

Maidstone Canoe Club Meeting Minutes 4<sup>th</sup> November 2020  
Meeting held via Zoom

Attendees: Catherine Dacey, Catherine Ayling, John Simmonds, Lee Horton, Paul Fife, Geoff Orford, Jacob Baisley.

Apologies: Charlotte Fife, Reece Nelves

Agenda Item	Action
<b>Forward Scheduling of Courses</b>	
<p>Following the success of the Beginners Courses and paddles on MCC2020 through the summer and early autumn, and the previous discussions of how courses are advertised and run at the club, a need has been identified for formal progression paths to be offered at the club.</p> <p>To meet this need, the club needs to find out the type of progression wanted by members and courses the club can offer from in house.</p> <p>Currently these are: Start, Discover, Explore, FRST, First Aid, and Activity assistant.</p> <p>The CDG are to be approached to assess how many Coaches would be willing , or are able to deliver and assess the courses . The courses would then be offered to the Club members and courses Scheduled for the year ahead.</p>	JS to approach CDG
<b>Policy for setting up and running courses</b>	
<p>Following previous discussions a written policy needs to be put in place to ensure that all courses are run within the guidelines of the club constitution. Notes to facilitate this are attached.</p>	CD to draw up policy
<b>Training Officer Position</b>	
<p>The committee agreed that a Training Officer position should be made. This person would coordinate the Skills available and match them with the needs of members to schedule the required courses. They would also keep a record of qualifications and schedule courses to allow coaches and others to keep up to date with their required skills. This could include, coaching qualifications, First Aid, FRST, DBS.</p> <p>Jacob Baisley has agreed to take up this role.</p> <p>Coaching development group to be approached for skills information.</p>	JB to coordinate  JS / JB
<b>Support Rota for Disabled Paddlers</b>	
<p>Needs frameworks have been written for our disabled paddlers and discussed and agreed with the paddlers.</p> <p>These paddlers need to be supported on the river. It would be ideal to offer them at least one outing a week.</p> <p>To achieve this there must be a group of at least 3 people, including the disabled paddler, one of whom has FSRT and first aid qualifications.</p> <p>It is the committees intention to see who has these requirements and to set up a rota for paddling. This will give the paddlers a chance to meet new people in the club.</p> <p>Lead paddlers would then only run the paddle once every 6 to 8 weeks providing that there are enough qualified people.</p> <p>CDG are to be approached in the first instance until a first aid course can be arranged.</p>	LH / CA identify volunteers  JS to approach CDG
<b>Paddle Sport Assistant Course</b>	
<p>This is a new qualification from BC. It is to enable competent paddlers to run peer</p>	JB/ LH to

<p>paddles within the club, under a nationally recognised framework.</p> <p>Jacob and Lee have completed the training for the assessment.</p> <p>They are to put together a programme to run at the Club to enable members to qualify. This will need a standard of paddler to be agreed for competency.</p> <p>There are a number of roles available :safety cover assistant, journey paddler and session support paddler.</p> <p>By undertaking the training the paddler and club know they are responsible to lead peer paddles in normal conditions on the river, or help in the pool or help at events.</p> <p>It has been agreed that the paddlers who undertake this should be of Explore award level but not necessarily have completed the award, experience also counts, and have at least a years paddling experience.</p> <p>The minimum age requirement is 14, so this could be promoted as a D of E module and encourage more young paddlers into the club.</p> <p>Those who take up this offer may also then progress to coaching , but this is not the main aim.</p> <p>Definition of a competent paddler needs to be agreed</p> <p>A SOP is required as a prerequisite for the club to run the Paddle Sport assistant.</p> <p>The document has been circulated, LH has completed some of it, GO to send out relevant policies to be added.</p> <p>Committee to update</p>	<p>approach</p> <p>Members and draw up training and assessment modules</p> <p>JS to approach CDG to be involved in any training</p> <p>Comittee to agree definition of competent paddler</p> <p>GO send out policies for SOP</p>
<b>Communications to members</b>	
<p>Currently communication is via watts app groups, the web site and facebook. The committee feels more regular communication would be good by email.</p> <p>The GDPR situation needs to be checked and then the BC email list will be used to send the communication out.</p> <p>Catherine D to produce a monthly email to be approve by the committee and GO will send out</p>	<p>JB to check</p> <p>GDPR</p> <p>CD/ GO</p>
<b>Making the committee more visible</b>	
Photos of the committee and coaches to be put up at the club and on the website	JS
<b>Financial statement</b>	
GO presented the latest finance report, 200 members this year, waiting for invoices for printing of signs	JS
<b>New build</b>	
Progress is very slow, JS to attend next meeting and propose a change of roles within the group. Boat storage is a major issue at present.	JS
<b>Covid Changes for 2<sup>nd</sup> Lockdown</b>	
<p>Much discussion took place over who to allow to paddle. BC announced during the meeting that there is to be no paddling during the 4 week Lockdown. However this is subject to change.</p> <p>CA wrote a message which was posted on MCC2020 and put on the website and facebook pages to this effect</p>	CA /GO/ LH
<b>Medway River Users Association</b>	
Discussion was had regarding MCC presence at the MRUA meetings, GO to approach Andrea Griffiths, of the Medway Valley partnership, and club member to feed back	GO

from the meetings to the club.	
<b>Date of Next Meeting Monday 30<sup>th</sup> November 7pm via Zoom</b>	
Meeting closed at 9.30	