

**Minutes of WSRA Executive Meeting**  
**Friday 18<sup>th</sup> March 2011**

**Present**

Andy Cox (AC)(Chair), Gemma Bell – Aberystwyth; John Eddington –Aberdyfi; Mandi Chesterman (MC) – (Mem Sec) Llangwm, Jasmine Sharp (JS)(Sec), Nigel Bowen, Chrissy Canning – New Quay Community RC, Pip Nicholas, Martyn Davies (MD) – Borth; Tim Ogilvie – Aberporth; Andrew Cotterill (Child Protection) – Aberaeron; Tina Skinner, Geoff Woods – Porthmadog.

**1. Apologies**

David Thomson, Dylan Evans, Chris Terry, Maggie Collingborn, Roger Merry, Mochras, Llangrannog, Ynys Mon.

**2. Minutes of the previous meeting**

Correct for date on previous minutes sent. Minutes had previous meeting date on. Andrew Cotterill had previously emailed JS to correct his presence at the meeting.

Minutes were proposed as otherwise accurate by Nigel Bowen, seconded by Tim Ogilvie.

**3. Matters arising**

*Member survey* – Andy explained the purpose of the survey – to define league direction following the serial changes in leadership in the WSRA in the previous years. AC has not quite completed the phrasing, but survey will go out very shortly.

**Action – Andy to devise survey and email link to member clubs and put link on website**

**Action – members to fill in form (no limit of max members per club).**

*H&S – see point below*

*Dale Sailing* – AC has written to Dale Sailing re. boat lead times, and is awaiting response.

*Oar supply* – Nigel Bowen & Martyn Davies noted that there is a supplier of croker oars in Ireland. Nigel to email details to Jasmine.

*League Events* JS noted there is now guidance on organising events on the web,

**4. Report from Welsh Rowing Committee – AC.**

AC informed the meeting that there had been a council of Welsh Rowing meeting in which a strict water safety audit had been suggested, including min and max rowable temperatures and flow rates. AC noted that we are not tied to this and he thought it too prescriptive for sea rowing, but suggested that clubs should be providing the WSRA with generic water safety audit documents detailing local rules for each club. Andrew Cotterill noted it would be a useful exercise to remind members about wearing lifejackets and the rules about juniors wearing lifejackets.

AC requested that clubs attach some local rules/general risk assessment with the return of affiliation paperwork. Tim will generate a pro-forma to distribute as soon as possible.

**Action – Tim to generate pro-forma; clubs to document local rule/risk assessment for their rowing area(s).**

AC noted that the WR Communication Group has been updated to include a Facebook page and Twitter feed. Chris Terry is now attached to this group. WR intends to produce a monthly newsletter in which the WSRA will have some space.

AC informed the meeting that WR will be hosting the Home Countries International Regatta in Cardiff Bay in 2012.

There is also a new WR committee for strategy.

## **5. Affiliation**

MC has sent emails to all existing clubs, including new club Mumbles. MC asked if anyone knew of any new clubs. Carmarthen & Aberdaron were suggested. The WSRA has previously contacted both groups but heard nothing further. Only Aberdyfi have submitted any affiliation documents so far. Clubs are urged to send paperwork by 1<sup>st</sup> April.

AC explained the current situation of Porthgain only paying club affiliation but not individual levies. Porthgain is also affiliated to gig association. AC to follow up again this year as the WSRA is still endorsing the Ramsey Island Race run by Porthgain.

Nigel asked how hosting clubs know if attending clubs are affiliated. It was agreed that the WSRA should reject the attendance of unaffiliated (and thus uninsured) clubs. AC suggested a list of affiliated clubs on the web and JS suggested that the WSRA maintains the right to carry out spot checks on individual member lists at events. Chrissy Canning suggested a declaration on the entry forms that all crew are affiliated. JS will check if this is already present.

AC noted that the WSRA insurance has 2 elements. First is personal and attached to the individual levy. The second is equipment insurance which some clubs take out through the WSRA. AC asked if John Eddington would be willing to take this task on. John agreed.

**Action – JS to send affiliation reminders**

**MC to send list of affiliated clubs to JS to go on web (before 1<sup>st</sup> race)**

**JS to check entry forms**

**AC to contact Porthgain**

**John Eddington to handle equipment insurance renewals.**

## **6. Coaching**

The next fixed seat specific course will be held in Aberystwyth on Thursday. AC noted that WR had originally offered to organise the event entirely, but AC ended up doing a lot of the organisation of finding people for the course. Allowed numbers were dropped from 15 to 12 so there are an extra 3 people waiting to attend a course. WR have programmed another course for next March (2012), AC

suggests clubs aim to send 1 representative per year and use the lead time to apply for grants. Aberystwyth currently hosts the course, but it could be held elsewhere.

AC noted that the provision of coach professional development will be added to the membership survey. The WR coaching co-ordinator will be running an open session on Friday 25<sup>th</sup> March at 6.30pm in Aberystwyth. Members are encouraged to attend, even if not a qualified coach.

Alun Steadman is to run a course on Health & Nutrition, firstly in Cardiff for WR, then elsewhere for WSRA (tbc).

AC suggested that the WSRA could run a 1 day conference on coaching each year, and we could join with the mentoring scheme run by WR.

## **7. Health & Safety**

Tim reported that he had not yet met with Mike Miles for documentation, but will do so shortly. He asked if the cold water immersion documents had gone out. Jasmine will check. There was a discussion about whether risk assessments were being conducted every rowing session and Tim commented that this was hard to enforce for H&S officers in clubs. Aberystwyth and Aberaeron clubs reported that they do it on a short pro-forma. Aberaeron conduct theirs as a weather report. Nigel from New Quay Community pointed out that a senior member of the club must take responsibility for the form and sign for it.

AC informed the meeting that British Rowing have an online logging form for incident reporting which provides a database of experience for an annual report. AC suggested we could use this and will give Tim details of the H&S representative for Welsh Rowing.

JS reminded clubs that the role of the cox extends to being legally in charge of the vessel and that the cox is legally responsible for the activity of the boat whilst on water. Whilst novices should be taught to cox, care must be taken regarding the appropriate conditions for novice coxes, both in training and whilst racing.

## **13. AOB**

Martin Davies asked members to sign a petition against the closure of Milford Haven & Holyhead coastguard stations. AC proposed that Andrew Cotterill be nominated to speak on behalf of the WSRA at meetings regarding this matter. This was carried unanimously.

Andrew Cotterill spoke about the issue and it was suggested that the WSRA officially supports the anti-closure campaign. This was unanimously agreed.

**Action – AC to write letters to Elin Jones, Phil Hammond**

AC informed the meeting that Chris Terry has set up a virtual club on the Concept 2 forum for those interested in indoor rowing.

**Action – JS to email out details.**

Andrew Cotterill asked if there should be a junior section on the web. JS said there can be, but someone needs to write pages to go up. The definition of U16/U18 was asked. It was advised that this approximates school age but Jasmine will look up exact date. It was asked whether there are recommendations about CRB checks in terms of who needs one and recommendations etc. Aberaeron have a comprehensive document so will use this as a basis.

**Action - Andrew will work with David T to create documentation for the web.**

Porthmadog are hoping to hold a race on the 6/8 (Saturday) as part of the 200<sup>th</sup> Anniversary of the cob in which they replicate a pilot boat race by racing to a tall ship. Porthmadog will send further details & a risk assessment to JS. It was agreed that the WSRA would support this event.

MC reported that the date for the Cleddau cup is the 9/7 (Saturday) and will send a risk assessment to JS. It was agreed that the WSRA would support this event.

AC thanked everyone for their attendance. Meeting closed at 2100.

**Next meeting: 19:30, 17<sup>th</sup> June 2011, Aberystwyth Boat Club.**