

HOLLOWELL SAILING CLUB

TRAINING COMMITTEE MEETING

Held at 7.30pm on Tuesday 3 October 2017
In the Clubhouse

MINUTES

Present

Peter Wilkinson, Carol Halliday, Jenny Sturt, Andrea King, Ruth Cross, Larissa Barker, Alison Linnell, David Harris, Steve Jolley, Clive de la Fuente (Chair).

1 Apologies

Mark Hope, Andy Baker, Simon Bickers

2 Minutes of Previous Meetings

Minutes of 23rd March meeting were accepted as approved. Proposed Peter Wilkinson, seconded Jenny Sturt.

3 Matters Arising

The Excel spreadsheet was reviewed and updated. Four matters still need doing, and left in spreadsheet.

4 Review of 2017 Training Programme and thoughts for 2018

4.1 Overview

Another excellent year for Training in the round. Slow start to Adult dinghy courses in the year, which picked up after the summer. Youth coaching going as well as ever, with Sunday morning numbers up, and one of the largest Dinghy Weeks participations ever. PB training down and SB running at the same rate as last year.

Good year from the financial point of view, most people have paid for the upcoming PB and SB courses, so not much additional income or expenditure likely.

Clive reported that as from the AGM he would be stepping down as Training Principal. He was absolutely delighted to announce that Alison Linnell has agreed to take on the role, and wishes her every success. Everybody congratulated Alison. Clive will stay on as Chief Instructor.

There follows a summary of 2017 and comparison with previous years:

Adult:

	2017	2016	2015	2014	2013	2012	2011
L1	17	24	13	25	32	16	23
L2	6	5	4	11	12	0	2
L3	1	3	1			3	3
BoW	12	10	11	12	9	12	16
Start Racing		2		0		1	0
AI/DI	1SI+4AI	4AI+5DI	4 DI	4 +3	9	7	3
PB2	17	27	18-poss more	39	24 ?	41	25
Sb	8	7	4	14	14 ?	25	8
Total	66	87	71	122	106	108	80
Adnl-Laser		7	10+8		10		
Adnl-Asym		Tbd	14		24 ?		
Adnl-Solo			7			10 ?	

Youth:

	2017	2016	2015	2014	2013	2012	2011
Sunday Sessions total number of children	176 +1 sess	159	204	175	197	200	174
Max on any one Sunday	23	18	21	19	20	28	28
Junior sailing week –dinghy	46	42	40	43	41	37	37
On-board	6	8	23	14	24 +5 L2	24	29
JSS	8	6	12	15	0	6	12
Windsurfing	12	3	8	15	13	13	13
Adnl-laser					66		
Adnl-topper			Xx?	29 (inc external)	4		
Adnl-S1					2		
Adnl-Asymm					9		
Adnl- Oppie				12			
DH		7		2	2		
Team Racing				10+5			

P & L

	2017	2016	2015	2014	2013	
PROFIT so far	9400 inc taster ex boat hire	£9000	£7000	£9000	£7500	

Exact figures will be known with the next set of accounts. COMFYS fund stands at £17,021 (prior to any additions for this year.)

4.2 Booking Process and duties

WebCollect has gone very well this year. Ideally everyone should book and pay using WebCollect as this way the money is easily reconcilable.

Changes for next year:

- 1) Separate out the PB2 and SB booking forms, so that for SB you have to sign to say you have done PB2 (**Action CLIVE**)
- 2) Add a separate PB2 Direct Assessment PB2 'course', with the associated cost, as we still charge for the books. (**Action CLIVE**)
- 3) Offer a discount if L1 and L2 booked together, and a voucher for the L2 course (valid for 9 months) if a decision cannot be made as to which course to book on. Investigate how this can be done on WebCollect (**Action CLIVE**).

It was AGREED that the Co-Ordinators are happy to set up their own courses on WebCollect next year, provided any necessary templates are in place as above. (**Action Co-ordinators**).

P1	Separate SB and PB booking forms	CLIVE
P2	Add Direct Assessment course	CLIVE
P3	L1 and L2 discount plus 9 month voucher	CLIVE
P4	Co-Ordinators to set up their courses on WebCollect once dates agreed	Co-Ordinators

4.3 Adult Dinghy Training

2017

An average number of trainees this year, but most were full of enthusiasm. Congratulations to Rachel who SI'd her first Adult Dinghy course, on which there were 8 participants, and supported by Isolda. Great weather, fun time and many happy customers. It was useful to have the extra course weekend already set aside for later in September, as we did decide to use it. Also, very helpful to have SB crew in Dutyman.

'Go Sailing' – 4 Saturdays where Instructors help people get back on the water. This year the numbers ranged from 2 -4 depending on weather. As people just come along it is very difficult to staff correctly. It was also sometimes difficult to fill the Instructor slots.

There was a discussion about a better way to allocate instructors to courses. We currently send out a form early in the year asking for Prefer, Possible, and No, against each course date. The disadvantage is that this is done once early in the year and it is difficult to know what you are doing in 6 months' time. Also, it is not easy to provide updates. Instructors also cannot see which dates are still available, and who else is teaching on a course. There is however a need to get the balance of instructors right for a particular course, i.e. between SI, DI and AI.

It was agreed that we would trial a different process next year where a spreadsheet would be put on-line with all the course dates. It would estimate the mix of instructors needed and people could fill it in early in the year, and also add to it as they wished. They could also see slots still vacant. Some

mechanism for confirming the person in the slot would be devised. A separate section would allow people to put down that they are 'possible' for that date, so that they could be drawn upon should the size of the course go up, or an instructor drop out.

Doodle would also be looked at to see if this free programme could help in this regard. If so it could be trialled with the Powerboaters.

Having this information to hand would also assist Andrea in sending out joining instructions.

P5	New Instructor sign up form	CLIVE
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BoW:

We had 12 people who did most of the 6 days. Good fun and valuable, and several came back for the Thursday 'Go sailing' sessions. Should repeat next year.

4.4 Race Officer Training

Simon King ran a course earlier in the year, with two attendees. Two days should be programmed for next year, and ask Simon King if he could do the training on one of them.

It was suggested that the Sailing Committee should consider the use of a camera for large events, and was noted that Richard Sturt had written some notes on how to run a multi-fleet race. These should be made available.

P6	Suggested date for one RO training	Simon King
P7	Follow up with SC re camera and multi-fleet racing document	CLIVE

4.5 Ladies Fun Day

There was just the one Ladies Fun days this year with around 8 attendees. A fun day practicing race starts and well worth doing.

It was **AGREED** that there should be one ladies Training day in 2018, probably in August.

4.6 Sailwave Training

Mark Hope has agreed to run some training over the winter.

P8	Sailwave Training- Identify a date	Mark Hope
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4.7 WebCollect Training

Those that went to this earlier in the year found it very useful. Clive agreed to do some training with Alison and Carol, and if further training were required they would go back to Simon and Nicola.

P9	WebCollect Training over winter	Clive
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4.8 2017 Adult Training Notes

It was **AGREED** that we would undertake the following courses, and these notes would form the input to the Training element of the Sailing Calendar. Changes from last year are highlighted in RED.

Course	Dates/ Frequency	Calendar Notes	Notes
Back on the Water	As per 2017	A 6-week course on Thursdays	Ideally for 12 people. A second, shorter course may be run if needed but should not be programmed.
Adult Dinghy Courses RYA L1-L2-L3 Start Racing Seamanship	As per 2017	Make sure that late course does not clash with Southport or the Rutland Cruise. Should be programmed as 'Adult Dinghy Course' Should not clash with Junior Training where possible There should be one course 2 weeks AFTER Open Day Avoid Easter Hols Keep one weekend free later in year	
'Go Sailing' Thursday Evenings	As per 2017	Come along if you want course. Perhaps help to rig or join the race.	Half price boat hire
Sailwave trg		one evening session	Mark Hope to provide dates
Race Officer	Early in the year	Two Saturday sessions that coincide with normal racing. The slots on DutyMan should be advertised as Training RO slots. Max 3 trainees per experienced RO. Training will start around 11, and go on to run the afternoon races.	Needs to go on DutyMan (Stewart) Find experienced RO to run (Simon will hopefully do one). Will also cover opening/closing the Club.
Ladies fun days	One in 2018	August date	
GO SAILING	4 Saturday afternoons	Approx two weeks after each of the second to fifth adult course. Open to all course attendees and club members.	Informal 'Go Sailing' session. Just turn up. An instructor/coach will be on hand to assist.

			Instructor available from 1pm Potential for a bring your own food BBQ Half price boat hire
Reserve Training day		Add a w/e in Sept or early Oct and block for a training activity which we will use on demand	

4.9 Youth Coaching / Junior Training / Junior Sailing Days

Boat prep day was very useful this year to get things set up for the year ahead. We should do again next year. However, Larissa had suggested doing it pre Dinghy week. It was AGREED that the Trainers Day would be put later in the year so that any preparation needed for Dinghy Week could be done then. It also means that the March Training Committee meeting and the Trainers day would not be on top of each other.

Again, this year Youth Coaching was all very well attended (as can be seen from the figures) and expertly run by the instructors and coaches. As presented, Dinghy week was very well attended (46) and 8 on Junior Start Sailing. We also have a lot of children coming through the process. The split into 4 groups after Dinghy Week appears to be working well. Larissa noted that sometimes the rowing machines are not put away.

She also pointed out that the Coached Race after Sunday coaching was no longer regularly happening and wondered if four of the Instructors could rotate it between them. It was AGREED that this would be demand-led next year and a decision made between them.

Clive reminded people that if they want any more certificates issued for Youth Coaching this year please let him know.

Table of certificates issued:

	2017	2016	2015	2014	2013	
Stage 1	11	6	15	23	16	Ex On-Board
Stage 2	5	16	16	7	8	Ex On-Board
Stage 3	10	8	7*	10	8	
Stage 4	9		4*	0	8	
Start Racing		9		2	9	
Intermediate Racing	9			5	10	
Adv racing				4		
PB2				2	2	
Windsurfing	12 but not RYA			8		

Moving the days around seemed to make a difference to the numbers on Windsurfing at 12!

It has been great to see Mike Harding and Rachel Heggs regularly join the team on Sundays, and to contribute so well.

Dinghy Week Notes:

- New Floating pontoon required, and being put in the budget by the Maintenance committee
- Mike Playle noted 'When the picnic site is a lee shore with a fresh breeze blowing it is distressing to see our training boats driven hard onto the beach.' This was brought to the trainers' attention and options discussed to mitigate the problem.

P10	More Youth certificates? Notify CLIVE	Instructors
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4.10 Youth Squad

2017

This year we have run 3 x Oppie coaching and Open meetings and Topper Open and last weekend coaching and Zone squad qualifier. On top of which we hosted a P&B Series event and we have a group of 5 going to the NSSA team racing event next week.

At the moment the squads for 2018 have not yet been announced.

2018

No change in the overall planning.

It was noted that the newly named 'P&B series' (formerly Anglian Water Series) had not been pushed this year. It was thought that we should revitalise that next year, and the best way to do that was to get a parent, of a child starting on that pathway, to get more involved. Larissa agreed to discuss with several parents. It was thought that these people could potentially move into the roles Ivor and Graham do, at some point in the future.

P11	Identify someone to help with P&B series	Larissa
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2018 Summary

Course	Dates/ Frequency	Calendar Notes	Notes
Prep day		Early in season	It is good to get all the boats prepped for the season early on
Dinghy Week	As per 2017	'Dinghies' to be on the Wed/Thur/Fri this year Windsurfing Mon/Tues	
Junior Start Sailing		NOT on a Bank Holiday weekend Avoid half term 2 -3 weeks after Open day	
		Add a second JSS weekend early September	If necessary move PB/SB back

Sunday Mornings	As per 2017	Same frequency as 2017. All days will be sailing days (ie no prep day with the children)	Try to get these on a very regular 2-week basis Avoid the Wayfarer Cruise.
Pirates Day/Regatta	Same as 2017	timings in programme as Day starts 10:30 Racing from 1 pm	
		Make sure Anglian Water is renamed P&B series	

4.11 Tuesday Wayfarer Tasters / On-board

2017

On-Board.

Only one course this year, as we cancelled the first one. Even then there were only 6 on the second course.

2018

Given our annual lack of success with the OB course early in the year it has been decided to remove this course. It will be replaced with a JSS to take place on a weekend early September. Hopefully the summer holidays will generate more interest. Also, the remaining On-Board will be rebadged as JSS, so that people know what it is.

Note that the RYA is going to be pushing more on On-Board.

Tasters:

Steve Jolley kindly provided the information below for 2017:

Date	Group	Fees	Children	Adult
09/05/2017	No Booking	£0.00		
16/05/2017	Daniel Gherghinoiu	£22.50		3
23/05/2017	Tove Valley	£50.00	10	
30/05/2017	Sarah Hedgecock	£15.00		2
30/05/2017	Boys Brigade Afternoon	£80.00	8	
30/05/2017	Simon Clegg	£17.50	2	1
06/06/2017	Helens Scout group cancelled due to weather.	£0.00		
13/06/2017	Rushmere Academy	£55.00	11	
20/06/2017	Rushmere Academy	£55.00	11	
27/06/2017	19th Northampton St. Giles Guides	£70.00	14	
04/07/2017	1st Collingtree & Milton Malsor Scout troop	£75.00	15	

11/07/2017	Upton Scouts	£50.00	10	
18/07/2017	Upton Scouts	£40.00	8	
08/08/2017	Claire Zachar	£30.00	2	2
25/07/2017	Clive's Guides Afternoon	£210.00	21	
	Season Total	£770.00	112	8

In terms of profit we were up £100 on the previous year, when 2016 was a bumper year (double 2015).

2018

Programme the same as last year.

- Pricing remains at £5 for juniors, but £7.50 for adults
- Steve said that it was great to have the BO and ABO rostered on DutyMan. However, he nearly always fills the ABO slot with a parent or helper so DutyMan should only have a slot for the BO.

P12	For Tasters just BO slot required in DutyMan (not ABO)	Stewart
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On-Board and Tasters summary 2018

Course	Dates/ Frequency	Calendar Notes	Notes
Tasters		Start around the 10 th May for 11 weeks	We will need dedicated SI for dates when JSS is not happening
On Board to be renamed Junior Start Sailing		1 session after half term Approx. 6 th June for 4 weeks after half term	

4.12 Powerboat Training

	2017	2016	2015	2014	2013	2012	2011
PB2	17	22	22	39	24	41	32
SB	8	8	6	14	14	25	11

Numbers down a bit on last year.

Refresher courses: It was AGREED to run a one-day refresher course on 10th March 2018 for anyone wanting to have a refresher, and to set themselves up for the season. This would take the place of the normal first course of the year. Peter Wilkinson kindly agreed to produce a small syllabus. Ruth to advertise. **Action: Peter**

Moving forward Carol will be issuing the PB2 and SB certificates. RYA login and process training needed. **Action: Clive**

Clive reported that it is difficult to issue PB2 certificates with no photos. The RYA requirement is for a proper 'passport' type photo, so required size and head and shoulders. Could Instructors (or the Administrator) please ensure these are correctly supplied? Until they have been issued with a certificate they are not officially allowed to drive a powerboat. Outstanding photos include David Morley (DA), Rob Dunkley (DA), 2 x Cranfields, and Jasmine McMillan.

P13	Create syllabus for refresher powerboat driver course Advertise	Peter Ruth
P14	Train Carol on issuing certificates	Clive

2018 PB Summary

Course	Dates/ Frequency	Calendar Notes	Notes
PB2/SB	As per 2017 minus the first	Total 5 courses	Ensure there are two courses where the two Saturdays are not consecutive. Make it known that part of the qualification is to practice their new-found skills by providing safety cover for one extra duty
	10 March	Refresher Day	

4.13 Sailboard Training

2017

Ran a 2-day HSC Windsurfing course on the Mon/Tues of Dinghy week., which was well attended (12). Intention is to do the same next year, and keep the discount for booking both Dinghies and Windsurfing together.

4.14 Race Rules

We held an evening course early in the year which was well attended. It was AGREED that we should ask Simon Bickers to organise a session again in the New Year.

P15	Race Rules evening over the winter	Simon Bickers
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4.15 Non-Programmed Training inc Fleet Training

The additional training booking system appears to have worked well this year. Additional training included:

Extra Taster for the Boys Brigade, and Girls Brigade. Well attended.

There will also be an RYA Training day for some instructors on the 18th October.

Ivor has received a request for Optimist training 21st Oct where 2 boats are required. At the moment we need 3 powerboats for the PB2/SB course. This would leave 1 for the rowers which would then be used for Club Racing. We also have the Honwave. It would be tight but possible. Ivor would have to co-ordinate with the rowers.

However some concern was expressed as to whether or not we get paid by the Optimists for the use of our facilities. (We do by other classes and the RYA). In the past we have justified an event by saying that we have our own sailors in the class, and that the Optimist class uses clubs with children in the class. It does appear however that this is the fourth event we will be hosting this year. **Action:** CLIVE to discuss with Ivor.

P16	Optimist event 21 Oct	Clive/Ivor
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4.16 Customer Feedback

All customer feedback forms have been very positive, especially about the enthusiasm, understanding, and professionalism of the trainers. (Could I remind you to get the Customer Feedback forms filled in please!!).

5 Instructor Training

5.1 2017 review

We ran a First Aid courses this year to keep our qualifications up to date.

We have some newly qualified instructors this year. Rachel Heggs as SI plus Georgia King, Lizzie Wilkinson, Eleanor Cranfield, Ed M-S and hopefully Rob Dunkley as Dinghy Instructors.

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

The new DI and AI have been very helpful this year in helping on all the courses. Congratulations to all those that ran a course for the first time...they all did very well!

Current Instructor Status

	SI	PBI	DI	AI	Coach L2	WI	AWI	
2011	5	6	9	10	4			
2012	6	13	11	15	6			
2013	8	12	9	13	3			Who signed the ops manual
2014	8	12	5	10	6	2	3	Who actually were available
2015	9	10	9	6	5	2	2	Who signed the ops manual
2016	8	10	7	10	4			
2017	9 (7)	8(5)	10	10	3			Who signed the ops manual
2018?	7	6	5	10				Potentially active

At first glance it looks reasonably healthy but we still need to keep recruiting. As you will appreciate some do a lot more than others. For various reasons some of our SI and DI could not help this year putting the burden onto others. One SI on the books was not even a member this year. Of the nominal 10 DI 5 are at an age to be doing A levels/ going to Uni.

Please provide any suggestions for DI, AI or PBI to Clive asap.

AI pre-assessment will be in November, with a course early next year. Think we have Rachel, Gemma, Morgan, Damian and other names have been suggested.

Carol reported that it has been difficult to get a specific set of dates organised for a PB instructor course. Potential candidates are Graham Smith, Clive Jones, and Steve Jolley. Clive suggested that they should do the course externally, at their convenience. Carol and Clive to signpost courses to them.

There will hopefully be a First Aid course over the winter, in early 2018.

P17	Powerboat Instructors course signposting	Clive/Carol
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5.2 Internal Training day 2018?

The Training day was cancelled this year. Some ideas for next year are as follows:

2012	2013	2014	2015	2016	2017	2018
Operating procedure quiz	Land drill refresher	Radios	Laser Rigging (Simon Bickers)	First Aid review	Cancelled	Safeguarding

Reefing wayfarers	Powerboat update	2 stroke dinghy	Reefing	Emergency arrangements		Near Miss reporting
Rigging Bahia	Reefing	Hartley Wayfarer	GPS (Pete)	Bahia rigging!		Games ideas
Child Protection Reminder		Child protection	Bosuns log	Wayfarer reefing?		Dinghy – Single hander course refresher
Set up of IT	Sailing centre main wayfarers		Special needs for safety boat etc / briefing	Info on wearing crotch straps		Videos and clips available
Par Buckling	Video camera		Boat repairs – Peter Betts - self help for instructors			Prep for dinghy week
Sail the Bahia						

Please provide Clive with any more suggestions for the Trainers' day.

6 Incidents and Near Misses

- 1) Turtling of Teras on Dinghy week- action is being taken to provide masthead buoyancy. Also, it is suggested that the two H Teras be sold as they could not be fitted with masthead buoyancy and they are not rigged the same way as the others.
- 2) Incident regarding a training Wayfarer and a racing Optimist. The main action was regarding the positioning of the instructor in the boat, plus having defined, and stuck to sailing areas.

P18	Put new near miss procedure in folder	Clive
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7 2016 RYA Inspection and update

Not until 15th Oct.

8 Training Craft

We had 3 new Toppers in 2016, and 4 x trolleys for the Optibats in 2017 along with a PC.

It was considered that this year we should purchase 3 more Toppers to keep our rolling replacement schedule alive. Old 'H' Toppers would be sold, as would the H Teras.

8.1 Prices for 2018

It was AGREED that the Training Committee would recommend that the prices should remain the same for next year. This was based on a quick comparison with local Clubs and Centres.

For context Pitsford charge £180 for L1 course. Rutland £215 with 2:1 ratio. Willen £195. Draycote £310 for L1+L2. Banbury only do members £80.

Pitsford Jays (every weekend) £115 using own boat, £135 Club boat. Rutland 4 session S1 course £255 PB2 Safety boat course Rutland £250, Draycote £230, Banbury (£30) members.

	£ 2013	£ 2014 /2015	2016	2017 – 2018?
Adult Dinghy	80/140	85/150	85/150	85/150 If book L1 and L2 together price is 150/280
Dinghy Week	60/100	65/110	70/115	70/115
On-Board	40	40	50	50
Start Sailing	40/100	40/100	50/100	50 (members and non-members)
BoW	35	40	40	40
Adult Coaching	40	40	£10 each of 4 sessions???	½ price boat hire
Tasters	£5 per head	£5 per head	£5 children, £7.50 adults	£5 children, £7.50 adults
Youth Coaching	30	35	35	35
Sailboard taster	5	5	5	5
PB/SB (inc direct assessment)	15 to cover books	15 to cover books	15 to cover books	25 to cover books
Windsurfing				50 (2 day)

This year we had fee of £100 (members) if Windsurfing and Dinghy week booked at same time. This appeared to work well, and would remain next year.

Boat numbers and cost per session:

Hire boat	Boat Number	Cost per session	
		2015	2016/2017
Wayfarer	H1, 2, 3, 4	£18	As 2015
Hartley Wayfarer	H28	£20	
Hartley 12.2	H20	£15	
Bahia	H5	£18	
Laser Pico	H6, 7	£10	
Laser (old)	H9	£12	

Laser (new)	H27	£15	
R S Feva	H10	£10	
RS Tera	H11, 12	£10	
Optimist	H13, 14, 15, 16	£10	
Topper	H17, 18, 19	£10	
Sailboards		£7	
Buoyancy aids (kept in new store)	£2		
Jackets and spray tops (kept in new store)	£2		

P19	Proposed price changes to GC	Clive
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9 Safeguarding

No issues. Ruth re-iterated that the current Safeguarding status for individuals is in WebCollect.

10 Club Development Plan

This was reviewed and provided with these minutes.

11 Budget Proposals

A summary of what has been mentioned previously:

10 Buoyancy Aids (at £30 each)

3 new Toppers (approx. up to at list £9000) (can use COMFYS fund). Might be able to get a 'deal' like we did last time.

£500 to cover replacement of some worn covers.

2 x Set of caravan type steps

- a) Double step for getting down masts
- b) Single plastic step for getting into Training Wayfarer

Should be able to get both for <£50.

The Training Committee Supports the new Floating pontoon proposed through the Maintenance Committee.

It was AGREED that we would buy some new small marks and that David Harris could get what he can for £100 (Not a budget item).

P20	Budget proposals to the Budget Committee	Clive
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12 Volunteers dinner

Clive reminded people that this is on Friday the 3th November. And any nominations for prizes should come to him now. Thanks for the nominations received at the meeting.

13 Any Other Business

None

Meeting Finished at 22:40

C de la Fuente
4.10.17