

Chairman's Report

Title	Chairman's Report for period of AGM to present
Author	Martin Humphrys
Date prepared	16 December 2005
Action required	To note

- I have received numerous comments and thanks over the AGM and am grateful to both Edward and Mark for all there efforts in making sure it ran so smoothly.
- Likewise the Awards clearly went down well and I still have five to distribute in the near future.
- I have been informed I will receive my Year of the Volunteer Award at the Guildhall in London from the Lord Mayor Elect in early January.
- There is to be an election for the Upper Thames division rep and we await to hear of nominations for the University of London.
- Attended ARA Council meeting.
- Problem with WAGS remains on-going and waiting for an update. Their original AGM was cancelled due to snow and as yet am unaware if another has been held.
- Delighted with the success of our nominations for Coach of the Year Awards and grateful thanks to Richard for all of his efforts on ensuring the regional nominations were entered and well presented.



Honorary Secretary's Report

Title	HonSec's report for period of AGM to present
Author	Andrew Russell
Date prepared	15 December 2005
Action required	To note and Decisions Required

- Updated thames-rrc.org e-mail system. Contacted all new and leaving users. Redirections currently in place are shown in the attached document [TRRC e-mail redirection 2005-12-15.doc]
- Collected bios & photos for TRRC website with Liz. The following information is still missing.
Action Required: Please submit photos and/or bio for website to myself or Liz.
 - PRESIDENT (Margaret Adams) photo and bio
 - TREASURER (John Chapman) photo
 - UPRIVER (Judith Packer) photo and bio
 - DOWNRIVER (Jim Harlow) photo
 - UMPIRES (Chris Sprague) photo and bio
 - CDO (Sarah Birch) photo
 - TRC Rep (vacant) photo and bio
 - DIV 11 (vacant) photo and bio
 - DIV 12 (Peter Moore) photo and bio
 - DIV 17 (vacant) photo and bio
 - DIV 18 (Neil Jackson) photo
- Learned "CMS" website management system from PR/Marketing rep
- Updated website contact list, bios, photos with help from PR/Marketing rep
- Handled questions on Div11 nominations / election
- Confirmed resignation of Div17 and TRC reps.
- Started to understand constitution, council, executive, officer composition. Have found the current constitution confusing. For example:
 - Should meeting attendees declare who they are representing? Do we need confirmation they are authorised to do so? To be appointed to committee, should nomination form be signed by someone from the club/event? Can people change who they are representing if they have more than one choice? During the year? During a meeting?
 - Not entirely clear on which roles are "officers" of the TRRC and which are Exec, who has voting rights and who doesn't.
 - **DECISION REQUIRED: Recommend a constitutional review to create a constitution that is easier to understand, reflects the reality of TRRC operation, and retains flexibility.**
- Nominated to represent rowing in the London area at the London Federation of Sport and Recreation. Recognising that TRRC does not represent all London-based clubs, contacted the HonSecs of Eastern and SE River regions to confirm that they are happy with me representing all London-based clubs, and that I will liaise with them as needed. Mike Kennedy, HonSec SERRC, is happy for me to represent his London-based clubs at LFoSR. Haven't heard definitively from Eastern RRC yet. Need to write (snail mail) to Lea/Essex Div Rep.
- Introduced myself to:
 - Richard Moseley, Eastern Region Honorary Secretary
 - Mike Kennedy, South East River Region Honorary Secretary
 - Rory Semple, ARA Volunteer Support Manager
 - Simon Dickie, ARA Youth and Community Development Officer
- Forwarded "London Sport Awards" nomination circular to London-based TRRC Exec, Eastern and South East River Regional HonSecs, RoryS and SimonD.
- Meetings have been well run in the past. Would like to review with Exec members whether there are any suggestions for improvements. Plan to adjust format of minutes to increase transparency (e.g. make it clear which initials are whose, clarify who sent apologies vs. who did not show at all). Would like to maintain and improve transparency and accessibility of Exec to rowing community, but not undermine the roles of the Upriver/Downriver, Divisional and key club Representatives. Apparently, representatives of clubs/events are invited to both Exec and Full Council meetings, but only the Exec can vote at Exec meetings. **DECISION REQUIRED: Should all TRRC meetings be Full Council Meetings?**

- Communications among members between meetings seems to be ad hoc. This may be entirely suitable. However, others may prefer to have a forum for reading and tracking these discussions, and/or an online location for files. The TRRC website has the potential to have a secure log-in area, and the ARA "Communicate" system/website is also being developed, but until that time **DECISION REQUIRED: Would the Exec like to have a private online "Group" setup for discussion forums or for sharing of documents?**
- Eastern Region HonSec reported that they encountered difficulties associated with publishing their minutes, where their understanding of the Blockley incident was mistaken for taking a position, and they were inundated with complaints and challenges. Similarly, our candid thoughts about current issues are on the web in the form of our minutes. **DECISION REQUIRED: Should minutes of Exec meetings be widely published? If so, should they be kept internal to TRRC until approved at the next meeting? What about Full Council and AGM minutes? Should any recent notes in minutes be removed?**
- I understand that sometimes TRRC members fail to follow through with individual actions. It has been suggested that a simple action-tracking sheet be maintained, to remind people of their commitments. **DECISION REQUIRED: Does the Exec wish the HonSec to maintain a list of outstanding actions to help with tracking and reminding?**
- Bowel Cancer UK "Pride of the River" Event. Charity hopes to have a fundraising race from Lechdale to Canary Wharf over a weekend in Sept/Oct 2005. Bowel Cancer UK would like our views, endorsement, and assistance in contacting clubs. **DECISION REQUIRED: Would the Exec like to appoint someone to review and reply?** Letter received from Terry Swan 7 Dec 2005 attached [Bowel Cancer letter to TRRC.doc].
- Thames21 is the official charity of the 2006 University Boat Race. Possibly this charity could benefit from TRRC Support. Already their press release is on the TRRC website. Assume Marketing/PR rep will raise opportunities for further support as & when. See attachment [Thames21_OfficialCharity.doc]

Regional Water Safety Adviser's Report

Title	Report of Activities of Chris George [RWSA] for the period 20th September 2005 to 19 December 2005
Author	Chris George
Date prepared	16 December 2005
Action required	Both note and decision

To note

Report for the year 2005 - 2006

I wrote a report for the year and posted it up on the Safety Section of the website. This report supplements that done by Neil Jackson in my absence in October and will be added to when the accident statistics have been collected and collated. It is available [on this link](#).

To note

Audits 2006

- Amazingly, I have had two audits (from keen Oxford Colleges) for **next** year. This is very enterprising and conscientious of the CWSAs concerned but will have to be done on line in late December or early January in accordance with the new format developed (mainly by us in this region) for the National audit. A letter has been sent to all club secretaries by the National WSA on this. For explanation, this is reproduced below

IMPORTANT NOTICE TO CLUB SECRETARIES & WATER SAFETY ADVISERS
Club Water Safety Audits for 2005

Along with your affiliation fee, the forthcoming Water Safety Audit from your club will be required to confirm affiliation to the ARA.
 The 2005 Club Water Safety Audit has been designed for completion online through the new Online ARA (OARA) system. It is intended not only to make the audit process easier, but also to increase the level of feedback you receive. When you submit your audit on line your Regional Water Safety Adviser will automatically be informed. Your club will also have a permanent online record available, which will be accessible at any time.
 It is hoped to give all clubs access to the new OARA site by the beginning of 2006 and when this happens the deadline for submission of your safety Audit linked to confirmation of your affiliation will be announced.
 As there have been some important adjustments to the audit questions you are asked **not to submit your audit on last year's Water Safety Audit template**, but wait until your club has been given access to the new OARA site.
 Stuart Ward - ARA Hon Water Safety Adviser

To note

Tideway

- I have received the usual reportable accident reports but many, particularly from the Upper Thames clubs are sending reports to the ARA instead of to the region. It is clear that they still think the ARA need the originals and have not read the instructions so the Marketing Officer has re-jigged the website (Thanks) to include my address in the safety section together with a reminder.
- Dealt with the usual near miss reports ready for my next quarterly meeting with the Harbour Master in January
- Dealt with several complaints on steering and lights and am in the process of dealing with complaints of persons going out in the fog on the day of our AGM only one of which was identifiable! Could not see the ID numbers!
- Concerning the serious allegation of baulking of a motor cruiser reported last September, which, on investigation, I found not substantiated, I have obtained legal advice on the matter and discussed this in my first quarterly with the PLA on 3rd October.

The questions posed by the PLA were:

- 1 Were the scullers keeping "as near to the outer limit of the channel or fairway which lies on her starboard side as is safe and practical"? - (ColReg 9 (a)) + (PLA NtoM U6 para 2)
- 2 Were the scullers "impeding the passage of a vessel which can safely navigate within a narrow channel or fairway"? - (ColReg 9 (b))
- 3 As stand-on vessels did the two scullers "keep their course and speed"? - (ColReg 17 a) (i))
- 4 Were the scullers "proceeding abreast" "except for the purposes of overtaking that other vessel"? - (PLA Byelaw 15c)

Looking at this incident dispassionately this incident still appears to a case of two scullers baulking a vessel that may have been going a bit too fast. Vessels are restricted to 8kt above Wandsworth Bridge however they are permitted to navigate at that speed which will produce wash.

I took considerable trouble to obtain statements from the scullers (which were prepared on the basis of intending to be made affidavits – i.e. sworn statements on oath) and had them properly particularised with proper, scaled charts as to the course taken.

I put an advertisement in the RQ website (and thanks to RQ for putting in the advertisement) seeking advice from a lawyer familiar with rowing and the Col Regs. I received two replies. One from Martyn Kelly, barrister, (Chairman, Welsh Amateur Rowing Assn.) and one from Jonathon Clyne, a rower and sailor specialising in marine law and these together with our past President Chris Sprague made a pretty formidable team. Mr Clyne's firm provided a written opinion and on which I was able to draw in my discussion of the incident with the Harbour Master. The response I gave was to reply to each allegation as follows: 1 "Yes"; 2 "No"; 3 Yes – but here Mr Clyne's expert opinion was clear and interesting and he cited case law that this question should not be taken literally as **variations in course and speed** can take place **as part of a pattern** and be **considered as complying**. ; 4 "No".

What it boiled down in the end was one set of persons saying one thing and the motor vessel crew saying another. The matter is in limbo at present pending a decision by the scullers as to whether they wish to take action against the motor vessel for dangerous driving and threatening behaviour. The region expresses its thanks to the legal team involved and particularly Mr Clyne who prioritised his hours in our favour with his quick responses.

- Wrote a PP presentation and questionnaire for a Tideway steering seminar presented with RQ at a Regional Seminar at PTRC where there were a huge number of attendees (the room was full) and presented the legal and practical aspects of tideway navigation. Collected the answers to the questionnaire and found that most did not manage to fill it in and of those that did there was only one person fully correct (Neil Jackson). The level of knowledge of the course to steer was very poor. This is an area to be worked on. Captain Foster gave a very entertaining speech some of which was noted for the record. Our Regional thanks to him for his effort.
- Dealt with numerous “observations” on the siting of the Surrey Marker buoys for the Fairway in particular the one by the Mile post. It is likely that this will be moved outwards by some 15 m or so and may be re-located up or down a bit.

To note

Non- tideway complaints

- Dealt with an allegation of a school group going out without lights. It transpired that they were coming in without lights at 1630 having set out at 1500. At the time dusk was 15.52 and it was light until 1600. The coach had not realised the ARA mandatory rules on lighting and considered it light enough provided the launch was lit. I required proper lighting as per the ARA code and the coach has agreed

To note

Boat IDs

- Most Tideway clubs have now got these on. I have had to threaten on large Tideway Club that failed to get ID on its launches and some scullers towards the end of November, contrary to earlier assurances, with exclusion of all its boats and I am pleased to say that they have cooperated most helpfully and promised to keep all non- properly ID boats off (including those on temporary tape) the water if not labelled.
- A prestigious Up-river club attempted to label its boats with a four letter code and sought to browbeat me into accepting this but has since accepted – thanks to the Chairman’s prompt action – that they could not have a system specially for themselves and are now agreeing to comply. I had to mention it subsequently when it appeared that one boat found on the Tideway had been forgotten about.

TO DECIDE

- We need to agree a policy on ID and events. It is suggested that Ed Rees set up a sub-group with the events to discuss the merits of insisting ID is on all boats taking part in Tideway events such that the event does not lose out but the competitor does. It is my suggestion that entries are accepted but and the ID condition stated with a warning that crews will not be let on the water if there is no ID. Entry money will not be returned.

TO DECIDE

- It is time to have a cut off date for “leniency” and I suggest that at the end of the Calendar year any boat found without ID (or ID that in my reasonable opinion is not suitably compliant e.g. light brown or gold lettering on a wooden boat that is not readily visible) is noted and the master of the vessel instructed to get off the water immediately and the club warned formally once in writing. If he or she refuses to get off the water at once then that is cause for an immediate fine. If that club infringes a second time at any point in 2006 it must be named and

fined to set an example. The club can always off set against the member. We can fine up to £500 but I suggest that the fine be a token - if paid promptly and without demur – say a notional £10 if paid within a week rising £10 a week there after to £50 maximum.

- Rubber inflatable launches are a problem and need also to be identified with codes. This is best done on the engine.

To note

Rowing Risk Assessment Implementation Group (RRIAG)

With Bill Mitchell I attended the next three working groups with Rear Admiral Richardson on the 3rd October, 7th November and 13 December 2005. The meetings are productive and the fairway is now defined and in two places trial buoys laid with a view to obtaining feedback from rowers on location and effectiveness.

To note

River Users Consultative Forum RUCF

I attended this meeting at Baker's hall on 16th November 2005. I was able to correct the List of Navigational Incidents which made a reference to "Motor Cruiser baulked by 2 scullers" by putting the word "allegedly" in front of baulked. It is a matter of regret that in this and the correspondence it would appear that the PLA had pre-judged the outcome on the basis of only one statement from the motor cruiser.

To note

Events

- Applications from the many events all approved e.g Wallingford LDS, Burway – some still to be approved, e.g. National Sculling at Henley in March
- Approved the new Head in early Jan from Quintin but paper work still to be done
- Received a letter from Blair Thorpe stating that the Tideway Head would not be run this year but they would like the date for next year
- Dealt at considerable length with the Allom Cup private event and eventually got all the paperwork right but the PLA were not satisfied with the insurance. Fortunately I had covered the need for insurance with them and this did not come as a complete surprise. They are considering relocating elsewhere.
- Dealt with other private events

Incident Log Book Summaries

- I am awaiting the programme for electronic processing of these which I hope to get over Christmas or New Year and will only then be in a position to process the 200 + club reports and in the interim am not chasing the majority of clubs who have failed to submit. Once the capacity to process electronically is provided I shall get on with it but have no intention of doing it manually! Hopefully this will eventually be done on Communicate

To note

National Water Safety

- Attended the Water Safety Working Group. This group is a sub- committee of the NWSsubCommittee and meets about monthly to thrash out details of water safety for the full committee.
- The main emphasis of this group's work was to promote leaflet production on all the issues relating to the second Coroner's report on Leo Blockley and the Letter from the Reading Coroner.

To note

Steering Certificates

- Attended an inaugural Coxing and steering Working Group. This group is an ad hoc CDO sub-committee and meets about 2-monthly to set up a Level 1,2 and 3 UK coaching certificate in coxing and steering. This at level 1 will be club based and will be useful for coaches to train coxes and for coxes to prove they have been trained

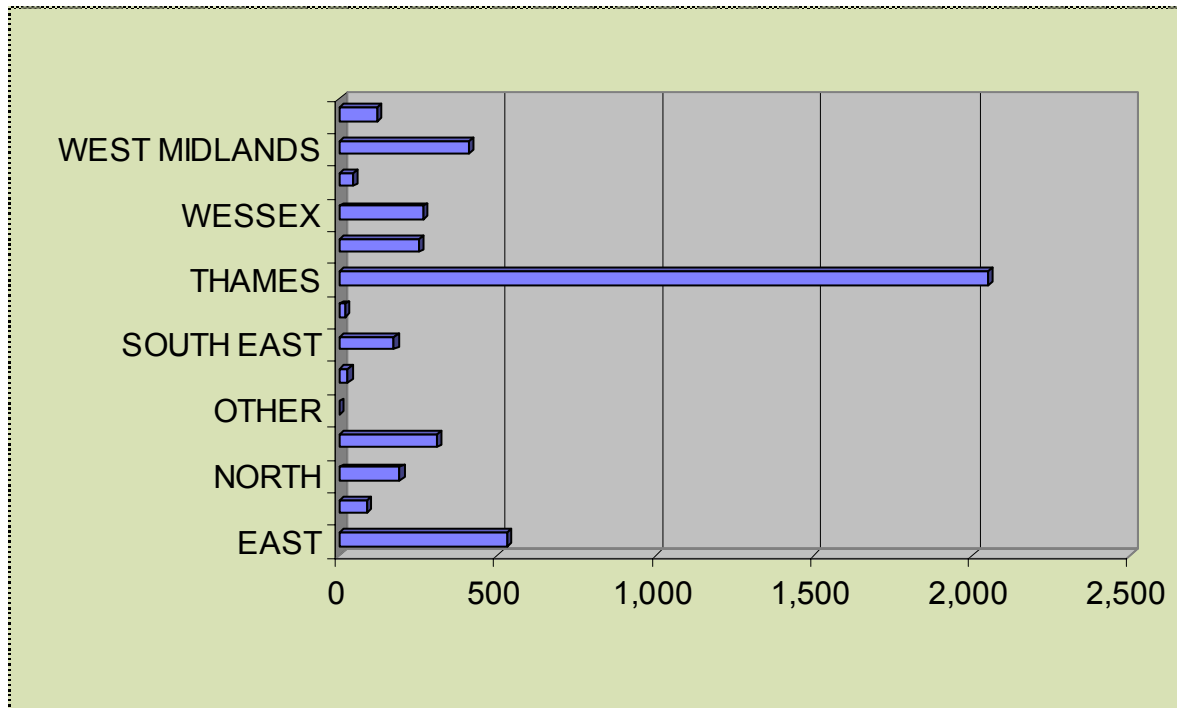
Chris George

Juniors' Commissioner's (downriver) Report

Title	Junior's Commissioner's (downriver) report for period of AGM to present
Author	Ruth Hatton
Date prepared	5 December 2005
Action required	To note

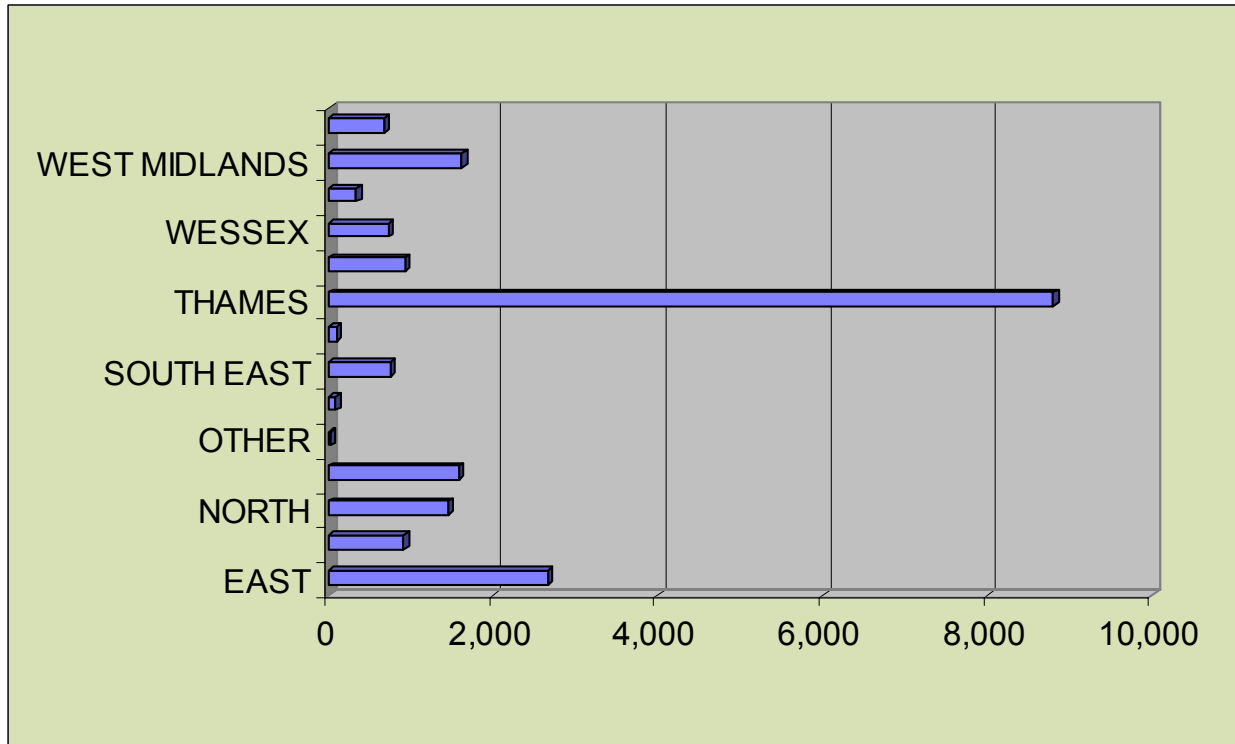
- The following charts and tables were submitted by Ruth Hatton **To note**.

Distribution of Juniors across the regions



EAST	529
EAST MIDLANDS	91
NORTH	194
NORTH WEST	312
OTHER	0
OVERSEAS	29
SOUTH EAST	174
SOUTH EAST COAST	19
THAMES	2,049
WAGS	254
WESSEX	265
WEST	45
WEST MIDLANDS	410
YORKSHIRE	122
Total	4,493

Distribution of ARA members across the regions



EAST	2,665
EAST MIDLANDS	920
NORTH	1,463
NORTH WEST	1,590
OTHER	24
OVERSEAS	88
SOUTH EAST	750
SOUTH EAST COAST	105
THAMES	8,802
WAGS	925
WESSEX	738
WEST	341
WEST MIDLANDS	1,624
YORKSHIRE	687

Juniors' Commissioner's (upriver) Report

Title	Junior's Commissioner's (upriver) report for period of AGM to present
Author	Nigel Weare
Date prepared	15 December 2005
Action required	To note

- The Juniors' Commissioner (upriver) would like TRRC Exec **to** note the Thames Upriver Junior Group, meeting minutes of Monday 12th December 2005 7-9pm, at Dorney Lake [Thames Region Junior Group Meeting - 12th Dec05.doc]

Downriver Representative's Report

Title	Downriver Representative's report for period of AGM to present
Author	Jim Harlow
Date prepared	18 December 2005
Action required	To note

1) Met Alex Brown – PLA's project officer.

PLA not government funded – funded by commercial boat/river fees – mainly paid by large commercial vessels in Thames estuary.

They paid for the new navigation buoys. I got the impression that this is a sore point. They get little money out of us and yet have to spend money on rowing. I believe that if we offered to fund a future project it would be seen very favourably ie we meet them half way and demonstrate our commitment.

The buoys –

The Notice to Mariners on this subject caused all sorts of confusion at my club. I asked CG and Alex if some drawings were available. They were not at the time, but they have both spent a lot of time preparing 4 and having seen the drafts they are excellent. In the future we are to expect buoys/markers at the crossing points. The PLA have absolute control over what gets put in the river below mean water line so buoys/marker posts are an option.

We need to be self policing. Get heavy on clubs so they realise that the club itself is responsible for their members and the members are NOT just responsible for their own actions. Make the club's self police.

As far as the rowing community's relationship with the PLA goes, we have improved matters but there is still a great deal of work to be done, especially to win over the Harbour Masters.

2) Juniors on the Tideway – Barn Elms is losing its' manager and its' future as a rowing facility is far from secure. I have spoken to Kevin Harkin (who runs it until Feb) about the future options and the local council's plans.

3) UL Division Representative –With the resignation of their divisional rep I had concerns about UL. That was before the Allom Cup was cancelled (the PLA forced that due to the lack of event insurance, but CG wasn't far from it judging by the E-mails the week before). I have tried to contact the Captain and Boathouse manager. I have had no response but will chase them up.

4) Access to river – public access points along the river have recently been surveyed. I have had complaints that some parts of the river where there are vertical banks may be hard to get out of in the event of a crew capsizing. I discussed this with Alex Brown. There are a few areas where this is the case, but there are ladders on the walls. These ladders are generally OK but there are some that need fixing. A variety of people are responsible for them. I will identify the ones that I think need fixing and then through Alex try and achieve this.

5) Water quality. In the first week of December 2 Vesta members were hospitalised with sickness they attribute to poor water quality. A number of others were ill. Is this becoming an issue?

6) Coxes/steers certification. The PLA are all for this. Although many clubs have an approved steers list, I think we need to take a lead on this so we control the content, verification and enforcement of all Tideway steering. This should apply to visiting clubs too. This weekend despite the buoys the standard of navigation was poor.

JH

Coaching and Development Officers' Report

Title	CDOs' report for period of AGM to present
Author	Sarah Birch and Simon Blackburn
Date prepared	14 December 2005
Action required	To note and Decisions Required

Simon Blackburn:

- Continued to run the TRRC seminar series. Details of the series are in a separate document. Attendance this year has been very disappointing; in particular in Henley which was chosen as a venue following requests from upriver clubs for seminars to be held outside of London. I am targeting the large rowing population in Oxford in January with a seminar, which, if successful, will lead to further seminars being held in Oxford next autumn. If it is not successful then I shall scale back the seminar series to the Downriver part of the region. See financial and attendance summary attached [CDO Report Dec 05 (A-Thames_Seminars).pdf].
 - There are other training events scheduled for the first quarter of 2006: a coxing course at Dorney; a pre-8s heads briefing at Thames RC; a seminar on rigging at Putney Town RC; and a sportscoach UK "Equity in Your Coaching" course at Sons of the Thames RC. Booking is required for the sportscoach UK session.
 - **Decision required:** I would like to ask the Council to extend a vote of thanks to Putney Town RC for continuing to host the series this year. They have been very helpful and have embraced the seminars and the visitors to their club.
- I recently attended a meeting for sports in Kingston at which a presentation was given by the London Sports Forum for Disabled People (LSF). The Forum works in Greater London to promote sporting opportunities for disabled people. More details are on their website at www.londonsportsforum.org.uk
 - The LSF have produced a document called the "Club Health Check". Clubs pay £10 for this booklet and then use it as a self-audit of their provision for disabled people. They are encouraged to then choose 2 or 3 areas for improvement, and to then work with their local authority or the LSF on these areas. This is an area where clubs often think the burdens upon them are overwhelming but the Health Check is designed to show that less work is required than often thought and highlights both quick wins and long term benefits.
 - **Decision required:** Kingston Council will pay for clubs to purchase this booklet; other Borough may also support local clubs. However, for those clubs who are not supported by their local Council I would like to ask the TRRC to refund any club that purchases this document and puts in place an action plan as per its recommendations.
- Worked with the TRRC Coaching Commissioner to help promote the Regional Coaching Awards. Several of the regional winners were also successful in the national category. I hope many of Council will attend the ARA Coaching Conference on 28 & 29 January to observe the prize giving.
- Met with Sport England to ensure that rowing is considered as part of their work to group together different London Boroughs in "sub regional sports partnerships" which will be charged with supporting sport in those boroughs.
- Met the Boathouse manager at UL to discuss how the clubs can access coach education.
- Met with the TRRC Safety Advisor to discuss cox education.
- Updated the TRRC website with details of coach education and funding opportunities.
- Helped clubs in Richmond Borough receive funding from Richmond Council for junior participation initiatives.

Sarah Birch:

- Co-ordinated the organisation of the Thames Region J15/16 sculling weekend on the 22nd/23rd Oct with the help of Nigel Weare and Terry Hunter. Attendance for the weekend was low. However, the weekend was successful and the athletes benefited from a good coach/athlete ratio, crew sculling and video analysis as well as the required testing.
- Meeting of the Thames Upriver Junior Commission to discuss proposals recently circulated by the new Chair of the National Junior Commission.
- An application for a full time Community Sports Coach from Hinksey Sculling School, Falcon BC and Oxford Adaptive RC is waiting approval from Oxford Sports Partnership.
- On going work with the World Champs office and Nigel Weare to involve schools and wider young peoples groups in the 2006 world Champs.
- Launched indoor rowing programmes in 3 Slough schools by running indoor race days with the Berkshire Community Sports Coach. The CSC visits the schools on a weekly basis to support the programme. Also working with the CSC I have met with the School Sports Partnership for Windsor and Maidenhead to plan for their indoor rowing launch and fund raising activities in April 06.
- Attending ARA Technical Panel meetings particularly with regard to ongoing work on the new Learn to Row programme.
- Attended a workshop day organised by Berkshire Sports Partnership and met several Local authority Sports Development officers interested in introducing rowing opportunity in to their schools and organisations.
- Supporting research commissioned by UKSport to look in to the influence that the Dorney World Cup Regatta had on local school children's perception of rowing- contacting schools, arranging dates for focus groups etc.
- Supporting Twickenham RC/ Putney Town RC Community Sports Coach in running a taster rowing day at Feltham Community College.
- Club support meetings to fulfil annual requirement by Sport England and the ARA for reporting on participation schemes such as Project Oarsome.
- Other work has included general club development, schools development, PO xtra application from Guildford RC, Community Sports Coach Support., attending county Sports development officer forums.

Joint work

- Supported a taster session for Year 8 girls at a Teddington school with the local Community Sports Coaches, which was featured on BBC London as part of a Richmond Council initiative.
- Worked with Iain Edmondson, Chair of the WRC Legacy Working Party, to meet the 5 trial clubs that will be nominated by the TRRC to pilot the club & volunteer development and Learn To Row aspects of the WRC Legacy. The next steps on the Learn To Row programme will be to work with the clubs to pilot the skills-led Learn To Row course so that we know that we have a syllabus that works ready for clubs which experience higher demand after the WRC.
On the Club & Volunteer development programme, the Working Party has decided to produce a booklet with practical support for those running rowing clubs; the aim is to launch this at the 2006 Championships. The source material for this booklet will come from the 5 clubs who between them represent a fair cross-section of the different types of rowing clubs in the country.

Project Co-Ordinator's Report

Title	Project Co-ordinator's report for period of AGM to present
Author	Edward Rees
Date prepared	15 December 2005
Action required	To note and Decision Required

Role Description

It is proposed that the new role of Projects' Co-ordinator will undertake the following:

- Co-ordinate all special projects undertaken by the TRRC
- Advise the TRRC on the project management
- Assist Officers with undertaking projects, as required
- Manage ad hoc projects as required by the TRRC.

Decision: Council is asked to approve the above role description.

Progressing the Output from the 2005 Events' Seminar

I have taken the write-up that Tony Evans produced following the Events' Seminar in October and extracted the key issues into an action plan. The next stage is for me to discuss the plan with Tony and Chris George (as some of the issues relate to safety) with a view to reporting to Council in January.

To note.

ARA Club Development Conference

All Regional Rowing Councils are running ARA Club Development Conferences. The date for the TRRC conference is Saturday, 14 January 2006 at the Leander Club. Martin has asked me to progress this on behalf of the TRRC. This will be covered in a later agenda item.

To note.

Item 5 – Club Conference

Title	Project Co-ordinator's report on the TRRC Club Conference
Author	Edward Rees
Date prepared	15 December 2005
Action required	To note and Decisions Required

Agenda

All regional rowing councils have been asked to organise ARA Club Development Conferences. The Thames Conference will be held on 14 January 2006 at the Leander Club. The November meeting of the National Development Committee recommended to all RRCs that they follow the agenda used by the West Midlands RRC conference:

Draft Programme

Time	Session	Notes
12.00	Arrivals	
12.45-13.00	Welcome and Overview: Purpose of the day	
13.00	Discussion: <ul style="list-style-type: none"> • Responsibilities & Relationships • Regional Responsibilities • Club Responsibilities- what should a club constitution cover? • Equity • Action planning for clubs and follow up club clinics before RRC meetings 	It may be possible to offer an additional session for new committee members/unis separate to the main session if required. This would concentrate on structures, roles etc.
14.00-15.00	Water Safety Update - Discussion; scenarios and looking at suitable record keeping and tracking of new members.	
15.00-15.15	Break	
15.15-16.15	Child Protection/participant welfare - FAQs and the role of the Club Welfare Officer	
16.15-16.45	Wind up session Emphasis need for action plans. CDO/ information on website/ club clinics at regional meetings. Regional Follow ups in 6 months	

This agenda to be discussed by Council.