



## **Norwich Canoe Club Committee Meeting Monday 12th May**

### **Present:**

Sarah Walker- Chair (SW)  
Matt Lodge- Vice Chair (ML)  
Megan Broadey- Secretary (MB)  
Dyson Pendle- Director of Coaching (DP)  
Alex Booth- Social Rep (AB)  
Anna Carrington- Publicity (AC)  
John Frankland- Welfare (JF)  
Aaron Widdows- Treasurer (AW)  
Steve McAulay- Trustee (SM)  
Louise Linell- Coach (LL)

### **Apologies:**

Tammy Edwards  
Shaun Cook  
Flo Duffield  
Charlie Peck

### **Minutes agreed by committee.**

**No matters arising from previous minutes.**

### **Actions from previous minutes:**

### **Conflict of interest:**

ML- National Merch quotes.

**Ahead of the meeting SW ran through a presentation on the club's compliance/accreditation.**

### **Louise's Report:**

LL:

- Easter courses went well.
- Planned some courses over May, introduced mornings and afternoons.
  - Morning for juniors, and afternoons for family. FB ad will go up.

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- Saturday courses fill up quickly so not worth ads. Thursdays are slow sign up.
- Starting going into schools, a couple of after school clubs.
- How do I contact the juniors to help on session?
  - AC: We have a juniors whatsapp group for comms- will add you.
- Going to look into more summer courses, and over 60's courses.

#### **Tims Report:**

DP- He has found another potential bid, but not sure what for. Would be good to know what it is for. **ACTION DP to ask TS for details.**

#### **Welfare Reports:**

N/A

#### **Health and safety reports:**

SW- We need a H&S rep. Some of our assessments are out of date. New assessments Steve Mableson is looking over them. But old ones need updating. Need someone to review all the RA.

JF- When do we need them reviewed by?

SW- End of July. **ACTION JF to review RA's.**

SM- Can put him on a retainer, free membership.

DP- We can but we need someone who can come here.

SW- Been advertised twice, no one has come forward.

- Steve Mablesons name is on all our RAs which he is happy to continue with.

SW- With SUPS Jan did RA, but that is outside of the process. If any changes are made to documents or added it must be shared with the committee and added to the safety framework.

#### **Issues from coaching meeting:**

N/A

#### **Membership report:**

**Tammy sent a membership report via email.**

SW- Members have dropped by 30- it's a lot.

DP- A lot of people haven't renewed yet.

AW- Renewals are now at the end of June.

SW- We can email all members regarding the renewals.

- 1st of June payment needs to be received or boats will be removed from the clubhouse and will be put on the grass **ACTION MB.**

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### **Finance:**

AW- £2600 surplus, driven by the courses.

- Releasing more of the grant income £900 for paddleboards.
  - Boathouse fee is £2233, will be reduced down to the correct fee from next month.
  - Affiliation comes out in May.
  - Paid some out on the portage upgrade £10k grant approved- subject to planning permission being granted.
  - Policy for boats and trailers renews in June **ADD TO CALENDAR.**
    - Had a meeting with AB Insurance, to ensure we have everything we need for insurance.
  - Waiting on some schools to invoice.
  - Need to discuss renewal fees for June.
    - SW- Need to get it ready for AGM, and increase it from next June 2026.
- SW- Need some written options from Nov after AW leaves. **AW Action.**
- Think we should get some quotes so we are prepared if no one comes forward.

### **Accreditation:**

Sarah Presentation-

SW- We need to improve on Implementation and Compliance. We need to prove that people are aware of what they need to do- session briefings etc.

AW- Is it a case we have never had this?

SW- They introduced the framework in 2024, we have most of it- our implementation and compliance needs to improve.

- We train coaches in the expectation that they volunteer- most people do but it's not enough. We struggle with training race coaches and retaining them- many go away to university/move away.

DP- Important to do the CPD to show you are an active coach.

SM- How is CPD monitored and recorded?

DP- Need spreadsheet to document this.

ML- Spreadsheet is being put together. Not sure how to find out CPD points.

SW- We need to talk to Tim about how many coaching quals he runs in a year- need to review as a committee when we renew his contract.

SW- Would like to deliver this to the coaches.

LL- Can it be simplified anymore.

SW- It's quite complicated, the version needs to say the right thing.

SM- How are we ensuring they are the right people to go onto coaching training?

SW- We send them the volunteer document to outline responsibilities and they agree. But we don't police the volunteering.

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Nothing agreed with this.

SW- Immediate things to do: Risk assessment (DP), SW and ML to complete the document. Get 6 people through the PS leader. Engage with Tim on the coach award, if there is anyone who has done the race coach ready for their assessment we support them through it.

SM- Who will identify the 6?

SW- Tim and Dyson.

ML- Issue is some people might be committed now but won't be further down the line.

AC- Year on year we need to grow it.

SW- We can introduce a system where we have a document where DP or TS assess people to do different things to deem them competent. Can't get away from the race coach qual- but on lower levels we can. There is value, but there will always be the question of compliance.

### **Norwich Hasler**

ML- Medals are sorted.

- Need to organise food.
- Need to confirm kitchen volunteers.

### **Objective Meeting**

ML- Email will go out with the recommendations based on the feedback. Will be sent to members too so they are aware.

### **Nationals**

SW- Looking for leaders for different aspects of organising Nationals. (Coral is doing the rota for Bettys)

- Portage won't be done in time unfortunately.
- Need confirmation on branding and quotes. **BRANDING AGREED. ACTION AB QUOTES.**

AC- Linktree is set up and ready to go.

SW- Do we need new signage?

DP- No as it's similar to last year's new colours.

### **AOB-**

LL- Would like a bag of lost property to be able to give out to children who come from schools and don't have enough kit. **COMMITTEE agree- after Jackie has done a post for the last collection.**

JF- Trailer action completed- Spoke to Tim and Dyson.

- Big trailer (Tim) not sure if it has been serviced but has no record (?) We need a logbook for it.

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- The other trailer needs scrapping. **ACTION DP.**
- SW- Can we take the bigger one to be serviced?  
DP- Will speak to Phil. **ACTION DP to chase Phil and sort logbook.**

End of meeting, next meeting 9th June.

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