

Executive Committee NOTE OF MEETING 15 September 2008

Version 1

A note of a TRRC Executive Committee Meeting held on Monday, 15 September 2008 at City of Oxford Rowing Club (meeting number 2008/07)

Confirmed at the meeting of Executive Committee on 13 October 2008

Attendance and Apologies

Name	Role	Attendance	Initials
Andrew Crawford	Juniors' Commission (downriver)		AC
Tony Evans	Div 13 Representative <i>and</i> Competitions Calendar	Present	AE
Tony Reynolds	Regional Water Safety Adviser	Present	ARe
Andrew Russell	Without portfolio		ARu
Andy Weekes	Div 11 Representative	Present	AW
Bill Mitchell	Chairman, Conduct Panel <i>and</i> Safety Panel member <i>and</i> Vice-President	Present	BM
Chris George	Regional Water Safety Development Adviser	Present	CG
Chas Newens	President	Apologies	CN
Chris Sprague	Umpires' Commissioner <i>and</i> Vice-President		CS
David Hancock	Upriver Representative <i>and</i> Safety Panel member	Present	DH
Emma James	TRC Representative	Present	EJ
Edward Lloyd Rees	Honorary Secretary	Present	ER
Elizabeth Wray	PR / Marketing	Present	EW
John Biddle	Div 14 Representative	Apologies	JB
Jim Harlow	Downriver Representative <i>and</i> Safety Panel member	Present	JH
Julie Watson	Tideway Event Code of Conduct Coordinator		JW
Laura Lion	Juniors' Commission (upriver)	Present	LL
Lynch Mason	Deputy RWSA (upriver)	Apologies	LM
Margaret Adams	Vice-President	Apologies	MA
Mark Blandford-Baker	Div 10 Representative	Present	MBB
Martin Carr	Div 16 Representative		MC
Martin Humphrys	Chairman	Present	MH
Michael Jones	Leander Club Representative		MJ
Murray Litvak	Veterans' Commission		ML
Mike Williams	LRC Representative	Apologies	MW
Neil Jackson	Div 18 Representative <i>and</i> Safety Panel member	Present	NJ
Nick Watkins	Deputy RWSA		NW
Paul Baldwin	Honorary Treasurer	Present	PB
Patrick Lockley	Deputy RWSA (upriver)		PLk
Paul Lorenzato	Div 19 Representative	Present	PLz
Peter Moore	Div 12 <i>and</i> Recreational Representative	Present	PM
Phil Simmons	ARA Coaching and Development Officer	Apologies	PS
Ruth Hatton	Projects Coordinator	Present	RH
Richard Packer	Equipment Officer		RPa
Richard Philips	Coaching Commission	Present	RPh
Richard West	Div 15 Representative <i>and</i> EA Representative		RW
Sarah Birch	ARA Coaching and Development Officer	Present	SB
Siobhan Cassidy	Div 17 Representative	Apologies	SC
-vacant-	Courses' Coordinator		-n/a-
-vacant-	Junior Officials' Coordinator		-n/a-

Minutes

MH welcomed the members present and thanked City of Oxford RC for hosting the meeting.

1. APOLOGIES FOR ABSENCE

1.1 Apologies were noted as set out above.

2. MINUTES OF PREVIOUS MEETING

2.1 The Minutes of the Executive Committee Meeting held on 16 June 2008 having been circulated were approved by the Executive Committee with no amendments.

3. MATTERS ARISING

3.1 Confidential action (Minute 8.4 of Meeting 2008/05)

This item was deferred to the next meeting. **ACTION 2008/05/2 carried forward.**

3.2 Internet Banking (Minute 5.3 of April 2008 Meeting)

This item was deferred to the next meeting. **ACTIONS 2008/04/03 and 2008/04/04 carried forward.**

3.3 Investment Proposal: (Action 2008/04/05)

This item was deferred to the next meeting. **ACTION 2008/04/05 carried forward.**

3.4 TRRC Incorporation etc (Minute 4.1 of Meeting 2008/06)

This item was deferred to the next meeting. **ACTIONS 2008/06/02—05 carried forward.**

3.5 Buoyancy (Minute 5.1.1 of Meeting 2008/06)

ARe was not aware of any statement regarding buoyancy having been produced by the ARA Water Safety Working Group. **ACTION 2008/06/06 carried forward.**

CG said that nothing has yet been done with the ARA WSWG's buoyancy calculation tool. **ACTION 2008/06/07 carried forward.**

MH said he was awaiting a response from CS about powers of control commission regarding buoyancy – **ACTION 2008/06/08 carried forward.**

3.6 Stopping a processional race (Minute 5.1.2 of Meeting 2008/06)

MH said he is awaiting to hear from Paddy Ibbotson and Bernie McGukin regarding procedures for stopping processional races as part of NWSC events. **ACTION 2008/06/09 carried forward.**

3.7 Boat Identification (Minute 5.1.3 of Meeting 2008/06)

MH had contacted ARA HQ which stated that they always publicised the boat identification requirements to overseas club and on ARA website. Action 2008/06/10 complete.

EW said she was awaiting an update of the website content management software before she can update the website. **ACTION 2008/06/11 carried forward.**

3.8 Update from ARA Council (Minute 8.1 of Meeting 2008/06)

MH said that all business except the Whole Sport Plan had been deferred from the August ARA National Development Committee meeting to its October meeting. **ACTION 2008/06/12 carried forward.**

3.9 King's College School BC (Minute 8.3 of Meeting 2008/06)

PL said that Action 2008/06/13 was complete.

3.10 River Thames flow rates reports (Minute 8.4 of Meeting 2008/06)

ACTION 2008/06/14 carried forward.

3.11 Early morning megaphone use (Minute 8.5 of Meeting 2008/06)

MH said he was awaiting a response from the ARA regarding the issue of early morning megaphone use. **ACTION 2008/06/15 carried forward.**

3.12 Ball Cup (Minute 8.7 of Meeting 2008/06)

ACTION 2008/06/16 complete.

3.13 TRRC Presidency (Minute 8.9 of Meeting 2008/06)

ACTION 2008/06/17 complete.

3.14 Steers' Training (Minute 3.3 of Meeting 2008/06)

This was covered at Minute 5.5.

4 ITEMS FOR DECISION

None had been submitted.

5 ITEMS FOR DISCUSSION

5.1 Barnes and Mortlake Regatta

MH referred to MC's paper which had been circulated. **ACTION 2008/07/01: AE to look at the calendar to identify suitable new dates for Barnes and Mortlake Regatta and MC to liaise with Barnes and Mortlake Regatta Committee.** BM noted the Regatta was under new management. MH reminded the Council of the need to keep Tideway regattas alive. RPh suggested a late July date after Henley Royal Regatta might be suitable as there is none after that date.

5.2 Canoeing

MH referred to MC's paper which had been circulated. MH said that he had recently met with Vice-Chairman BCU and they asked to know our rules. BM said that a BCU representative sits on PRANG. As vessels under oar, they should follow the same navigation rules.

5.3 Report of Activities of Chris George (RWSDA)

CG's paper had been circulated. ARe noted that the TRRC website is currently out of date and does not permit safety audits to be conducted until after 1 October.

ACTION 2008/07/02: CG to update the TRRC safety audit so that the ARA audit is inline with it.

ACTION 2008/07/03: NW and CG to update safety audit paperwork.

ACTION 2008/07/04: ARe to update website and to circulate a notice that audits need to be completed. ARe to contact MH with anything to be circulated to Clubs and Events in the next two days.

MBB suggested that Member Clubs be directed to website and use the ARA audit [which cannot be submitted online]. CG noted the importance of being submitted online due to the number of Clubs in the Thames Region compared with other Regions.

5.4 Calendar Report

AEv referred to his paper which had been circulated and said that Weybridge Silver Sculls had requested to change their date. It was noted that this was the same week as an event in Reading. **ACTION 2008/07/05: PM to ask the Reading event whether they would be happy with Weybridge Silver Sculls sharing their weekend.**

The Committee briefly discussed the J17 category offered by some events but deferred to ARA Junior Rowing Commission to make recommendations on the merits of this category.

5.5 Report from Chairman, Tideway Code Panel

BM referred to his report which had been circulated. BM said that the Tideway Code Panel had met with Thames RC regarding some issues which had been brought to the Panel's attention. TRC responded positively to the meetings and have developed a comprehensive structure for coxswains', steers' and coaches' accreditation and training. BM noted that there was a new regime at ULBC, and they are looking at modifying the TRC policies for their own use. BM was of the opinion that the TRC structure of this, together with that at MAABC, was very good and the Region could benefit from using this as a baseline for the Regional structure. EJ was supportive of this. **ACTION 2008/07/06: BM to progress steers' training and accreditation structure this with TRC and MAABC.**

BM said that the end of the second year for Tideway Code was approaching and it was now time to move to a more positive approach. He suggested some mechanism to reward Clubs be set up and is progressing a pilot which should report at the end of September. MH said that this was the appropriate direction of travel for Council now to take. MH suggested that the points scores also be published. CG suggested changing the title on the website to say 'good and bad navigation reports', but these need equally to be treated with caution without data. BM said that there were problems with the level of detail being submitted on the website, with about 50% of the reports received in the last month being useable. **ACTION 2008/07/07: CG to progress changing the online safety reporting website.**

6 REPORTS FOR INFORMATION

6.1 Report of Activities of Chris George (RWSDA)

CG's report had been tabled.

6.2 Report of Activities of Tony Reynolds (RWSA)

ARe's report had been tabled.

6.3 Report of Activities of CDOs

The CDOs' report had been tabled.

7 CORRESPONDENCE

None had been received.

8 ANY OTHER BUSINESS

8.1 Putting into practice the recommendations from the Dove Pier Report

JH asked for an update on putting into practice the recommendations from the Dove Pier Report. MH suggested a small working group be convened with JH as Chairman (in his capacity as Downriver Representative). CG noted that in two months' time there will be more data from the Thames RC Safety Group.

ACTION 2008/07/08: JH to convene Dove Pier Report Recommendations Steering Group with a view to preparing an action plan to respond to the report.

8.2 Hammersmith Rowing Centre

JH gave an update on the development of the Hammersmith Rowing Centre. He said that most of the funding was now in place for the Centre. JH noted the support from ARA HQ to date. He said that the start of works has been put back by the developer from October 2008 to March 2009 and noted that this could cause problems with the Sport England funding due to changes in funding legislation from March 2009. MH noted the importance of providing a new junior rowing centre on the Tideway.

ACTION 2008/07/09: PB to proceed with set up Company and Charitable Trust.

ACTION 2008/07/10: CG to discuss with PB suggestions for legal assistance with the Charitable Trust application.

MH suggested contacting the *Evening Standard* as they have a campaign to get more facilities

for getting young people into sport.

On behalf of Council, MH thanked JH and PB for all their work in progressing the development of the Centre.

8.3 Annual Dinner

DECISION: Following PM's suggestion, it was decided that the Annual Dinner be held on to be held on Friday, 16 January 2009. **ACTION 2008/07/11: PM to proceed with organising the Annual Dinner.**

8.4 Annual General Meeting

DECISION: The Committee decided that the AGM will be held on Wednesday, 19 November 2008. ER stated that reports from Members of the Executive Committee for inclusion in the Annual Report will be due to ER by Friday, 24 October 2008. Nominations for Officers of Council will be due by 1700 hours on Tuesday, 4 November 2008.

ACTION 2008/07/12: CG to confirm to MH whether TRC is available for the AGM.

ACTION 2008/07/13: ER to send out Notice of AGM by 19 September 2008.

ACTION 2008/07/14: All Officers to submit reports for inclusion in the Annual Report to ER by 24 October 2008.

ACTION 2008/07/15: ER to compile Annual Report for circulation week commencing 3 November 2008.

8.5 Awards

MH reminded the Committee of the awards to be given out at the AGM and Annual Dinner for people who have given service to the Thames Region. **ACTION 2008/07/16: Any suggestions for award recipients to MH.**

8.6 Walton-on-Thames RC

MH said that Walton-on-Thames RC plans to build a new boathouse jointly with the University of Surrey, which will need our support. **ACTION 2008/07/17: MH/ER to try to arrange next Executive Committee meeting at Walton.**

8.7 ARA Regional Conferences

MH said that a selection of dates for ARA Regional Conferences had been suggested by the ARA and MH has asked ARA for 10 and 11 January 2009.

8.8 Level 2 Coaching Course

SBi suggested an Oxford-based Level 2 Coaching Course would be well received.

8.9 Insurance

NJ asked if anyone was aware of the scope of the insurance that comes with ARA personal membership. It was suggested that was outlined on the notice which each member receives with their ARA Card / at the time of membership renewal.

NJ said that he had been asked by Clubs in his Region what 'Members and Officers insurance policy' on the ARA Safety Audit means. No-one was able to clarify this.

8.10 Interest in New Rowing Development

PLz said that two other London Boroughs had expressed an interest in knowing how the Hammersmith Junior Rowing Centre was being progressed. **ACTION 2008/07/18: MH and JH to speak with the Brent and Barnet Borough Councils re the Welsh Harp to explain the Hammersmith Junior Rowing Centre development .**

8.11 Water Safety

MBB asked how many audits were required for clubs that have a separate racing name with the same boathouse, boats, officers and clubs. ARe suggested that names of other clubs be listed in answer to the question "Do any other linked clubs also operate under your safety policy?"

9. DATE AND TIME OF NEXT MEETING

9.1 The next meeting of the Executive Committee will be held at 1930 hours on Monday, 13 October 2008 at Walton RC (venue to be confirmed).

The meeting was closed at 2116 hours.

Agreed on 13th October 2008 by Executive Committee as a true record of the meeting

E.L.I.R.

M.R.C.H.

E LI Rees
 Honorary Secretary, TRRC
 18 September 2008

M R C Humphrys
 Chairman, TRRC

Summary of Decisions

Minute No	Decision
8.3	That the Annual Dinner be held on Friday, 16 January 2009.
8.4	That the AGM be held on Wednesday, 19 November 2008.

Summary of Actions

Actions This Meeting

Ref	Action
2008/07/01	AE to look at the calendar to identify suitable new dates for Barnes and Mortlake Regatta and MC to liaise with Barnes and Mortlake Regatta Committee.
2008/07/02	CG to update the TRRC safety audit so that the ARA audit is inline with it.
2008/07/03	NW and CG to update safety audit paperwork.
2008/07/04	ARe to update website and to circulate a notice that audits need to be completed. ARe to contact MH with anything to be circulated to Clubs and Events in the next two days.
2008/07/05	PM to ask the Reading event whether they would be happy with Weybridge Silver Sculls sharing their weekend.
2008/07/06	BM to progress steers' training and accreditation structure this with TRC and MAABC.
2008/07/07	CG to progress changing the online safety reporting website.
2008/07/08	JH to convene Dove Pier Report Recommendations Steering Group with a view to preparing an action plan to respond to the report
2008/07/09	PB to proceed with set up Company and Charitable Trust.
2008/07/10	CG to discuss with PB suggestions for legal assistance with the Charitable Trust application.
2008/07/11	PM to proceed with organising the Annual Dinner.

Cont'd.

2008/07/12	CG to confirm to MH whether TRC is available for the AGM.
2008/07/13	ER to send out Notice of AGM by 19 September 2008.
2008/07/14	All Officers to submit reports for inclusion in the Annual Report to ER by 24 October 2008.
2008/07/15	ER to compile Annual Report for circulation week commencing 3 November 2008.
2008/07/16	Any suggestions for award recipients to MH.
2008/07/18	MH and JH to speak with the Brent and Barnet Borough Councils re the Welsh Harp to explain the Hammersmith Junior Rowing Centre development .

Actions from the Previous Meeting

Ref	Action	Status
2008/04/01	RW and NJ to invite members and convene a working group to implement steers' training and informal risk assessments following the Dove Pier report	In progress 15/09/2008
2008/04/03	PB to proceed with setting up online banking.	In progress 15/09/2008
2008/04/04	ER to set up an 'accounts' email address, which will forward to the existing bank signatories.	In progress 15/09/2008
2008/04/05	PB to investigate high-interest accounts for depositing some of the TRRC funds and to come back to Executive Committee with a proposal.	In progress 15/09/2008
2008/05/02	Confidential action	In progress 15/09/2008
2008/05/03	RW to pass on Executive Committee's comments regarding lock-keepers residences to the Environment Agency.	
2008/06/01	RW to invite additional members to steers' training working group.	In progress 15/09/2008
2008/06/02	PB to take the points raised back to the ARA Company Secretary for him to give us express and legally advised responses to them, on the understanding that we will copy them to our colleagues in other regions.	In progress 15/09/2008
2008/06/03	PB to progress arrangements for incorporating a company to limit Members' liability.	In progress 15/09/2008
2008/06/04	PB to produce a summary of the liability issues for Clubs and Events.	In progress 15/09/2008
2008/06/05	PB with MH to arrange a presentation to Clubs and Events regarding liability issues.	In progress 15/09/2008
2008/06/06	MH to ask the ARA Water Safety Working Group via the ARA Water Safety Sub-Committee for a plain statement setting out the ARA, WARA, SARA and FISA buoyancy requirements.	In progress 15/09/2008
2008/06/07	CG to enquire of the ARA WSWG about the buoyancy calculation tool.	In progress 15/09/2008
2008/06/08	MH and CS to discuss powers of control commission regarding buoyancy and seek advice from the ARA National Umpires' Commission.	In progress 15/09/2008
2008/06/09	MH to raise the issue of time trial abandonment procedures with Paddy Ibbotson and Bernie McGukin regarding NWSC	In progress 15/09/2008

	events.	
2008/06/10	MH to enquire of the ARA how boat ID had been publicised to overseas clubs.	Complete
2008/06/11	EW to publicise boat ID requirements on the TRRC website.	In progress 15/09/2008
2008/06/12	MH to raise circulation of ARA Council minutes at National Development Committee with a view to making a recommendation to Council	Carried forward to October NDC
2008/06/13	Div Reps to enquire of Clubs whether there is interest in hiring KCSBC's facilities and to inform PL.	Complete
2008/06/14	RW to discuss publishing Thames flow rate data with the Environment Agency.	In progress 15/09/2008
2008/06/15	MH to enquire of the ARA regarding the issue of early morning megaphone use.	In progress 15/09/2008
2008/06/16	SW to contact the organisers of the Ball Cup regarding approval of safety documentation in future	Complete
2008/06/17	All to give any suggestions for nominations for TRRC President to MH.	Complete