

**CARLISLE CANOE CLUB AGM**

**Tuesday, 7 December 2021 St Augustine’s Church Hall**

1. **Present:-**

Jamie Brown (Chairman), Jim Winterton (Vice Chairman), Norrie Brown (Treasurer), Tricia Rothwell (Secretary), Ben McAllister (Welfare Officer), John McAllister (Fundraising/Events Safety Officer), Proudy (Equipment Officer), Sam Winterton and Charlie Graham (Youth Representatives), Scott Pollendine, Gillian Thomas, Tom Carter, Mike Fletcher, Tony and Pauline Colla, Lorna Graham, Kenny Park, Richard Faughey-Scraggs, Len Matthews, Margaret Marsden, Mike Sunderland (RDT representative).

1. **Apologies**:-

John Storr (Coach/Leader Coordinator), Rachel Prudham, Cameron Fletcher, Bridget Ennini

**Minutes of AGM on 8 December 2020**

Have been seen and are agreed.

1. **Chairman’s Report**

Jamie presented his report (attached as Appendix A).

1. **Finance Report**

Norrie presented the accounts for the year to 31 October 2021, which were audited by Mark Rutherford on 4 November 2020 (any member who wasn’t at the meeting who wishes to see the accounts, please ask Norrie for a copy).

Club funds are up by just under £1,300 compared with this time last year. This is primarily as a result of receipts from membership fees, totalling just over £2,520, plus £160 form sales of the Innazone and a paddle, and a donation of £300 in thanks for the Annan harbour event referred to by Jamie, bringing the total income to approximately £2980. Expenditure had comprised £590 on equipment (the wavesport fuse and the trailer tyres), £257 on affiliation fees, £200 for training courses, and £644 for insurance, total expenditure of £1,690 for the year, thus making the difference between income and expenditure just under £1,300, accounting for the increase in funds.

Since 31 October 2021 another year’s affiliation fees have gone out, and we have also paid significant funds out for courses, against which we have received a contribution of £700 from the RDT towards the course fees (including reimbursement of one half the course fees of £200 included in the accounts to 31 October 2021.

1. **Welfare Officer’s Report**

Ben did not have much to report over and above what he has previously reported to the various Committee meetings during the year. Nothing needs to change as yet with regard to covid from the arrangements adopted at the last meeting on 13 November 2021.

Tom’s DBS approval has come through since that meeting.

He has handed out the new coach recruitment form adopted at the last meeting for completion by the coaches.

1. **Coaching**

In the absence of John Storr, Norrie, who had been organising the beginners’ sessions during the summer, gave a brief report, saying that it had been good to see so many people coming down in the summer as beginners, and to see that many of them had stayed with us, though the numbers had sometimes put us under pressure, which is why we need more coaches/leaders.

Three club members have attended a core coaching course during the summer, Jim, Jamie and Tom, supported by finance from RDT, with the rest expected to be reimbursed by the local authority under the Go For It scheme.

Mike Fletcher had attended this course recently online, and thought it excellent (Jim, Jamie and Tom did the practical version). Mike Sunderland said that the course was the foundation for almost all coaching these days, with coaches who had completed it being able then to branch out and go through the assessment process to obtain specialist qualifications in their chosen disciplines over a period of about two years thereafter, but one of the advantages of the core training course was that people could immediately start helping out with coaching without having (yet) achieved more formal certification.

Norrie commented that currently we lack coaches to take people forward to the next stepping stone after the beginners’ stage and beyond. Tony agreed, in that sometimes when coaching a session he would be dealing with a group that was progressing nicely, and then would find that the group would be joined by others who were a bit behind, meaning that he had a group of mixed ability, not always easy to deal with, but there was nowhere for those who were at the top of the group in ability to progress to.

John Mac said that it would be good to get people progressing through Discover and Explore awards, with which Jim agreed, and said that he is looking at this for next year.

Len commented that, as a new member, he has picked up that we have lost a number of good coaches all at once, and, although he has enjoyed his experience so far, and finds everybody very friendly and helpful, it would be good to put in place a plan for the succession of coaches. Norrie agreed, and said that he was planning to say a little more about that later in the meeting.

1. **Fundraising/Events Safety Officer’s Report**

John Mac said that a number of grants had been available during the year, but our club had not qualified for any, possibly because the club does not have a lot of outgoings compared with other clubs, particularly because our facility at the Sands does not cost us anything.

The club is grateful to Antony for providing some free coaching to the club, for example the paddleboard session in June. Thanks are also due to RDT for supporting the club with finance towards courses for coaches, Mike Sunderland said that the RDT were glad to help out, and explained that the funds came from charging for kayaking events and CPD courses, which produces a modest surplus, thus having enabled RDT to spend about £2000 this year in supporting Cumbrian Clubs.

John Mac said that other funding available is the local authority’s Go For It scheme, which complements the RDT’s funding, and to which we have a number of applications pending.

As Safety Officer John has attended various courses during the year, and there have been changes to some of the Club’s documentation as a result, though most members are probably not aware of this, but they can be viewed on the club’s Onedrive and website.

As a result of our club being randomly selected by the BC for an audit John sent our risk assessments to them for review. They have highlighted a few areas that need attention, which he now has in hand.

1. **Review of Number/Role descriptions of Club Officials**

Norrie said that up until now the club has been operating with a mixture of BC and our own role descriptions, and that it seemed sensible to make these consistent across the board. He had therefore drafted a new set of role descriptions to achieve this, and everyone currently fulfilling a role on the committee had seen the draft for their own role and approved the draft subject to some minor modifications.

Norrie had found that his own role as treasurer had become rather a large one, and he therefore proposed hiving some of it off as a separate role, namely that of membership secretary, though he was not proposing that this person became a member of the Committee.

The other area where he was recommending significant change was in respect of the coaching officials. At the moment we have a Coach Leader/Development Officer (currently John Storr) and a Junior Coach Co-Ordinator (currently Walter Mcphee). Norrie feels that we no longer need to separate out responsibility for junior and senior members, but has come to realise over the summer that what we really need is a single Coach Co-ordinator whose role it is to make sure that there are coaches to run each session effectively, covering all ages, and also to identify the aspirations of paddlers and try to put in place coaches at the right level to fulfil these. The person fulfilling this role need not necessarily have the highest level of qualification, but, if not, we would also need someone else with higher coaching qualifications to deal with the more technical aspects.

Norrie had circulated this suggestion to all members of the Committee and all, including John Storr, were happy with the suggestion. His proposal therefore was that we move from what we currently have to having a Coach Co-ordinator as he has described the role, and a Head Coach who would be on hand to advise coaches and deal with the more technical aspects of coaching.

Tricia seconded the proposal.

Tony commented that this year, and for a few years now, we hadn’t had a block of youngsters all learning together, which was a pity as they tend to form friendships and spark off each other. This year we have had quite a mix of ages, and one role of a Coach Co-ordinator might be to corral the youngsters together to form a cohesive group. There was some discussion about how we might attract more youngsters by, e.g. approaching schools. Norrie commented that at present we need first to concentrate on getting the numbers of competent coaches up before moving on to considering how to recruit more youngsters.

It was agreed that we should adopt Norrie’s proposal and review it at the end of the 2022 summer season.

1. **Award Presentations (see photos on Facebook)**

The following awards were made

1. Mike Sunderland presented the RDT Regional Award for outstanding contribution to John McAllister (copy eulogy attached as Appendix B). John will now go forward as a person nominated by the Region for a National Award.
2. Jame Brown presented:
3. The Swimmer of the Year award (in his absence) to Charlie Jones; although he spends much of his time upside down (a fate formerly shared by many of the current members of the club), his enthusiasm could not be daunted, and for that he is to be commended;
4. The Most Improved Paddler to Lorna Graham, who has been becoming competent in tackling ever more difficult water this year, including with the Youth River Running group; the award means that she and Charlie are the only parent and child pair both to have their names on the trophy;
5. The Jim Wilson Award for Outstanding Contribution to the Club to Norrie Brown, by a significant majority of the votes cast by club members (all being eligible to vote for this award), for his tireless work in organising the beginners, dealing with the club’s finances, redrafting the club’s documents, overseeing the application for Quality Club status, and generally ensuring that things at the club have continued to run smoothly.

1. **Affiliation/ Accreditation**

Tricia reported that BC affiliation had just been renewed until 7 December 2022. Meanwhile, Accreditation has now morphed into “Quality Club Status”. Norrie has in hand the documentation needed to apply for that, some of which derives from documentation which the club had previously put in place, but presented in a different way and with some additional material. We should be able to complete it soon after the end of the year. In the meantime our status as an accredited club is preserved in so far as we might need it, e.g. for any grant applications.

Mike Sunderland enquired whether competing the Quality Club documentation had been a useful process, to which Norrie replied in the affirmative, as it has made us think about what we do, and also to make sure that everyone who needs to know where to find everything can do so, because it will eventually all be drawn together in a Committee members’ handbook, the latest addition to which is Ben’s scheme for the vetting and appointment of coaches. Norrie’s view is that it is a simpler and more flexible scheme than the old Accreditation. Mike said that that had been the intention of those who set up the new scheme.

Mike also asked about the Affiliation process and whether that was worthwhile. Tricia commented that the actual process is not straightforward as the form asks for details that cannot be easily extracted from membership records, even now that we maintain the records on the BC’s Go membership website. However, she understands that the intention is that the process will become simpler and more streamlined in future years.

Norrie confirmed that he had now put the details of all our members on the Go Membership area of the BC site, the main advantage of which is that it is possible to download a report which has details of all qualifications of members in so far as known to BC, which can be regarded as a reliable record, checked by BC.

Only some Committee members have access to this information about members, the Chairman, Treasurer, Secretary, Welfare Officer, and Head Coach. There is scope for uploading other information, e.g. details of emergency contact numbers, but no scope for uploading details of medical conditions. We do ask for these details on membership forms, but currently there is no easy way for our coaches to access them other than by asking people on the riverbank if they have any issues.

As regards the benefits to be derived from Affiliation, Norrie said that it irks him somewhat that we find ourselves paying the insurance levy for members who have perhaps only participated in club activities for 2 or 3 weeks. We pay per capita for all adult members who are not BC members, so 77 Members at £2.20 each. We have paid £334.40 in total, of which £165.00 is a basic fee, and the remaining £169.40 the per capita insurance charge. Tricia said that, on the other hand, as it provides the club with insurance, it is probably less than we would have to pay for insurance elsewhere. Tony confirmed that, when the club had looked into this previously, it had been difficult to obtain alternative quotes, and any that we did obtain either did not meet the club’s requirements, or were prohibitively expensive. Mike made the comment that, as we do not pay per capita for members who are already members of the BC in their own right as individuals, we should perhaps encourage our members to look at the advantages of becoming paid up members of BC.

1. **Matters Arising from last AGM Minutes (insofar as not already covered)**
2. John Mac said that it is now just three years since work started on the Sands. There is a possibility that after Christmas we may again need to look at using the Swifts building during the next phase of the work, but we may not need to. It is expected that the work at the Sands Centre will be complete by the summer, and the Centre will then be fully open again. This will not cause any problems if we are in our existing premises for normal Saturday access, but once the pantomime season starts it could be difficult.
3. Tom reported that transfer of the website domain to the Club is in hand. He has been in contact with Tom Lowes, who does not object to the transfer.
4. **Any Other Business**
5. Mike Fletcher mentioned that Eden Rivers Trust are looking to set up a litter pick and/or control of Himalayan Balsam session, which the club might wish to support. Members had found in the past that Eden Rivers Trust had sometimes set up events at very short notice, or they had set them up, and then not attended themselves. However, Mike’s understanding is that they are now trying to be more proactive.
6. Mike Sunderland thanked the club for the warm welcome extended to him, and congratulated the club on involving two younger members, Ben and Jamie, in its management, and congratulated those two on the way they were fulfilling their roles.
7. Norrie wished to express thanks to Mark Rutherford for his work in auditing the Club accounts.
8. The club wished to minute its condolences to Emma, Samuel and William Hawley for the loss of Jonathan last month.
9. **Election of Officers**

Officers to fulfil the following roles needed to be elected, following the slight adjustment to roles earlier in the meeting:

Chairman, Vice Chairman, Secretary, Treasurer, Welfare Officer, Fundraising/Safety Officer, Equipment Officer, Youth Representative(s), Coaching Co-ordinator, Head Coach, Membership Secretary (this last not a Committee Member).

Tricia and Norrie cannot stand again as Secretary and Treasure under the rules of the Constitution, so it is necessary to appoint new people to the roles of Secretary and Treasurer.

Jamie, Jim, Ben, John Mac, and Proudy all expressed willingness to continue in their current roles if the Club wished them to do so. The club was grateful for this indication, and they were duly re-elected without opposition (details of proposers and seconders set out below).

Sam was not willing to continue as Youth Representative, but Charlie Graham was, and he also was duly re-elected.

With regard to the new roles of Coaching Co-ordinator and Head Coach, John Storr had expressed himself willing to assume the role of Head Coach for now if the club wished him to do this. Walter was not present at the meeting, and had not expressed a view one way or the other, but Tricia understood that he did not expect to be able to return to the river for some time, and believes that he will not wish to continue with a formal Committee role at the moment. The club are extremely grateful to Walter for all the help and support he has given in the past, but fully understand and sympathise with his current difficulties. All hope that he may be able to return to the river before too long, but accept that he may not wish to fulfil a coaching role on the Committee at the present time.

Norrie indicated that he would be willing to assume the Coaching Co-ordinator role if the club wished him to do so, and, because he is familiar with what the Membership Secretary would have to do, he feels that he could conveniently fulfil that role alongside Coaching Co-ordinator, though the roles could be carried out by different people if preferred. The club was grateful Norrie for his indication that he would be willing to undertake both roles in tandem, and he was duly elected.

The matter was then thrown open to the meeting for people to indicate if anyone present was willing to assume the role of Secretary or Treasurer. Tricia indicated that if no-one else came forward, she might be willing to undertake the Treasurer’s role at least in the short term, provided that it was only a question of dealing with the finances and delivering financial reports, rather than being the enormous role that Norrie had undertaken over the last three years. However, she expressed the view that it would be better for the club if someone new took over, and preferably someone who was a more active paddler.

As no-one immediately came forward to volunteer to fulfil either role, it was agreed that an advertisement would be put on Facebook to the effect that the roles needed to be filled, inviting people to come forward, and members present were also encouraged to give consideration to whether they would be willing to stand, once they knew more about what it involved.[[1]](#footnote-1) An indication was given that it didn’t necessarily need to be a paddler.

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| Chairman | Jamie Brown  Proposed by John Mac, seconded by Ben |
| Vice Chairman | Jim Winterton  Proposed by Norrie, seconded by Jamie |
| Treasurer | (Norrie Brown to continue to do role in interim until February meeting) |
| Secretary | (Tricia Rothwell to continue to do role in interim until February meeting) |
| Welfare Officer | Ben McAllister  Proposed by Jim, seconded by Proudy |
| Fundraising/Safety Events Officer | John McAllister  Proposed by Jim, seconded by Jamie |
| Coaching Co-ordinator/Membership Secretary | Norrie Brown  Proposed by Tricia, seconded by Ben |
| Head Coach | John Storr  Proposed by Tricia, seconded by Jamie |
| Youth Representative | Charlie Graham  Proposed by Tricia, seconded by Ben |
| Equipment Officer | Proudy  Proposed by Jim, seconded by Scott |

Regarding the appointment of the members of the Disciplinary Sub-committee, who should also be appointed at this meeting according to the Constitution, it was decided to shelve this until we had a full Committee in place, on the footing that the current members would continue in post on the Sub-committee for the time being.

1. **Next meeting**

The next ordinary Committee Meeting is to be on Tuesday 12 February 2022, at 12.15pm, after the usual Saturday session, in the Meeting Room at Carlisle leisure Ltd’s temporary premises at the old Newman School.

Finally, grateful thanks were expressed to Pauline for manning the teapot for today’s meeting.

**PMR 10/12/2021**

**APPENDIX A**

This is my first year as Chairperson completed. With COVID suppressing club activity during the first months of the year club activity was limited to finalising the new club constitution and making a start on preparing evidence to support an application for Quality Club status. We also had a purge of lapsed members from our Facebook group. The new constitution was then adopted at a General Meeting, held on Zoom, on the 5th April.

Later in April the club had received an interesting Zoom presentation from the RDT detailing all the support that was available to the club. Many members of the club had also been taking part in the many Zooms offered by the RDT and BC to collect cpd points or just enhance their knowledge. Work was still ongoing reviewing club documentation for the Quality Club submission which included, risk assessments, standard operating procedures and a Committee Members handbook.

Around this time the club was lucky to benefit from a hardstanding area being created at the club venue on the banks of the Eden, which makes life at the river bank a bit easier.

24th of April a small group of socially distance paddlers helped Nathan complete his media and film making course final assessment by being filmed on a paddle around Derwent Water. The paddle was filmed from many vantage points on the bank, from a boat and from a drone. It’s impressive footage.

By May it became clear that COVID restrictions would cause the annual Wavehopper race to be cancelled but the club managed to get a second lake paddle in on Ullswater towards the end of May which was well attended under the circumstances.

Club members also managed to get away for a camping and paddling weekend on Windermere which coincided with providing safety cover for an open water swim event.

When June came along the number of paddlers participating in club sessions was returning to normal as a result of lockdown restrictions easing. Beginners’ coaching also started up again in small numbers.

The popularity of SUP’s was also noted this year with some club members adding SUPs to their fleet!! The club hosted a SUP taster session provided by Border Kayaks.

The good weather throughout the summer led to a busy few of months at the club. The numbers of people requesting taster sessions and then going on to take out full club membership and actually returning week on week was unprecedented. There were a few sessions where almost all boats were out on the water and we had to borrow paddles from a local scout group. (Thanks Proudy) Excellent problems to have! The additional numbers put pressure on our depleted coaching numbers but we managed to provide taster sessions for around 60 people.

As well as additional new members the club had to contend with limited access to the boat house as a result of the renovations being carried out to the Sands Centre. We had to go mobile for a few weeks using the club trailer to shuttle boats to the club sessions. (Thanks Norrie) At this time we also invested in new equipment, adding a small play boat, some new paddles and some tyres with tread to the inventory.

The club has continued to support several open water swim events by providing safety kayakers through the good work done by John Mc. The club got involved with a post COVID initiative across the border in Annan to introduce school kids to water sports by providing coaches to support some taster sessions on the river Annan. Raised some money for the club as well!

With water levels remaining so low, river trips were difficult, however some club members managed a scrape from Lazonby to Armathwaite at a level of 0.54m, making it quite “technical”.

On 1 August there was a sea boat taster session on Ullswater, organised in conjunction with the RDT where 17 club members tried out long boats. Thanks go to Mike S, Alison and another Mike for giving up their time to help us improve our paddling skills.

Also in August the club assisted a charity fund raising event by providing some training for a group of novice paddlers from the Church in the Barn, Penrith, who aimed to paddle a stretch of the Eden in open boats.

As the weather started to become a little cooler in September there were still people queuing up for taster sessions, again a great problem to have! About this time, three club members attended a core coaching training course at Talkin Tarn with Dan Wilkinson, which they reported as being excellent, lots to think about and work on.

The club is now looking forward to increasing the number of qualified river leaders and coaches at the club and generally upskilling any club members who want to develop as a result four members of the club attended a WWSR course arranged through Border Kayaks. It is hoped that by the club supporting members to develop we can offer a wider range of paddling opportunities for club members to take part in going forward.

Through October and November pool sessions have been well attended and with John Mc leading a demonstration and discussion at the start of the sessions being well received its giving everyone something to focus on during the sessions. (Thanks to Norrie for dragging boats back and forth)

Saturday morning club sessions have been running when the river level allowed. Fewer numbers than at summer sessions but still well attended compared to previous years. It’s nice to see a few of this year’s new starters continuing to paddle through the winter.

A few members managed to grab a paddle down the Caldew recently when the levels were up a bit and club members young and old are continuing to support the Youth River Running group organised by the RDT, with a great run down the Border Esk on Sunday past.

I also need to recognise the efforts of the kit guys, Proudy and Tom for their work in the background keeping track of club kit and carrying out repairs when needed (and training an apprentice to put some silicon in a boat at the pool)

With Christmas approaching the club has two Christmas paddles to choose from, one on Derwent water and one on the Eden, hopefully something there for everyone.

Looking to the future I would like to see the club increase its leadership and coaching capability, offer more river trips and lake paddles to members, achieve the new “Quality Club” status through British Canoeing and interact more with other canoe clubs in the county. Oh and win the tiger boat race!!

Jamie Brown

CCC Chair

7/12/2021

**APPENDIX B**

**Cumbria Canoeists AWARDS for “OUTSTANDING CONTRIBUTION” to Cumbria Paddlesport**

This year we are nominating two volunteers for the regional AWARDS and to compete in the national Awards

**(Sir) John McAllister of Carlisle Canoe Club**

John McAllister joined Carlisle Canoe Club some ten or twelve years ago with his son Ben. Right from the outset, despite much time spent upside down, John was keen to be involved with club’s activities. Helping other newcomers getting on the water, sorting out the club’s storage, etc.

As his skilled improved he got involved with supporting coaches on the water and this led to him pursuing his UKCC L1 coaching award.

Members of the club had over the years provided safety for swimming events, this had been an ad hoc involvement, responding to request from a few providers to help. John with his usual commitment and enthusiasm got involved, ensured everyone participating had or obtained the necessary qualification, that they were covered by the necessary BC insurance and went on to brand Cumbria Swim Safety Kayakers. This was originally an offshoot to CCC, but as its reputation for has grown, paddlers around the region have come under its banner. Throughout the summer an open swim event or triathlon will be being supported, every weekend, by members of this group organised by John. As a by-product, these events create a terrific opportunity for social engagement across the Cumbrian paddling community, sharing experiences, lessons learnt, etc, during what would normally be a quiet time of the year for river paddlers. A clear effect from CCC perspective is that keeps people involved in the sport and club.

When Jim Wilson retook on the role of Club Chairman, John was asked and voted in as Vice Chair. This intention at the time was that these would be three-year appointments. Giving John an opportunity to understudy Jim and then move into the role of Chair. Sadly, this did not happen, and John found himself quite quickly Chair of CCC. Unperturbed his admirable energy and enthusiasm carried him through with the support of members of the committee and the membership in general. Constantly looking for opportunities to improve the club experience and supporting new paddlers development on the water and encouraging the utilisation of outside courses, where appropriate.

Having now moved on from the role of Chair, John is still an active member of the committee and club. Coaching twice a week during the summer, working hard to improve newcomers water confidence, running rescue sessions, etc. During this winter he has encouraged the committee to rebrand what were known as winter pool rolling sessions to improving water confidence. This seems to be having a positive effect both on attendance and allowing a natural progression into attempting learning to roll.

As you may have gathered from reading this short run down about John, his enthusiasm, energy, and commitment can be tiring to watch, but have no doubt every step he takes he leaves a better experience behind. He is now pursuing his leadership award and we look forward to the next chapter.

We awarding John an award for “Outstanding Contribution” and hope he will qualify forma National Award, when he will be treated to the lime light at a British Canoeing Awards celebration.

1. Gillian Thomas has now very kindly agreed to stand as secretary. [↑](#footnote-ref-1)