

FRC Meeting
FINAL Minutes
June 3, 2024

1. Matters arising from previous minutes (all)

- (TB) To have a chat with Grahame about the lottery. (**outstanding**)
(JC) Liaise with CP about a simplified flag table (DONE)
(JH) Meet with WDS (DONE)
(JB, Committee) Boat refurbishment schedule: agreed that Bataleur is scheduled for refurbishment, update boat development plan for continued review. (**outstanding**, see report)
(JC, JB, NKB) Review the invoicing arrangements for the junior summer courses, with awareness to ensure compliance with relevant HMRC requirements. (**outstanding**)

2. Reports

a. Captain's Report (JC)

Summary of recent club highlights

- Membership: still stable/slowly growing with approx 170 (incl overdue) adult members and 60 juniors
- Outreach: activities are ramping up according to plan incl budget for FY25->FY27 – not quite fully funded yet, but close
- Juniors: plan to evolve JHC – junior head coach role to include elements of outreach is progressing – does it make sense to have the junior coach do this or should we have a separate person? Also working with local schools. (Update on recruitment for JHC position)
- Fleet: all boats are now in service - some pressure on mid range 4x- (Cara Cara)
- Trailer/Transport: Large trailer now fully in service and equipped and documented, small trailer has been properly and fully serviced - resulting in higher than expected costs (£1k for new trailer, £2k to service both trailers to full spec) JC and Franz have produced a trailer checklist. Final cost of large trailer about £2200, smaller about £700 in repairs – trailer planning document has been added to the regatta and trailer planning document – sample trailer loading plan, etc. (CP) asking how this links to the safety handbook (CP to check this)
- Coaching/Club sessions: Reaching high levels of attendance again (20+) and need to be resourced properly - some great support esp from Tim, Collete, David in addition to the usual suspects (Jeff, MHB, etc).
- WDS and MDS: Gaining size and functioning very well with some competitive crews emerging
- Touring programme: running very well with regular trips, and is proving popular with the L2R graduates

- L2R: Improver programme was very effective in supporting the L2R graduates that missed out during winter river closure - something we may want to repeat. Thanks to Tim, David and the rest of the team that drove this
- Regattas/Social: Goal of getting a wide club attendance to a 'fun' regatta looks like it will be achieved this year at Ironbridge with strong attendance across Juniors, Devsquad and Masters. Hopefully this can be expanded for the following year

Plans going forward

- Fleet: need to evolve boat development plan to expand capacity for Juniors (midweight 2x- [sparrowhawk] and heavy 4x- [vulture]) and for Adults (mid weight 4x-), decided not to purchase 8 that was under consideration
- Outreach: Plan to evolve JHC role to include elements of outreach is progressing - budget is near finalised and collections are ongoing -with plans for members lottery/donations and external grant applications
- Juniors: Plan to engage Juniors more effectively on their concerns and needs. Meetings with the juniors to be scheduled (**Update on this, have juniors been consulted on recruitment of new coach?**)
- Club Admin: Finalise the preferred club app (likely to be BR Clubhub) and put a plan in place to migrate the club to it ideally by April 2025 - PM training session online to welfare via clubhub – free so every member records their training in welfare, safety, etc. JC – from clubhub or a similar application need membership database, member's weights, club communications, transactions.
- Club Admin: Club cleanup day on 15th June from 12pm - led by kayakers, would be good to have rowers participate - perhaps also a boat cleaning session? (**Update on this**)
- Looking ahead to winter: Put a plan in place for a winter river closure club schedule - e.g. to encourage 'club squad' engagement with the club during the winter. Collette to help with this. JB mentioned that Dorney and Gloucester are also possible. SL asked that there is a person who is the point of contact to organize trips to Gloucester or similar. OJ asked if juniors could be included, JC agreed. (**Update to keep on agenda**)

Dates:

- First Aid Course July 26 (update/follow up from CP)
- BR Club Coach course schedule for 19th August - 22nd August
- BR Session Coach course planned for 28th Oct +3 days
- Club open day aligned with OpenDoors - 14/15th Sept – TB still need volunteers for this
- Falcon Ball on 6th July – 20-30 people already signed up

Club Level Activities

- Trustees meeting tomorrow night (update to be provided to FRC)

- Car park planning ongoing – meeting to be held later this summer, will probably accommodate 2-3 hrs parking. **JB asked whether there would be a proper survey of parking Sat and Sun, as well as a mid-week survey.**
- Some further engagements with IFRA on site and adjacent site
- Accies have moved in Univ and at some point expected to move in front of Sea Cadets – access for trailers is assured and will not change with their move
- Broadband installation is moving forward very slowly

b. Vice Captain's Report (MHB)

Membership Enquiries and outcomes since 25 March 2024:

(This excludes recruits from the LTRs)

19 enquires about joining Falcon rowing

5 Introductory taster sessions given (+1 delayed due to age)

2 joined and 1 deferred

Applicants register, kept by MHB and JC, all people need to be added to this least so the club can follow up with them.

Adult entries to regattas since 25th March 2024:

10 regattas entered of which 2 were cancelled

Total number of crews that raced = 25 (13 crews affected by cancellations of regattas)

Upcoming regattas – 7 events with total of 25 entries (+ one cancelled)

c. Junior Head Coach (NK-B) N/A

d. Junior Captain's Report (OJ)

e. New captains from next year – Olivia's last meeting

Coaching course for juniors, rescheduled for October

Money for the launch's fuel – for use below the lock, how would this be funded?

JC confirmed that this would be funded by the club.

Nat Schools success!

Discussion of pressures on boats, particularly the older boys who are too heavy for most junior boats and need permission for larger boats. JB agreed to consider how to manage, possibly Vulture. **(JB, JHC etc. follow up with this for the September term)** In particular, using faster boats for Brit Champs – questions about boys using vulture for racing and girls to use sparrowhawk.

Thank you for boat refurbishments; **Juniors to organize something for Mark Seal to recognize his work in refurbishing the boats, JC to follow up on this.**

f. Welfare Officer's Report (PM) *See also additional attachments provided in advance of meeting.*

Processed 2 applications for DBS. It is worth noting that your CRC (criminal record check) can be applied to any rowing club. It cannot be passed between sports. One application didn't need it.

Club hub PM noted that he would support the move to club hub as it would as it would make monitoring welfare, health, and safety qualifications easier to monitor.

In club hub could someone update it? JC to update this – some of this has been done, check on the rest.

Web link to Falcon should be https not http

Paul Munsey is not club secretary

CRC certificates are in the name of falcon rowing club not falcon boat club

Welfare Qualifications

Would the club support the following training for members? JC to send a communication club wide to gauge interest.

Anyone involved in rowing	Introduction to safeguarding online course Safeguarding - British Rowing free ClubHub account required
Coaches and any other supervisors of children	Uk Coaching Safeguarding & Protecting Children - online classroom every 3 years
Coaches and others working with adults at risk	Uk Coaching Safeguarding Adults - online classroom every 3 years

- g. **Water Safety Advisors' Report (CP)** See also additional attachments provided in advance of meeting.

CP provided these items for discussion and noted that highlighted items are (in progress)

Capsize drill –Uni capsize drills have not yet restarted **Will email non-compliant members only once date confirmed.** BR training is now online, University requires f2f - How else can this be managed? CP to follow up with RQ

1st aid training – 7 rowers/coaches keen to do. Hopefully shortly after 21/7 including the summer course coaches. More from Kayakers as well.

Club wide spreadsheet of training level, DBS, 1st aid, and safeguarding training of all coaches / officials in place. Rowing Captain, welfare and safety advisor have access. rowing coaching qualification have been taken from BR members data. Paul M has access.

Junior guidelines for swim, capsized, coldwater immersion draft written by NK-B Nov 23. JC has sent to a parent to review. **Final version to be uploaded to website and linked to safety handbook.** JC to follow this up as it needs to be put on the website

Activity and Safety handbook updated in final draft. About to be issued. Can I clarify – does this handbook constitute the club rules, or are the FAQs? Or both. I have checked through FAQs in April and cross referenced in the safety handbook. However, if FAQs are changed, this will not be reflected in the activity and safety handbook CP asked how this should be managed in practice. JC said that FAQs are a summary directing people to the safety documentation. CP to draft clubwide email to remind members.

Coxing / Bowsteer competency vs Flag levels. JH and CP have removed the line referring to novice coxes / bowsteers taking any type of crew out on green flag, as in practice, novice cox/bowsteers will be under the direct supervision of coach/experienced cox/bowsteer who will need to ensure appropriate crew experience and flag level. Plus Bronze bowsteer doesn't take out beginner scullers. (see tables at end of doc). Re: approval process for coxing / bowsteering competency, **could we clarify who does it, is 2x and 4x separately reviewed and who records on the cox/bowsteer spreadsheet?** Discussion followed, agreed that 2x and 4x are treated separately, people can put a note at the end of the assessment so it is clear that steering a 2x is not the same as a 4x. CP who will do the assessments? Coaches, JH and MHB. JH – pointed out the distinction between authority and coaching confidence. This to be discussed further outside the meeting.

BR regional safety advisor. JC Invited him to come to FBC – he offered a Saturday in January but not suitable for NKB – so have emailed again no reply. Discussion about BR reporting and how the information is used – just collecting statistics or also adjudicating behavior on the rowing

Risk assessments written for all community events, OU event May 2024, and Greyfriars school outreach training in FBC – **where to store them all?** Nb all disabled rowers require specific RA if not already included in the club RA. JC there is a folder on the google drive, JC to correct the permissions so CP can add documents to the folder.

Agreement that in reference to the incidents reported during this period to BR that the spinning crew needs to get out of the way. JC confirmed that it is understood that there are 2 unofficial turning points at Longbridges and below Salters.

It was also agreed that following the audit, requires some reflective action based on the incident reports to consider how safety can be improved in light of experience.

- h. **Treasurer's Report (JB)** £7245 with possibly more expenditure on boat refurb – approximately £500 likely to be remaining, but after the trailer costs which were slightly more than originally anticipated but both trailers now in good working order. Juniors, £3856 – includes paying NKB last month but not Sam Freddie and Ollie; expected about 2k costs per month. This will likely exceed the available balance and so might require a subsidy from adult account; approximately £13125 in outreach account, plus 1800 expected further plus gift aid. JB asked whether people who have finished LTR extension because of flooding, some of them need to be invoiced? LF has already contacted them
- i. **Boatman's Report (JB)** All boats have been refurbished as planned, Poacher to be moved back inside to be used by juniors and adults; Falcon to be set up as a 4x; 8 has been rejected, not going to be purchased. A discussion followed about the use of the 8x, by juniors as well as adults. Interest in improving 8x; possibly be refurbished; Bataleur also to be refurbished.

HW 8 needs to be replaced – SL suggests that the rack occupied by Stavros be planned as a HW mens 8 – although numbers now do not warrant an immediate purchase; JH some men in LTR that might move up to the MDS who might move into an 8. TB noted that the committee should consider equipment needs for the schools programme for next summer, including the need for stable outreach boats. 8x might not be stable enough, need coxed touring 4xs. JC to discuss with trustees. Some discussion about the possibility of working with adaptive rowing, CP said that there are BR and individual risk assessments can be incorporated without creating an adaptive squad. TB raised the issue of cox boxes – problems with boxes and connectivity. SL wiring in the boat is often the issue. JC problems need to be reported. Osprey, the 8x and Red kite – TB to fill out report.

- j. **Membership Secretary's Report (LF)**
- k. **Outreach Coordinator's Report (TB)** *See also additional attachments from Tim and from David Maitland*

Oxford Open Doors, 14/15 September. Volunteers needed!

Thanks to volunteers, still need more, similarly donations. Will be actively fundraising soon. Starting in the autumn with a proper schools program with Greyfriars and with Spires.

Small lottery fund – could expect to bring in perhaps about £3-4k per year. Item discussed, of particular interest was the amount of work involved, DM reported that it was minimal. **Voted all in favor, no one against.*

- l. **Development Squads (SL) Men's/Open (SL)**

Problems with steering, having more people who can steer, it's an issue – asked if some of the captain's permission requirements could be relaxed in light of this, which JC declined.

General: We are again going through a phase of new members joining and more developed/experienced members leaving (because of other life commitments).

It's vital that the club, the talent development coach, and the squad together, try to retain our more experienced members wherever possible, and attract other experienced rowers with a long term interest in the club and its development, in order to facilitate outings and support the newer and less experienced members that are joining us.

Testing the 8+: The majority of our squad members can't see a valid reason to spend a lot of money for a boat which does not fit the needs of the MDS, and equally isn't seen as an improvement by the WDS.

Training pattern: For various reasons we decided to change our training pattern to bundle resources and focus on certain dates. This is a pilot and we might adjust/change this at a later stage. For now our 'on the water' training sessions are Tuesdays and Thursdays at 6.15pm, with an optional Saturday 8am and Sunday 2nd heads session. In addition to that our athletes are encouraged to train in a self organised manner - gym, circuits, regatta goals or in an 8, which George seems keen to organise.

Ending on a positive note: The MDS (Andrew W. and Adrien) managed to bring home a gold medal from Nottingham.

LF reported briefly on behalf of the WDS that there were presently about 10-12 active members and that their next planned race was Ironbridge.

m. **Talent Development Coach** (JH) *Talent Development, Learn to Row (L2R) and Gym Inductions*

Ruth has taken on an L2R attendee as a project for her coaching practical with the goal of training her up to single sculling.

We continue to try and extend the bowsteering skills within the club. This should be a focus both in the development squads and in the Club sessions.

(A minor review of the assessments for these skills is underway.)

JH is pleased to say that Andy Munro is now making his contribution to the L2R course as a volunteer. Recent family issues have restricted his availability, but it's good that he is providing his time in response the club's support for his Level 2 Coaching course fees.

Course F24-1 has been running since early April, although we have taken on some late starters as recently as last weekend, with no ill effects. A number of the 15 active participants (five men and one woman) are ready to move into Club

sessions, having already attended 15-20 sessions covering both sweep and sculling. (I had four of them in the fine 4x+ Osprey last weekend without issue.) I shall be liaising with the Club session leaders to discuss how best to manage this and to support any supplementary coaching these additional numbers may require.

There have been 12 Tank sessions paid for (~£600), with the potential for a couple more. In due course an amount of around £1500 net will be payable to FBC from the course fees. JH suggested that these funds might be used for the 8x.

LTR - Next course 8/3

Gym Inductions (JH) Inductions have been run for 44 people in total, including some more of the Juniors. There are eleven more who have indicated an interest in having inductions and have submitted their consent forms.

JH suggested a few items for discussion that we did not have time for - Are we inviting donations to the "Captain's fund" when memberships are initiated or renewed?; Can we encourage more "spontaneous" member-led socials around Club sessions (barbecues, brunches, etc)?; How best can we promote volunteer contributions through squad and session leaders, face-to-face?; How might the low levels of young adult membership (20-30yrs) be impacting on the social mix?

n. **Independent Racing Coordinator's Report (IV)**

IV noted that there was little news to report as the spring had been quiet for racing with the flooding. 39 members in AIR; upcoming races Walton & Weybridge; Henley masters, women's, T&V; City in August.

o. **Touring Report (RW)**

Thanks to MH and JB for running touring while she was away.

Upcoming events – palace to palace row, if there are still places available

To follow up with Goring for a date for the regular summer trip

Upcoming BR tour in August, will do some promotion – on our stretch of the river 30, 31 August

p. **Social Secretary's Report (CK)**

Discussion of the Christmas party/dinner and plans for this year. Saturday, 14 December at St Hilda's riverside pavilion. 3 courses and wine for £66 pp. Room accommodates max 88. Deposit of £316.80. Can accommodate dietary restrictions. 2 choices for each course.

q. **Publicity Officer's Report (DH)** N/A, but JC noted the club/committee needs to do more work on pr, particularly on local community engagement. Short discussion on groups

that have used the clubhouse recently and the upcoming open doors event in September.