

Hollowell Sailing Club

Training Committee meeting

held at the Clubhouse on Tuesday 13th March 2018

Minutes

1. Present

Alison Linnell, chair, Clive de la Fuente, Graham Smith, Ian Brett, Ruth Cross, Larrissa Barker , David Harris, Jenny Sturt. Carol Halliday

2. Apologies

Andrea King, Steve Jolly, Peter Wilkinson, Henry Avery, Ivor McDonnell

Minutes of 3rd October were accepted and approved. Proposed, Jenny Sturt. Seconded Cross Ruth.

3. Matters arising.

Action Items remaining:

Point N6 Record of how many times a particular person attended youth training throughout the year **Action Jenny**

Point N21 Longer tiller extension for training wayfarer. **Action Clive**

Point P3 L1 and L2 Discount voucher his has not been done but discount has been applied for those booking at the same time.

Point P7 Follow up with SC re camera and multi-fleet racing document. **Action Jenny to send to Graham.**

Point P9 WebCollect Training over winter **Action Ruth and Alison.** Ruth to send a list of those with DBS

Point P11 Identify someone to help with P&B series the year. **Action Larissa over**

Point P15 Race Rules evening over the winter. Person approached for this has not responded.

Action Graham

It was noted that it was difficult to find a group of courses on webcollect

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| Action Point Q1 | Put group courses back together again | Clive |
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4. Club development plan

This was done in October so has been rescheduled for annual review Oct 2018

5. Risk register

No changes sign off for 2018

6. 2018 Training programme

A boat prep day

This will be on 17th March 10.00 – 13.00. Larissa will lead this session.

Please come along to help with the rigging and preparation of the training boats. This will provide an opportunity to rig any boats with which trainers are unfamiliar before having to do so with trainees looking over your shoulder.

Ruth to put in e news as a reminder

Larissa to co ordinate the day.

Note after meeting: this event has been cancelled due to the forecast weather

b. Trainers training

This to be on Sat 14th July 9.30 -13.00.

October CM plan suggests the following workshop items. Each workshop to be led by an individual: Safeguarding; Ruth. Near miss reporting; Clive. Dinghy single hander course refresher; **to be advised. Volunteers?** Video and clips available for resources; Clive . **Rya Instructor Dinghy scheme e books are available on subscription for £13 per year including all updates ; Clive,** Prep for dinghy week. Larissa

All instructors are invited to offer subject matter that they would like covered for 2019.

Ideas so far submitted:

Foiling , Honda rib challenge,

c. adult dinghy

There will be 5 adult dinghy courses 28/29th April, 9th and 16th June, 20th 26th May, 30th June and 1st July and 1st and 15th September.

We have 6 places booked for the 28/29h April level 1 course and 2 booked for the level 2 in 30th June and 1st July. These 2 are also booked on the level one course.

There are still may instructor places to be filled.

SI is needed for June 9th and 16th

d. Sunday youth coaching

18th march. 14 are booked on plus 2

Larissa to ring for more helpers

Jim Berry expressed an interest last year to follow up. LARISSA.

Larissa to brief parents re more help needed on powerboats

e .JSS.

2 booked on

Volunteer needed for running JSS weekend course.

Action Alison to contact Rachel

f. Dinghy week

1 participant booked on

Mike Playle has agreed to do 2 days of sailboard.

There will be 3 days of dinghys

g. Tuesday tasters

Steve has been successful in filling all available dates for the Tuesday tasters, well done Steve.

There just remains to have in place sufficient instructors to take them out.

Possibility of weedon school Wednesday afternoon session in may. with date.

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| Q2 Action : | Jenny to e mail Alison with Date. | Jenny |
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Need SI for all Tuesdays

h. On board now Jss tuesdays

i. Back on the water

Clive can do 1st one need we need SI's for all other Back on the water sessions.

j. Powerboat

Level 2 24th march , 3 booked

Level 2 3 may 2 booked

Safety boat 24 april 2 booked

We have 4 more potential instructors about to do their training.

k. Fleet training

Angie has indicated that she will book some asymmetric training.

David Harris is organising some symmetric training.

Norman approached the supernova association chair to ascertain the possibility of supernova training at HSC. Not positive (after meeting note: Reply was that this would not be possible unless HSC hosted a Supernova traveller series then a training day could be held the day before.)

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| Action Point Q3 | Email fleet captains that there is some money in the Training kitty for training if they require. | Action | Graham |
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It was suggested that one fleet could organise training for another fleet. Many fleet members appreciate the opportunity to have a specific day to sail and learn from their peers. Outside coaches may not be necessary for this.

Mike Harding has resigned as laser fleet captain due to work taking him to Spain for the summer.

Mary has agreed to become laser fleet captain. Andy Baker has agreed to be her assistant with training and coaching in mind.

l. Race rules

Graham has been in touch with RYA for recommendation for someone for this.

m. Sailwave

This was postponed due to the weather. It has now been rearranged for 21. 3. 18

7. Webcollect and booking process

No problems, this is going well.

8. Incidents and near misses

Any ?????

The new near miss procedure is in the accident folder.

It was noted that all procedures policies should also be on the website.

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| Action point Q4 | Put near miss procedure on website. | Clive |
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There have been no incidents or new misses.

9. Safeguarding

March CM DB\S and internal ref info on webcollect .. where???

14 people have renewed heir self declarations

4 have not replied.

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| Point P9 and Action point Q5. Send list of people with DPS and the expiry date to Alison. | Action: Ruth |
| Remind those who need to return internal declarations after Ruth's reminder. | Action : Alison |

Safe and fun course is obligatory for all new dinghy and powerboat instructors and recommended for others with responsibility with in a training centre.

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| Action Point Q6 | Sign up for the online Safe and Fun Course . | Action: Alison and Graham |
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10. Training craft

One nearly new topper has been bought.

Graham is on the look out for 2 nearly new toppers and will be bought as soon as found.

Ian stated that some clubs buy new boats and sell the rigs to raise money, then put club sails on for training/club sailing.

Possible source of nearly new boats: boat are often sold after the nationals when owners are looking to upgrade.

Will need to look to sell the three surplus toppers.

Action Point Q7 Ask the wrinklies/Identify the three toppers to sell to replace the
Three newer ones coming in this year.

Action: Clive

Action point Q8 Buy asymmetric conversion kit for the Hartley 12.

Action: David Harris

11. Training facilities

Steps have been purchased for ease of getting topper sails down and getting into land drill boat.

There is also a large set of steps purchased by the Wrinklies in the wooden boat shed. And also bizarrely, a further set of steps were delivered from unknown source .

12. Instructor training and resources

8 SI, 8 DI available this year, 8 PBI, 11 AI with more being trained at the moment. Need to ensure that all instructors have the relevant paperwork in place and ops manual and health declaration completed.

PB instructor course to start imminently .

The intended DI course is under subscribed. We need five to break even. However we only have three candidates, two from HSC Henry Avery and Georgia Dunkley and one external.

This course is due to start in April. If anyone knows any one who would like to become a Dinghy Instructor please get in touch ASAP with Clive or Alison.

13. Items to purchase

Derek has informed the training committee that the maintenance committee have done the annual inspection of the Club buoyancy aids.

There are 16 BA that will be out of date next year and Derek proposes that we purchase 8 this year,(before they are needed) and the remaining 8 next year, to spread the cost over the years.

Action Point Q9 buy 8 new buoyancy aids

Action Clive

He has also said that there are a couple of good quality 'non HSC' BA that have appeared in the shed. We have a policy of not accepting donations of BA but just to buy new. **However**

he asks that if these are assessed as good could we incorporate them into the store. We would need an objective criteria for this to happen.

Wrinklies have a robust routine of assessing the condition of all buoyancy aids and this should be applied to these.

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| Action point Q10 | Assess additional Buoyancy aids | Action | Clive and Larissa |
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14. RYA and AALA inspections

RYA inspection was completed on 15th October.

This all went well with four minor actions to complete:

1. Toolkit to be put in each safety boat. Done
2. Safeguarding Policy to be reissued. Done at Nov GCM
3. Tidy up Instructors Qualifications Book. Done
4. Produce an equality Policy. Done dated Jan 18

It has been confirmed to RYA that all actions have been done.

RYA has been informed about change in chief powerboat instructor.

Due to changes to RYA rules we do not need the AALA registration.

15. RYA update

- a. Champion Club programme will end as at 31st March 2018.

This will be replaced by a new RYA programme 'British Youth Sailing Recognised Club'. BYSRC will have to meet the requirements of an annual inspection.

Application to become a recognised club is by first meeting a higher criteria then applying

We need a volunteer to administer this.

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| Action point Q11 | apply and administer the BYSRC | Action | Graham |
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- b. The RYA zone championships have been redesigned renamed and relaunched as the British Youth Sailing Regional Junior Championships.

It will have a different format with events with in the event to allow greater participation whatever the ability level and will be an end of season celebration of Junior sailing.
1st event will be at NSC 29th 30 Sept.

- c. The Andrew simpson Foundation have extended the grants it award for a further 2 years. Grant given for volunteers who dedicate their time to teach children and young people.
- d. RYA want to increase the number of women in race official positions amd sre looking for volunteers hwo would like to koin a working party to promote this.
Contact Jaqui Roberts at RYA
- e. Push the boat out and go sailing in May RYA will **Clive** organising push the boat out with HSC branding
- f. RYA volunteer awards have a youth section for youth award. Nominations for this are due in to the RYA about now. It was decided to add thos to the agenda for the October meeting to identify someone to ne nominated for this award.

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| Action point Q12. Add RYA volunteer awards to agenda for oct meeting | Action | Alison |
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16. Any other business

a. Women in boats.

Further to attending the instructors conference at Rutland workshop on encouraging more women to sail based on the 'This Girl Can' campaign. Carol would like to arrange a group of sessions on Tuesday evening in July leading up to Ladies day, to encourage this.

It is intended to name the sessions Women on the Water, or 'WOW'

This would be an informal invitation to sail to women in a safe non judgemental arena that will take place in an environment that will encourage and enable. In accordance with 'This Girl Can' there should be no barriers, and so we recommend that fees to hire club boats should be waived.

It is intended to have food after to encourage the social side of sailing.

Participants should be able to sail to level 2 level, ie be able to get themselves around the water and back to the bank in a safe manner.

If these guidelines are adhered to, according to RYA trainer who took the session, this doesn't need to be a 'training' session and so need on duty SI as it is intended to be an 'invite to attend' informal group.

Leading on from this we intend to rename Ladies day to 'Women on the Water' day.

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| Action Point Q13 | produce poster include in newsletter. | Action | Carol and Ruth |
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- b. Larissa has informed the meeting that she intends to stand down as youth training lead at the end of this year.

Thanks were given to Larissa for the immense amount of work that she has done over the years.

We will now need a replacement youth training lead to continue her amazing work. Please give this serious thought. Lots of help and support will be given to anyone interested.

Allocating instructors to courses

Have all read and signed off the documents and health declaration?

On board goodies

Jenny showed media literature and goodies from on board. Stickers t shirts prizes and giveaways gilet and buoyancy aid.

Buoyancy aid to supplement club stock.

Meeting ended 9.30

Alison Linnell

16.3.18