to be a member of this club. Don't want to encourage coaches to grow a self employed business from this club or boathouse.
 - See it as PT at the gym. There is a list of PT's at the gym and you choose who.
 - Personal trainer will get charged by the PT to use the space.
 - A lot of gyms offer that- what you pay doesn't always go to the coach. Would be a form of income for the club but recognition to the coach.
 - Concern, the members have in theory paid for the coach qualifications. Fine line between tips and tricks and proper session.
 - Why do we want something private?
 - It's what people want. We lay it on in the training programme but it's not for us to tell people what they should and shouldn't be doing.
 - There are a few coaches that do it for free. It's being part of a club- some people won't have the money and it becomes a 2 tier thing.
 - Difference between training and our members to be coaches and provide coaching. There are some coaches who provide some good feedback. Coaches on the river isn't coaching. Not everyone can access the free sessions. Need to educate members about the accessibility of sessions. Some people may feel guilty asking for more help if it's for free- but would happily give money to coaches for extra support.
 - Can we come back to this next month, think on it and reflect?
 - It's come from last month's meeting, and it's been moved on. Shall I develop it further?
 - Ask more members for their feedback. It's controversial, and we need to speak to members.
 - Conflicted with the idea, we advertise ourselves as a family club and we keep adding on services.

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- Coaches aren't motivated by money
- We could try a booking service.
- We'll become liable so we need to check that.
- Was money always involved?
- Yes as they are private sessions.
- How often are you (JD) at the club to discuss, could someone else help talk to people.
- Have asked lots of members.
- How does a PT work as that's what we're suggesting.
- They rent the space but payment is made through the gym in most cases. But can be where you pay separately.

ACTION JD to speak to more members.

Addendum: this should be added to the coaching minutes for discussion there ?

Safeguarding policy explanation:

- Had a look at what other clubs had on their websites and how it looked.
 - Looked on PaddleUK and they have all their policies listed, depends if we want to list theirs or create our own.
 - Not sure there is a point in developing our own as paddle uk is a central governance.
 - Proposing the draft copy that was sent round.
 - There is a form for someone to complete with any concerns.
 - Is everyone happy with us using PaddleUK policy/paperwork..
- Policy reads fine, but we need someone to hyperlink the documents in for accessibility. Can your document be put onto our headed paper. Liaise with MP so it's uploaded properly. Need to add the bottom who owns the document, who owns it and when it needs to be reviewed shared with MB

ACTION JD deadline of May.

Committee agreed to adopt the policy.

Dragon boat-

- Tim coming up with new ideas. TS would like to suggest opening a dragon boat corporate event after BUCS as the lanes will be out.
 - They are expensive
 - Company supplies the boats
 - They can run the event
 - Or they allow us to hire the boats.
 - 2 dragon boats in 1400 to hire- we think we need.
 - Do we think it's a good idea?
- They are fun, and would be good for the club's name.
- We'd have to hire the lake.
- Would have to put a lot into it to get a good amount of money back.

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- When would it be done?
- The week after BUCS.
- Go down the route of asking people if they have a dragon boat. Quite a few canoe clubs have them.
- Could hold a dragon boat event for canoe clubs or anyone interested.
- This is to get corporate interest in the club.

Committee agreed for Tim to get costs and more info- ACTION SW to make Tim aware.

BUCS:

Confirmed we are running bucs 2025. 15/16th March 2025.

Norwich School

- They want to formalise in writing what they have been doing with the club for the past few years- affiliation.
- So if people retire there is a document to lean on to showcase what we do with the school.

ACTION SW to send the document around for feedback.

- There is a fee to have the affiliation- document isn't anything they aren't doing or haven't done already.
- They have games classes for canoeing, sometimes our coaches help. They also have a facility called 'Access to Sport' to their elite- which allows them to leave school at a time suitable for the student to fit in with their training.
- Are we happy with their being coached sessions that will suit these students- as it might be during the day and during the week.
- Going to be something that is so rare, push comes to shove put into a 4:30 session and someone else will be able to make it.

Committee agreed.

K4-

- Some estimates of the cost of repair back, waiting for one more person to get back to me on Saturday.
 - £2000k plus vat- £2.5k but Phil will be cheaper.
- Don't think we should use Phil.
- Kirton: £1500 plus vat can do it autumn winter
 - Kirton recommended slough £2.2k plus vat.
 - Paul (boat repair man) looking Saturday.
- New boat cost 5k. Think we should send it to Kirton
- Agree, go back to Kirton as they should warranty their work.
- These are all estimates. We'll have to take it there.

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K2 Mirage-

- Club colours, split on seam. Would like to send it to Kirton for full refurb. No quote yet. Tim got Phil to repair it last time. Can I get a price to refurbish?

ACTION SW to contact Kirton.

Committee agreed.

- need to stop using boats that need repairing.

Paying Coaches at 17:

- Currently we start paying at 18- for any coaching during the week during the day. It's unwritten.

- As we have trained people, we may make money out of them so should we start paying them at 17.

Committee agreed over 16.

AGENDA ITEM Create policy of how much we pay from 16.

Club vision:

- Need to be advertised.
- Put on top of the newsletter and on socials.

Black tie event update:

- Looked into dragon hall kings street, got a quote they can cater- 90 guests - **CONFIRM FEE.**

- Will enquire about White Horse.

There's a venue on Thorpe Road/Yarmouth Road that might be an idea.

- We don't want to cater it.
- Want a ticket and it is all done.

ACTION AB to confirm fee and look at other options.

AOB-

- Do we rebook defib day?

Committee agreed.

Member medical details

- Copy in office draw and printed copy of the other half of membership spreadsheet with contact details.

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- Previously used to print out every membership form- this is less. Will be under lock and key.
- Won't be shared electronically as it's encrypted.
- If that's the approach with medical data it's similar to the committee information.
- Before any medical issues were being emailed to dyson- member said it was not encrypted as it was emailed.
- Is it up to a coach to go in that draw or will it be shared if people notice.
- I will let coaches know. Suzanne will have the day course too. If they don't join we'd never know.

ACTION TE- Will write policy down.

- Went through equipment we could sell
 - Sprint ergos
 - Sold the Romain K1.
 - Sold a green boat K1.
 - Run through the K2 rack that we can sell or get off site. Can then have a review of what racking we have inside to use.
- How much was the green boat K1?
- £250

Fleet is in working order, and Steve was happy with the buoyancy of the boats.

Date on a CPD safety and rescue Saturday 24th may.

- Has this been emailed out to people.

ACTION AC to share info re CPD day.

- Is Steve M going to do something on risk assessments on the CPD day?
- Going to do an induction of the club on various things. Medical etc and risk assessment.

Ladies day Sunday 26th May.

Bring a friend day Monday 27th May.

- Phone has been bought. Not a sim.
- 2 options:
 - £15 including vat 8gb data
 - £12 including vat 20gb data

- Does it need to be a business sim?
- It's appropriate for us as no one will put a sim in their name. Good for the club to get a credit rating.

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- How will it work sharing the phone?
- Suzanne will have the phone.
- Need a phone number for website facebook etc.
- Is it there for other people to use?
- Yes. We could get a pay as you go? Only ingoing calls and wifi.
- Need a sim that is cheap but usable.

Committee agreed £10 sim budget.

ACTION AW.

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