

Draft - CKC Committee meeting 21 Jan 2020 minutes

Location – Victoria

Present: Fiona (Chair), Sean, Paul, Philippa, Philippe, Liza, Tudor, John & Charlie

Italics indicates things to be checked before minutes are finalised & uploaded onto CKC website.

- 1) Introductions.
- 2) Outstanding items from previous meetings
 - a. We agreed the minutes of the last meeting.
 - b. Storage; proposal for BFCCST to cut corners off the cage and then Lorna to put wheels underneath the cage, **ACTION – Fiona & Lorna**
 - c. Cags and BA hanging storage is still an issue. **ACTION John and Philippe** to liaise to figure out a way to store them so they can dry, possibly a rail on wheels, *or Lorna had idea about an extending rail.*
 - d. Kit – inventory. **ACTION Philippe** suggest holding a Kit day to audit kit.
- 3) H&S – annual review of risk register and incident procedure
 - a. Risk register; discussed, update to take account of revised storage arrangements for boats **ACTION all** committee members to read, and then send Philippa an email to confirm, or raise any concerns.
 - b. Incident Reporting procedure. Agreed. **ACTION Philippe, Charlie & John** to send Philippa an email to confirm they have read it.
- 4) Policies
 - a. Amended Equality Policy was agreed.
 - b. Amended Code of Conduct was agreed.
 - c. Amended Data Privacy was agreed – subject to Fiona’s feedback being included **Action: Philippa to send updated policy to David P (see item 5) d. iv)**
- 5) Updates on on-going activities:
 - a. Thames Leader sign-off & coordination of Thames paddles; Update: David signed off as a Thames Leader. Philippe expected to be signed off shortly. Good number of Thames Leaders. **ACTION Liza** to give Arches’ keys (from Janice) to David. Thames Leaders encouraged to lead Thames paddles on other days than Thur. *When leader is signed off the 2nd supervisor notifies Philippa/safety, and then David P can put them on Thames Leader email list, and Philippe needs to get keys to newly signed off Thames leaders.*
 - b. Move website server; Sean is working on it and will have a proposal by Feb website sub-group meeting.
 - c. Website to be updated; Fiona/Sean/Charlie/Philippa/David have been working on it to make it easier to use, remove duplication, update references to Cremorne / BCU etc, fix broken links, implement the style guide. We’ve split the re-write between us and hope to complete by end Feb.
 - d. GDPR check

- i. Thames sign ups– To meet GDPR phone numbers will no longer be visible to public on Thames sessions – John R as the Thames Co-ord will be able to see the back end of the website and thus can get at the numbers for any Thames leader unable to do it themselves. In particular to flag up any new members signing up so the leader can make contact before the session. **ACTION FIONA** to teach John and Liza how to use back end of website to access numbers.
 - ii. Move to first name only on committee papers etc to comply with GDPR.
 - iii. Remove old minutes (older than 12-mths) rather than editing all the documents but retain in private website area.
 - iv. MemberMojo & Privacy policy – Member MoJo platform used to collect data, including information on how the members agree the club holds their data. David P has offered to look at these two together.
- 6) Objectives & developing a “shape of activities” for the year
- a. Recruitment - CKC wants to welcome people completely new to kayaking, as well as those who already have some kayaking experience.
 - i. Marketing;
 - 1. **Action: Liza** to investigate how we connect our marketing into the NHS push for adults to get a bit fitter.
 - 2. Could put up a blog about last year’s taster session just before the next taster session; could put up a new members blog ‘what was it like joining up’ just before the session. **Action – Charlie** to approach new member to write a blog
 - 3. **ACTION: Charlie** to email club to ask who is interested in being part of the marketing brainstorming.
 - 4. **ACTION: Fiona** share twitter & Instagram log-ons with Charlie and Sean **Action Sean/Charlie** looking at how we automatically post onto twitter/Facebook/Instagram when blogs go up.
 - 5. **ACTION: Charlie** to talk to Lorna and Dan to understand how to access CKC Facebook page(s)
 - l) **Action Sean** looking at how you put info on the sea events into the website. Decision to advertise sea trips on the website, including the organisers contact details, but not the sign-ups on the website so leaders can have discussions with potential paddlers to work out who has the right skills to do it. Sean will see if the website can have a map so people can see where we paddle.
 - ii. Taster sessions agreed as a thing for a total beginner activity. CKC will aim to hold 3 taster sessions in 2020.
 - 1. Brentford Sports Fest Sun 5th April morning – **ACTION – Fiona** to contact BFCCST to explore CKC joining this. Philippe is available to help, others will be needed.

2. May or June weekend day to be identified when the club will hold a taster session & do our own marketing promotion **Action – John** to find neap & low tide in the middle of the day on a weekend day. **ACTION: Charlie** to investigate a May/June taster event – either going it alone (CKC drives the marketing/promotion), or to run the taster session in conjunction with something that has strong/suitable marketing to potential new members.
3. September, the Totally Thames festival month of celebrating the Thames – we want to repeat the 2019 taster session when we benefited from Totally Thames' excellent marketing. Either CKC will hold the taster on the annual 'barrier shut day' or when there is a Neap tide with low tide in the middle of the day. **ACTION – John** to research weekend options. Fiona recommends handing over admin/coms behind organising it to another club member to build skills in club; Charlie willing. **ACTION Philippa** to contact Totally Thames organisers before 13 March first deadline. **Action – Charlie** to lead on Admin/comms/organising the day & Fiona to support.
4. To support CKC members running the taster sessions – perhaps we might consider running the new PaddleSports Instructor BC qualification. Anyone with reasonable experience can do it. 2 day training with 6-8 people £500. And it isn't clear if then there is a 2-day assessment for 4 people also costing £500. FSRT is a pre-requisite. **ACTION: Paul** to email club to gauge interest in just training and/or training+assessment – ideally to be run from Kew on a March or early April weekend. The key is for us to gain good ideas about how to introduce new people to kayaking which hopefully the training will give us. We can see how many members want to do the assessment if this is a follow up with additional cost.
- iii. Beginners Course (Discover Kayaking (i.e. old BC ~1.5*) to be run two-three weeks after the taster sessions. So, one in April & June/July & Oct. **ACTION: PAUL** to explore potential date options with providers,
- iv. Beginners Thames Sessions (for approx. paddler level having completed BC Discover award). Spotting future beginner conditions (neap tide with low water) so that guests can be guided to come on these Thursday evenings would be good. **ACTION – John** to look at tide timetable, and once agreed, then actively advertise the appropriate Thames sessions that are appropriate for new-to-CKC paddlers & newly qualified BC Discover award paddlers – putting into the CKC Calendar the trips where tides are appropriate to CKC guests.
- v. CKC Guest Session – is a thing for an experienced paddler checking out our club. **ACTION Charlie** to check these get adequate coverage on our website. We need to very actively show this, since we are keen to welcome experienced paddlers, and those with BC qualifications. **Action: Charlie & Tudor** to update the standard-ish

email Tudor emails people who inquire about the club who can already kayak – to mention the paddles suitable for Guests.

b. Development of members – Training

- i. Indoor pool sessions. When members are planning to go to a pool session – please email the club to say you are going a few days in advance, since then other members may come to join in. **Action: Philippe** to set a model, which hopefully other CKC members might do also when going to other pools.
- ii. An outdoor static-water session, maybe our Sea Kayaks could be taken to Brockwell Lido or Wimbledon Park, to enable members to try rolling sea-kayaks outside. **ACTION: Sean/Charlie** to respectively investigate those 2 options.
- iii. Need to do more skill development on Thames sessions and do a gentle-moving water skills day e.g. by paddling up to Richmond/Twickenham Island (to practice e.g. braces and capsize drill). **ACTION: John** to identify March/April/May weekend morning or afternoon which has HW Richmond ideally between 10-11am or 2-4pm, or Thursday HW Richmond ideally 7-8pm **Action: Paul & Fiona** to suggest suitable time
- iv. During the year it would be good to advertise some Thames sessions as skills development ones – where we try to actively coach each other. **Action: David to share information from MemberMojo with Philippa about who are coaches. ACTION: Philippa to liaise with Lorna & any other club members who are level 1 coaches to ask them to propose dates**
- v. Training for CKC to deliver in 2020:
 1. We discussed David's development chart. Very impressed. **Action: Paul** to look at chart & propose which training courses CKC should try to run. **Action John / Sean** to provide feedback to David. Need to explain the progression on personal skills runs in parallel to going into coaching and leadership. **ACTION: LIZA** will Lamine the chart when it is finished to show people at Taster sessions & perhaps hang on cage door?
 2. FRST training: **ACTION: Paul**
 3. Signpost people to on-line VHF radio training **ACTION: Paul**
 4. Investigate the open water crossing course and see if people are interested **ACTION: Paul.** (& perhaps run this and not coastal nav this year??)

c. Trips

- i. All club members can (& are encouraged too) organise trips in line with the club rules - two sets exist for Thames and non-Thames trips. Both external BC sea kayak leader trained & experienced members can lead on the water; two distinct types of trip exist - "led paddles" with a suitably experienced person (Sea Kayak Leader equivalent standard) and "club-peer paddle" for competent paddlers going out together. On a "led" trip the leader does the planning & dynamic risk assessment on

the water; on a “peer” trip everyone is responsible for doing this themselves (which is why these trips are restricted to those at ‘Sea Kayak Award’ equivalent standard), although there is always a nominated leader on the water to keep the group coordinated. All trips organised through the club (eg using the club mailing list) are club trips.

- ii. Committee discussed a useful paper proposing Extended Remit Proposal prepared by David, who unfortunately was unable to come to the meeting. Extended remit is used by some kayak organisations to enable the club to offer trips run by experienced member paddlers who are not yet at sea kayak leader Standard. However, the example organisation using this approach was set up as a company, and their process is bureaucratic/onerous on sub-group of the committee if every trip had to be checked as being correctly run as an extended remit trip.
- iii. Existing CKC Club non-Thames rules say these should only be done by people with “Sea Kayak award, or equivalent experience”. On these trips the ‘organiser’ tends towards leading in practice and doing the homework more thoroughly than other participants. There was concern perhaps club members not up to standard of Sea Kayak award are coming on these trips without awareness of the requirements and this would present a safety risk. However, we stick with our current rules there is concern that many of our members aren’t yet up to this standard to go on club peer paddles, and as we have few members at Sea Leader Level that means they couldn’t go on the sea with the club. For Club-Peer Paddles everyone needs BC membership to be confident in their insurance. Running club-peer paddles in a manner expecting/encouraging all paddlers on a trip to be able to take responsibility for their safety will improve standard/skills in the club.
- iv. There is concern about how to get people to Sea Kayak Leader, as they need to log trips that they have lead, or assistant-led, & more generally build up leading experience. Extended remit approach could support such opportunities. In practice, & in our rules, on each part of a trip there needs to be a clear & pre-agreed leader who will making decisions, otherwise accidents can easily occur if a group is not decisive on the water, when presented with a hazard. **Action: Philippa** investigate if leading a club-peer paddle is acceptable for BC logbooks.
- v. Biggest Safety issue is people with more confidence than competence; or miss understanding the rules and being on an inappropriate trip. Could an extended remit approach provide a framework for trip organisers to question paddlers signing up? or if conditions change so a trip is now no longer within remit? BC feedback on David’s proposal queried how a club would judge trip leaders who don’t yet have Sea Kayak Leader award to be of an appropriate standard to lead. There is concern about creating an unsafe system, and an illusion of safety. Most important thing is for people going on the trip being able to understand the conditions/environment and thus do the dynamic environment to risk assess. Kayaking is a sport with an inherent

safety risk & every paddler has to take responsibility for their safety (& their part in a group). We accept There is a training gap to get people the experience to move to being able to do club-peer paddles. [This discussion was happening as committee members needed to get home, so further discussion & additional points were not possible.]

- vi. **DECISION:** stick with current rules Sea Kayak Award /(old BCU 3*) or equivalent to take part in “club-peer” paddles, but review at future meeting after further investigation. **ACTION: Philippa** investigate and talk with BC further. **ACTION: Liza** to encourage use of the Non-Thames leader rules as people organise trips. CKC encourage people in the in-between state who aren't ready for club-peers paddles to organise trips by booking professional coaches/leaders (eg Sea kayaking trips) Encourage more use of external providers / qualified leaders. Source someone local and divide the cost between everyone on the trip. Where possible when planning trips - source a local expert paddler.
 - vii. For more experienced CKC members running "club-peer" paddles they need to be encouraged to question a potential paddler who does not yet have the sea kayak award, or is not of equivalent standard.
 - viii. Members are encouraged to join (British Canoeing) BC directly – since this covers them for all personal paddling, links them into information about development opportunities, and reduces the fee CKC pays to BC each year for our affiliation & insurance cover. **Action: David** to email to club encouraging members to join BC, before or at the same time as MemberMojo renewals
- d. Terminology – is part of the confusion. If it is a CKC club-peer paddle, then we need to make sure we are marketing it correctly & call it "Club-Peer" Paddle. A “club-Peer” paddle is different from a mates/friends peer paddle trip which is organised directly between friends and where there has been no club communications or club endorsement of the trip. **ACTION: Philippa**, update Non-Thames rules and Op procedure to use updated BC awards terminology.
- e. We need to get more sea kayak leaders (old 4* leaders) CKC will encourage people with these skills to join & contribute to the club by offering free annual membership in return for leading 2x trips minimum per year. Could the website be updated to encourage people who love sea kayaking and who are be leaders to join us. **Action: Charlie** to change text on website so it is clear there is a welcome for these experienced paddlers. **Action: David/Tudor** to adjust MemberMojo text & we need as a club to have a way of checking with BC that member has got the qualification. **Action: Liza** to let Jonathan T know that we are offering free membership on condition that they run two trips minimal.
- 7) Checking committee roles activities & if anything is missing or needs to be re-arranged, or additional help needed. It is good for us to have a sense of the total shape of activities Club is involved with & who is doing what. This Agenda item was not covered & is outstanding. **ACTION: Fiona** to address

gaps by asking members to help, and then for committee to have a shared understanding at next meeting as to how roles relate to each other.

8) Any Other Business (AOB)

- a. Liza advised Rachel happy to investigate fundraising for CKC **Action: Fiona** to contact Rachel
- b. Tudor advised CKC has a appropriate level of funds between the bank & PayPal accounts. (Paying by PayPal is not encouraged because CKC is charged a fee, direct bank transfers to CKC are better.)
- c. When people are borrowing kit – can they get reduced kit hire to do training? Fiona's view it is already very cheap for members to use club kayaks. Already we don't allow pure rental to members. Kit can be hired for short periods for example for training or other activities where a member will develop/improve skills & contribute to club activities on their return, and CKC is confident the member will look after the kit.
- d. Use of club email addresses
 - i. Can CKC web person (i.e. Sean) have a CKC email address – then – Sean to sign up to Google Analytics using the committee email **Action: Fiona** (& perhaps help from David)
 - ii. Paul wants to be able to use the CKC training email address **Action: Fiona** (& perhaps help from David)
- e. Fiona advised committee that in February MemberMojo will be triggered by David to send out reminders to club members to renew in time for 1st March – which is start to the club's financial year.
- f. Next CKC Committee meeting on Tues 24th March from 7pm – same location **Action: All** to make a diary note & if possible. **Action: Charlie** to confirm if same meeting room is available