

**Minutes of Training Committee Meeting**  
**of Hollowell Sailing Club held at the Club House**  
**on Tuesday 23 March 2017**

**Present**

Clive de la Fuente (Chair), David Harris, Larissa Barker, Jenny Sturt, Andrew Biller, Carol Halliday, Peter Wilkinson, Mark Hope, Simon Bickers, Tony Everard, Ruth Cross, Rachel Heggs, Andrea King.

**1 Apologies**

Steve Jolley.

**2 Minutes of Previous Meeting**

The minutes of the previous meeting were agreed as a true record.

**3 Matters Arising**

The Action Item spreadsheet was updated, and is provided with these minutes. Just a few items remain open from previous meetings.

**4 Club Development Plan**

This was provided prior to the meeting for review. A final version was agreed at the meeting and provided along with these minutes.

As part of the discussion on Youth Training it was felt that the coached race was sometimes too difficult to cover properly, and that, depending on the weather it might be better just to do coaching in a small area of the lake, or run a shortened course. It was AGREED to bring this up at the next Sailing Committee.

<b>NO</b>	Bring up coaching on Sun afternoons at the sailing committee	Youth Trainers
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**5 Risk Register**

This was provided prior to the meeting for review. A final version was agreed at the meeting and provided along with these minutes.

**6 2017 Training Programme**

The Google Docs Instructors sign-up form appears to be working well with around 16 entries (sailing) and 4 (powerboating) so far, and allowing us to make initial allocations in the next few weeks.

Below, where possible, the SI's are identified for each course. Instructors that have marked a date as 'preferred' are also shown. A full list of helpers will be published by early April to help in planning.

**a) Boat Prep day**

All boats prepped for the new season. A big thank you to all 20 or so attendees who made this possible.

**b) Adult Dinghy L1/L2/L3**

The following agreed to be the SI on the Dinghy Courses, and some DI/AI are already offering their support on the courses. Those with 'preferred' status are shown below.

Date	Course	SI	DI	AI	Bookings
29/30 Apr	L1/L2/L3	Clive		Henry	2
13/14May	L1/L2/L3	Ian Brett	Simon (sat) Alison		2
10/17 June	L1/L2/L3		Georgia		
1-15 July	L1/L2/L3	Martin Hudson	Simon		
16-17 Sep	L1/L2/L3	Rachel Heggs	Alison,		

(Post meeting note- SI required for 10/17 June)

As last year, safety cover is being provided directly off Dutyman. We will have to monitor as a course approaches and ask for additional volunteers if necessary. In terms of safety boats the first two courses are fully staffed.

Clive asked Andrea if we can contact the L1's from last year and see if they want to do L2.

**Action** Andrea.

Clive would like to run a Sailing with Spinnakers course on the 29/30 Apr. **Action:** Clive/Ruth to promote.

Need to get a training E-news shot out outlining the training opportunities for the year.

**Action:** Clive/Ruth to promote.

Andrea showed the Adult Training posters which will be put up. It was thought that it would be useful to give some of these out on Open Day.

Last year we had a handout for the L1 graduates, itemising what they could do next. This needs updating for 2017. (**Action:** Andrea). They should be handed out at the end of a course by the instructors.

<b>N1</b>	Contact L1's from last year re L2	Andrea
<b>N2</b>	Sailing with spinnakers promo	Clive/Ruth
<b>N3</b>	Adult course info out to members	Clive/Ruth
<b>N4</b>	Training Posters as handouts on Open day	Andrea
<b>N5</b>	Handout to L1 graduates	Andrea

**c) Sunday Youth Coaching**

Larissa had confirmation that the key instructors were available for most of the days. The rest could be filled in nearer the time. 16 children on the first day. Great start.

Optibat trolleys have arrived, and the wheels have been swapped out for larger ones.

Simon requested that at the end of the year he receives a summary as to how many times each child attended. Larissa said that the information was logged in a book, and Jenny agreed to produce the report at the end of the year. **Action:** Jenny.

It was pointed out that the Youth Coaching had gone off WebCollect. Jenny said she would extend the date range so that it is visible.

Jenny reported that the Youth booking forms had been filled up in the club house dispenser.

<b>N6</b>	Report on how many times a particular person attended Youth Training at the end of the year	Jenny
<b>N7</b>	Add Youth Coaching back in to WebCollect by extending the dates	Jenny

**d) JSS**

3 booked so far.

<b>Start Date</b>		<b>SI</b>	<b>DI</b>	<b>AI</b>
20 May		Larissa	Izzy	Graham/Henry
21 May		Larissa	Izzy	Graham

**e) Dinghy Week**

Some people already signed up. There will be many helpers as usual, especially from the younger DI/AI.

**f) Tuesday Tasters**

Steve reported that so far we have just two of the sessions booked. Last year Steve produced a Taster Flyer for our members to put up at work. This should be rejigged for 2017 and then emailed out. (**Action:** Steve/Clive/Ruth)

SI are needed for the dates where SI are not around for the On-Board sessions. The dates are as follows:

	SI
23 May	Tbd
30 May	Tbd
4 July	Tbd
11 July	Tbd
18 July	Tbd

If anyone can SI on these dates please let Clive know.

It was thought that we might get more people coming back to join the Club if we were to give them a promo form when they finished the Tasters. Andrea and Jenny said that they would produce such a form to be handed out.

<b>N8</b>	Taster leaflet	Steve/Clive/Ruth
<b>N9</b>	Post taster handout for Adult and Juniors	Andrea/Jenny

**g) On-Board:** Two courses this year. 'Preferred' allocation as follows.

Start Date		SI	DI	AI
25 Apr		David	Izzy	Mark
2 May		David	Izzy	Mark/Graham
9 May		David	Izzy	Mark/Graham
16 May		David	Izzy	Mark/Graham
6 June		Larissa		Graham/Abbie
13 June		Larissa		Graham/Abbie
20 June		Larissa		Graham/Abbie
27 June		Larissa		Graham/Abbie

There may be an issue re On-Board safety crew on DutyMan, especially as Mike Pipes is not available this year.

Clive has contacted Guilsborough, West and East Haddon schools who have agreed to email out the flyer. Also Jenny at Weedon, Theresa at Bridgewater and Jane Coverdale at Pitsford. So far no responses. **Action:** Clive to chase.

Jenny said she could put out to more schools in the Weedon cluster. **Action** Jenny.

There followed a suggestion from Andrea that most villages have 'Facebook' community sites, and that it might be a good idea to advertise on these sites. This is free but requires people who have facebook accounts to do it. Andrea agreed to do this for Guilsborough area promoting HSC and the courses. Other committee members are encouraged to do similar in their areas. **Action:** Andrea to draft suggested message and distribute to committee for them to post in local groups. **Action:** Simon thought he could find someone to get it into his local West Haddon Facebook group.

In addition to the above, Andrea suggested trialling Facebook advertising to promote the club. There is a small cost associated with this so the committee agreed a sum of up to £50 for this activity as a trial.

<b>N10</b>	<b>OB chase schools</b>	<b>Clive</b>
<b>N11</b>	<b>Weedon Cluster schools</b>	<b>Jenny</b>
<b>N12</b>	<b>Facebook promotion</b>	<b>Andrea/Simon</b>

**h) Back on the Water:**

Clive offered to SI the BoW. Clive to evaluate the list of preferred dates for the Instructors and allocate them appropriately. No bookings so far.

**i) Go sailing**

This year we have again the 4 sessions a couple of weeks after the L1 courses where people come along and are helped to get on the water. Might include pairing people off for sailing double handers, introduction to a new boat. Introducing people to each other as sailing partners etc. Very informal. Half price use of hire fleet.

<b>Date</b>		<b>SI</b>	<b>DI</b>	<b>AI</b>
20 May				Henry
03 Jun				
2 Jul				
22 Jul				

There are also four Thursday evening Go Sailing sessions.

Date	SI	Di	AI
29 June		Georgia	Henry
6 Jul		Georgia Alison	Henry
13 Jul		Alison	Tony
20 Jul			Tony

Anyone fancy helping at these sessions please let Clive know or sign up using the link provided.

#### j) Powerboat

Already 4 people been on a course and 2 more bookings so far.  
As usual Carol is targeting the BO who do not already have SB.  
Carol has a new email address which needs to go on the forms, and Webcollect.  
[Powerboat@hollowellsc.org.uk](mailto:Powerboat@hollowellsc.org.uk) . Clive will do and reissue the forms.

It was considered that we should start offering Refresher courses for Powerboating. It was AGREED to put this on the agenda at the end of this year to get something in place for next. Early in the year on Saturday afternoons would be good.

<b>N13</b>	Change Carol's email address	Clive/Carol
<b>N14</b>	Oct agenda item Powerboat / Safety Boat refreshers	Clive

#### k) Sailboard

Mike will run this as a Club event rather than an RTC event. I believe Robin can help out.

#### l) Fleet Training

Already we have had Topper and some Optimist training. More optimist training this weekend. So far there is no other Fleet training lined up.

There was a discussion about Club funding to support Fleet training. There was a proposal that a sum of money should be made available to subsidise the Fleet training and this could be allocated by the Sailing committee. It was thought that the pot could be a nominal £1200 based on the idea of £200 per fleet (of 6 fleets) and the Sailing committee could allocate say £200 per event to subsidise the use of external coaches etc. It was AGREED that this proposal would be put to the Sailing Committee, and if approved to the General Committee.

**Action:** Fleet training subsidy to go to sailing committee.

<b>N15</b>	Fleet training subsidy to go to sailing committee.	Clive/ Mark

### m) Race Rules

15 people booked so far.

## 7 Webcollect and Booking Process

Simon pointed out that some people were booking on courses at 'members' rates, without having a valid subscription for that year. Administrators should try to make sure that people do have a valid subscription.

There is also a Webcollect training course coming up.

## 8 Incidents and Near Misses

There were no new incidents and near misses reported. Clive re-iterated that we should use the Near Miss reporting more often to help improve our processes and procedures.

The Procedure will be updated and contents made known to the general membership,

<b>N16</b>	near miss reporting to be updated and distributed	Clive/Ruth

## 9 Safeguarding

Ruth reported that she had sent out lots of DBS and Internal check forms, but not had many back. Rachel mentioned the DBS 'update service' where an individual has to pay £13 per year but then the Club would be informed of any breaking of the DBS rules. At HSC we renew DBS every 3 years. It was AGREED that when we instigate the DBS we would offer people the opportunity to use the update service.

Clive asked Ruth if she could update the Safeguarding policy and get it signed off, so that it is more current. **Action:** Ruth

It was AGREED that the DBS and Internal References be put in WebCollect along with runout dates. **Action:** Ruth / Simon

Clive to provide current instructor list to Ruth who will then provide information re individuals' DBS /Internal Reference status. A summary sheet will then be produced.

<b>N17</b>	Get Safeguarding policy signed off	Ruth
<b>N18</b>	Provide list of instructors and update DBS levels	Clive/Ruth
<b>N19</b>	Add DBS/ Intl ref info to WebCollect	Ruth/Simon

## 10 Training Craft

Bahia sail away for repair. However it may be the plastic insert in the mast slot that is shredding the sail. Ask John Leach for advice on this. (**Action:** Clive). (Post meeting note: John recommends changing the plastic insert).

A longer Tiller extension on the Demo Wayfarer would be useful. Andy said he would do this.

**Action:** Andy

<b>N20</b>	Look at Bahia plastic insert in mast slot –John Leach	Clive
<b>N21</b>	Longer tiller extension on training wayfarer	Andy

## 11 Training Facilities

New PC has arrived and is loaded with Presentations for Dinghy Courses. Also Weblinks to RYA YouTube videos etc. Feel free to add your own suitable content.

The Projector has not been working well at HSC. (Post meeting note: Andy Biller has managed to acquire a projector from work. It works with the new PC so will ask Derek to plumb it in). It was however AGREED at the meeting that we could spend up to £500 either by buying a projector, suitable bulb to get other projectors working, or perhaps a large screen.

Purchased the videos: Start Sailing and Better Sailing.

The laptop and videos will be in the cupboard in the Training Room from this weekend. The password to login to the laptop is: hsc This is written on the PC.

Carol asked if a device could be provided in the Log Cabin to help get down the higher level sails/masts, especially for the vertically challenged. Something like a Y stick that you might find on the front of a road trailer to hold the mast up. **Action:** Wrinklies to see if they can provide suitable device.

<b>N22</b>	Resolve Projection problems	Clive/Andy/Simon
<b>N23</b>	Device to help get higher mast/sails down in the log cabin	Wrinklies

## 12 Items to Purchase

Apart from resolving the Projection problem nothing to buy this year, although it was felt that the older Toppers would need replacing soon, and another Hartley H12/2 would enable some double handed racing between the youths.

### 13 2016-7 RYA and AALA Inspections

Note that from this year there is no need for a RTC to be AALA accredited provided that we stick to the RYA syllabus.

- 1) Buoyancy Aids: Better system required for ensuring all are fit for purpose.
  - a. A list has been produced and all have a number starting with the year of manufacture, thanks to Paul Mallard. There are around 80 BA in total.
  - b. It was AGREED that we should keep no BA for more than 10 years.
  - c. Clearly if damaged should also be removed.
  - d. Replace old BA on an Annual basis
  - e. **Note for instructors:** If it does not have a number on it SHOULD NOT BE USED. We do not want donated BA.
  - f. Because of the age profile of the BA, and to stop us having to buy 40 in say one year, it was AGREED that we should buy around 8 per annum, starting this year.
- 2) Optibat maintenance. Trolleys and maintenance of the tiller and centreboards.
  - a. Trolleys have arrived.
  - b. Tillers and centreboards were checked at the Boat Prep day
- 3) Remove Windsurfing from website and Ops manual
  - a. Web done- Ops manual needs to be re-issued as there is still one reference to Windsurfing.
- 4) Near Miss procedure. Update and emphasise to Instructors and all Club Members.
  - a. Mentioned in this meeting for instructors
  - b. Update the process and Email needed to Club members.

<b>N24</b>	Remove BA more than 10 years old and purchase 8 new BA each year (Note this was actually in the budget for this year)	Wrinklies
<b>N25</b>	Re-issue Ops manual	Clive
<b>N26</b>	Update Near Miss procedure and distribute	Clive/Ruth

### 14 Instructor Training & Resources

We are hoping to have some new instructors. Rachel Heggs as SI. Alison Linnell will be helping this year, plus Georgia King, Lizzie Wilkinson, and hopefully soon Eleanor Cranfield, Ed M-S and Rob Dunkley as Dinghy Instructors.

We have four new AI's, Georgia Dunkley, Heidi and Jasmine McMillan, and Henry Avery.

Clive reported that 'on paper' we have 8 SI, 12 DI, 7 PBI and 17 AI who have the correct paperwork in date, and first aid. However this is reduced to 6 SI, 4 DI, 7 PBI and 6 AI who have signed to say they have read the Ops Manual and provided Health Declarations.

SI please ensure that ONLY people who have the necessary paperwork in order help in an official capacity on a course.

PBI course later this year? Carol reported that there were 3 people interested in a PBI course, however getting dates sorted was proving difficult. Clive said that given this case it may be best to get the individuals to book on an external course, say in the Midlands region. Carol to either get dates and arrange the course at HSC or signpost to external courses.

<b>N27</b>	PBI course arrange at HSC or signpost to external events	Carol
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### **Trainers Day**

It was AGREED to cancel the Training Day as it fell in the Easter holidays.

## **15 RYA Update**

RYA books are now available as e-books, and they will be available as a 'pack' which we could put on the Training PC. ('Pack not available yet).

Thoughts on providing e-books to customers?

There is a new First Aid Manual, published directly from the RYA and a new G3 'Start Sailing' and a new G13 Powerboat Handbook.

Removal of inland/coastal qualification. This does NOT change the syllabus we provide to our students. The main difference is that Principals must make sure their staff are clear on what conditions apply at a particular site and therefore what particular information should be passed on. It is expected that Instructors should have a knowledge of navigation at least to the level of the Essential Navigation Course.

Remember that when we sign up to be instructors we sign up to the RYA Code of Conduct. Failure to meet up to this standard can lead to the Instructor Qualification being taken away.

Powerability! Same as Sailability but for Powerboats. There is disability awareness training for instructors available on-line. Anyone interested see Clive.

Keep promoting awareness of using the Kill Chord, and the RYA recommends buying Manufacturer's branded Kill Chords as there have been failures of those bought from third parties.

In general membership of Sailing Clubs in the Midlands is up a bit, and there are more RYA Training Centres. Courses are fairly static, except Safety Boat, which is down.

## **16 Any Other Business**

Sailability - Clive asked David Harris to contact Alan Wilson on 01604 821904.

<b>N28</b>	contact Alan Wilson on 01604 821904	David Harris
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Meeting ended 2230

C de la Fuente  
25/3/17