

# Committee Meeting Minutes

## Minutes of the meeting of Devizes Canoe Club Committee Wednesday 12 July 2023

**Attendance:** Mark Bouch (MB), Sue Colby (SC), Nigel Chivers (NC), James Papworth-Smith (JPS), Victoria Cains (VC), James Mahoney (JM), Anna Overton (AO), Emma O'Hare (EO), Lindyanne Ehrnrooth (LE).

**Apologies:** Jon Scaplehorn (JS), PPS, CJ.

**Circulated to:** Committee, Trustees, Coaching Group.

Item	Details	Action
2	Round the room update to become quick roundup of actions from the minutes of the previous meeting.	LE to include on agenda for future
3	<p><b>Update Juniors</b></p> <p>Our first Intro course for juniors started last week but only has 4 on it because the people on the lengthy waiting list did not respond.</p> <p>The waiting list needs review to identify potential paddlers still intending to join DCC</p> <p>Three will feed into the adventure group and one is going to feed into the Girls Group which currently has four members.</p> <p>Girls Group attendance is inconsistent, so we need to build up numbers by:</p> <ul style="list-style-type: none"> <li>- prioritising enquiries from girls for intro courses</li> <li>- including younger girls from year 6 onwards</li> <li>- identifying a female role model to promote and coordinate activities for this group (doesn't have to be a coach!).</li> </ul> <p>The recent National Regatta in Nottingham showed that DCC is being recognised as a successful racing club, with the commentator noting our achievements. Consequently we had two of our juniors selected to represent Great Britain competing at the Olympic Hopes Regatta (1 of whom is also on the European Championships Team), and we have 3 juniors competing in the highest under 18 division (A), one of whom is only 14 years old.</p> <p>The committee agreed that Wilts/SW Sports Awards would be a suitable way to recognise the achievement of our elite athletes (National Champions, Olympic Hopes etc).</p> <p><i>** We need to identify someone to research the awards available and write up the nominations.</i></p>	<p>AO to email</p> <p>AO to implement</p>
4	<p><b>Coaching Update</b></p> <p>The coaching cadre still lacks strength and depth which leads to vulnerabilities and a lack of resource for important programmes.</p> <p><b>Groups:</b></p> <p>Racing A – OK</p> <p>Racing B – Needs additional coaching support. Going forward, increased numbers could require a split to create B and C groups which would require more coaching support.</p> <p>Adventure – currently covered by JJ, DC &amp; SC but school holiday programmes remain a problem. Some resource shortfalls as our younger coaches have not returned to Devizes.</p>	<p>JM to look into dormant coaches.</p> <p>MB to enquire at Braeside for extra coaching support</p>

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	<p>SC &amp; JJ discussing taking time off work to cover – MB noted coach payment available.</p> <p>Girls – NC. attendance inconsistent -need to keep spirit &amp; numbers up (see above). NC encouraging them to bring family &amp; friends for a taster session and pushing crew boats.</p> <p>It was decided we run a <i>Girls Taster Session</i> – to fit in with the existing girls group.</p> <p>DCC to offer investment in Paddlesport Instructor training for junior coaches.</p> <p>All coaching courses finished for this year. We now have nine fully trained level 2 coaches with discipline-specific training.</p> <p>It was noted that Paddlesport Instructors can run junior sessions and Introduction to Paddlesport courses, hence we may need to focus on CPD sessions to plug gaps in our coaching programme.</p> <p>JM is looking into coach development resources for next year. The committee noted that BC requires match funding from the club for these development programmes.</p> <p>MB noted that school and college programmes require significant coach resources, and all coaches are paid to deliver them, but that they provide an important income stream for DCC, that we can then apply to coach development. The Chair/Treasurer will present a more detailed view of the income and costs associated with school and college programmes at the AGM.</p>	<p>NC, JM &amp; AO to organise a date and arrange</p> <p>BH currently identifying junior parents who may be interested</p> <p>All to note</p> <p>PPS/MB</p>
<p><b>5</b></p>	<p><b>Quality Club Reaccreditation</b></p> <ul style="list-style-type: none"> <li>– QC award achieved March 2022 ago &amp; renewed July 2022 with additional EDI criteria. Now due annual review and reaccreditation (July 2023).</li> <li>– The online submission process is lengthy. MB has distributed a paper review document to club officers to complete relevant sections offline</li> <li>– The committee agreed that this review should be complete by 31 July 2023 with completed documents returned to MB for submission</li> <li>– The EDI position is vacant so MB and LE will cover in short-term.</li> </ul>	<p>All to review by end July</p> <p>MB, LE</p>
<p><b>6</b></p>	<p><b>Awards Evening – Saturday 15<sup>th</sup> July</b></p> <ul style="list-style-type: none"> <li>– all on track, 40 confirmed, expecting 45-50</li> </ul>	
<p><b>7</b></p>	<p><b>Update on the brewery development</b></p> <p>MB and VC updated the committee on the brewery development. The consultation has period has ended. The developer's application has been called in by the ward councillor and will now need to be determined at a full planning meeting.</p>	

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	<p>The level of comment objecting to the application is significant. It is not yet clear whether developers will revise their application or press ahead for determination. Either way, the planning process is likely to take longer than the developers had expected and DCC will have opportunity to influence it.</p> <p>MB asked for a vote of thanks to be recorded to everyone who commented on the application to support the club's line.</p>	All to note!
<b>8</b>	<p><b>Succession planning</b> is a requirement of Quality Club Accreditation under the Governance framework. Affects five key roles – Chair, Treasurer, Secretary, Safety Officer &amp; Welfare Officer. Incumbents should serve for a maximum of 8 years in any one role. All committee members to identify 'end of term' dates and any factors that could lead to them needing to be replaced earlier than the full tenure. If within two years or overdue to identify a succession plan and recruit a deputy to develop. The Treasurer role is likely to be a priority.</p>	MB, PPS, LE, JPS & EO to determine end of term dates for their roles & id successor by Sept meeting.
<b>9</b>	<p><b>Club EDI Lead</b></p> <ul style="list-style-type: none"> <li>– JS has had to retire due to poor health.</li> <li>– We need to recruit a replacement outside the committee and coaching group</li> </ul> <p>The committee would like to record a vote of thanks to JS for his time and commitment and wish him a speedy recovery.</p>	AO & VC to ID & approach potential candidates MB to forward the role description
<b>10</b>	<p><b>Junior Regatta</b> A great success, with a lot of positive feedback. A big thank you to all the coaches, volunteers and parents who made it work.</p> <p>South Cerney lake is a perfect venue for DCC going forward. Development of facilities at South Cerney will take time. The committee endorsed its use for club sprint events and monthly training sessions.</p> <p>The committee agreed that we need to create an event checklist from our experience at the sprint regatta so we have a template and risk assessment to use for future events.</p> <p>JPS to coordinate a cost analysis and formal review of the event so we develop our capability and expertise of running events at this venue.</p> <p>DCC intends to run a local marathon event at South Cerney in the Autumn as a precursor to using it as a Hasler venue in future – we urgently need to identify a volunteer to plan and run this event.</p>	NC pitch to Cotswold Trust  LE to extrapolate from BH's notes  JPS  NC, JPS, coaches feasibility study Volunteer Required!

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9	<b>AOB</b> MB – the Club Development Plan update is due. Combine with QC review and CC Talent plan to create a single action plan	MB to draft and include QC review actions
	<b>Next Meetings</b> – Wednesday 9 August and Wednesday 13 September 2023  August meeting TBC – may be needed to progress QC review of not complete by end July as planned.	SC to chair August if required