



**APPROVED MINUTES OF COUNCIL MEETING 29/11/2008**

**THE COUNCIL OF THE AMATEUR ROWING ASSOCIATION - MINUTES OF AN ORDINARY MEETING OF COUNCIL** held on Saturday 29<sup>th</sup> November 2008 at BMA House, Tavistock Square, London WC1H 9JO, at 1.30 pm.

**PRESENT AND APOLOGIES**

**EXECUTIVE OFFICERS**

Mrs D.M. Ellis CBE, Chairman	Present
G. Harris, Deputy Chairman	Present
Mrs A. Phelps, Deputy Chairman	Present
R.M. Paterson, Hon. Treasurer	Present

**APPOINTED MEMBERS**

R. Phelps, CUCBC (Div 8)	Present
M. Blandford-Baker COUR (Div 10)	Present
H. Trotter, Leander Club	Present
M.D. Williams, London Rowing Club	Present
C. George, Thames Rowing Club	Present

**ELECTED MEMBERS**

B. Millns (1)	Northern	Present
T. Edwards (2)	Yorkshire	Present
S. Darnbrough (3A)	Lancashire & Greater Manchester	Present
J.C. Davies (3B)	Cheshire, Merseyside & N.Staffs	Present
P. Fenoulhet (4)	East Midlands	Present
C. Anton (5)	West Midlands	Present
B. Foster (7)	Bedford, Huntingdon, Peterborough	Present
A. Johnson (9)	East Anglia	Present
A. Weekes (11)	Upper Thames	Present
P. Moore (12)	Reading	Present
A.J. Evans (13)	Middle Thames	Present
J. Biddle (14)	Staines & Molesey	Apologies
R. West (15)	Kingston & Twickenham	Present
M. Carr (16)	Chiswick & Mortlake	Apologies
Mrs S Cassidy (17)	University of London	Not present
Dr N. Jackson (18)	Barnes & Hammersmith	Present
P. Lorenzato (19)	Putney	Present
M. Stallard (20)	Lea Valley & Essex	Present
J. Clayton (21A)	Lower Thames & Medway (& Chairman SERRC)	Present
A. West (21B)	Kent & Sussex Coast	Apologies
M.E. Green (22)	Hampshire & Dorset	Present
Mrs P Sondheimer	WAGS	Present
R. Mallett (24)	Devon & Cornwall	Present
Welsh Amateur Rowing Association – (2 representatives)		Not present
Scottish Amateur Rowing Association - (3 representatives)		Not present

**MEMBERS APPOINTED BY COUNCIL**

Miss K. O'Sullivan	Chairman National Coaching Committee	Apologies
R. Murray	Chairman National Championships	Present
M. Martin	Chairman Junior Rowing Commission	Apologies
C. Llewellyn	Chairman National Competition Committee	Present
S. Ward	Chairman Water Safety Sub Committee	Present
M. Humphrys	Chairman National Development Committee	Apologies



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**MEMBERS CO-OPTED BY COUNCIL**

Miss A. Faiers		Present
B. Hawden		Present
W.C. Thomson		Present
J. Turnbull		Apologies
Mrs F. Dennis		Present

**NON-VOTING MEMBERS**

Hon. Life Vice-Presidents -		
C.G.V. Davidge OBE		Apologies
J.A. Veats		Apologies
M. Brandon-Bravo OBE		Apologies

**ARA STAFF**

J.R. Allsop	Financial Controller	Present
Mrs R.E. Napp	National Manager	Present
D.W. Tanner OBE	International Manager	Present
Miss W. Kewley	Rowing & Regatta	Present
Mrs P. Randolph	Minute Secretary	Present

**REGIONAL CHAIRMEN**

Andrew Bryant	Northern Region	Present
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**ALSO ATTENDED**

R. Hatton	Div 17 (Substitution)	Present
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**1. CHAIRMAN'S OPENING REMARKS**

The Chairman asked Council to stand to remember in silence the following members of the rowing community who had recently died; Joanna Brown, Tony Christie, Carlos Ferreira, Charles Ford, Stephen Grimes, Shauna McGibbon, Fred Moorhouse, Sally Ann Panton, John Stevenson and Bill Wallace.

The Chairman was pleased to report on a happier note that Peter Smith, South East Region, had won the prestigious Torch Trophy Award for services to his local community. Mrs Ellis also congratulated the Olympic Men's 4- who had recently won the Presidents Award at Sports Journalist Association Dinner. Magdalen College Boat Club, Oxford was celebrating 150 years and she congratulated M. Blandford-Baker on the publication of his wonderful book celebrating the history of the Club. Trafalgar Rowing Centre and Walbrook Rowing Club had both recently benefited from extensive refurbishment of their facilities and she wished to record thanks to the CCDP for their support in updating our boathouses.

The Chairman said she had recently attended an IOC briefing for sporting governing bodies ahead of 2012. She said they had been warned that the Olympics would be equivalent to hosting 41 World Championships in two weeks. Beijing had drawn on the services of 1.7 million volunteers and the Chairman assured Council there were likely to be jobs for all in 2012. In addition an interesting statistic was that the BOA had distributed 75,000 pieces of kit to team members for Beijing.

Sincere and deep thanks were due to Liz O'Flaherty, for her many and various roles, including administrator, secretary and personal assistant to the Association for 30 years. She had also taken the minutes at Council meetings for nearly 20 years. Council joined the Chairman in thanking Liz for her long service and wished her a very happy retirement.

The Chairman asked that Conflict of interest forms were returned to J. Allsop.



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### 2. APOLOGIES FOR ABSENCE

Noted and recorded above. In addition apologies were received from F. Rennie (BUCS).

### 3. DECLARATIONS OF INTEREST

*Non pecuniary*

Mrs. D. M. Ellis : CCPR Director; BOA Director

Mrs A. Phelps : BPA

M. D. Williams : FISA

*Pecuniary*

C. George : UKCC Tutor and assessor

G. Harris : UKCC, Tutor and assessor

### 4. MINUTES OF THE MEETING held on 27<sup>th</sup> September, 2008, subject to the amendments detailed below, were agreed to be an accurate record and signed.

A. Weekes (Div 11) to be shown as present at that meeting.

Item 8. Financial Matters (page5) paragraph beginning 'N. Jackson asked for... add final sentence: *M.D. Williams responded that ARA investments were not spread across the banks.*

Item 10.3 National Competition Committee: *delete*

'Closing at Entries: Referred to the use of email and removing the requirement for the club to send a copy of the draw for each crew.' *Insert*

'Closing of Entries: Referred to the use of email and removing the requirement for the regatta organisers to send a copy of the draw for each crew.'

Item 10.5 Executive Committee: page 11, para 2: replace 2011 with 2010.

Item 11 Veteran Commission: remove I. Boyd from membership.

### 5. MATTERS ARISING

**5.1 Level 3 Fixed coaching Costs** A paper had been circulated with the agenda and R. Napp or G Harris would take questions in K. O'Sullivan's absence. R. Napp said there had been a meeting of the Source Group on 28<sup>th</sup> November which had reviewed the delivery of the Coach Education programme. In order to improve delivery of the UKCC the Group had decided that L2 coaches with the relevant experience and qualification could be recruited as Coach Educators for L2 and would be given assistance and Continuing Professional Development if required to improve skills. They had also looked at reducing the up front cost of the L3 course and proposed that it could be offered in two parts; Strength and Conditioning and the remaining L3 modules. This would spread the cost and time commitment and it was hoped those two measures will help the situation. P. Sondheimer asked if they were considering using IA coaches. R. Napp said each case could be considered on its merits. J. Clayton said many people were not completing the course and asked what affect this had on accounting. He asked if candidates could pay on a modular basis to offset costs, as they might not take up for sometime. R. Napp believed this might have a negative impact on coaches completing the assessment stage. The proposed modularisation of L3 meant that candidates would be able to pay in two parts. G. Harris said that since we were working with an outside awarding body there was a limit to the flexibility. R. Napp said that no L3 courses were being run at the moment in order to concentrate resources on supporting current L3 candidates to complete their courses. Looking at figures from the old Bronze and Silver awards a number of people had not completed those. AJ Evans pointed out that 24 people had gone forward for L3 qualification, had paid, but had not completed. D. Tanner said that there was a difficulty for High Performance coaches in arranging a suitable face-to-face assessment in order to complete. G. Harris said this was also the pilot group for L3 and they may have had more inbuilt flexibility. R. Mallett felt many sign up for the experience and knowledge, draw out of it what they need and do not always want the qualification. He wished to express Council's thanks to K. O'Sullivan and acknowledge its concern over her personal situation which resulted in her non-attendance.

**5.2 Course Numbers:** C. Anton asked about the regular update on figures he had requested. R. Napp said that they would be included in the quarterly reporting and would be in the next Report of the Coaching Committee.

**5.3 Rowing & Regatta:** R. Napp had looked into M. Blandford-Baker's enquiry and confirmed that the cost incurred by the advertisers was not falling on the magazine.



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- 5.4 **Chief Executive Officer:** At the Chairman's invitation B. Millns put forward a formal proposal that she explained had come out of the very useful discussions between Executive and Divisional Representatives held earlier that morning. She said that differences were quite small, and there was agreement that the appointment of a CEO is the way forward. B. Millns said there was a feeling among Divisional Representatives that before rushing into that an internal management audit of the top-level structures across the organisation as a whole should be undertaken. Divisional Representatives were asking Council if they would accept that an in-house group, working with the Chairman, and of no more than four people, should undertake this audit. Executive could scrutinise those people who wished to put themselves forward and the group's findings would come back to Council. Mrs Ellis added that part of the agreement reached earlier was that terms of reference for the group would be circulated for Council to approve (by email if necessary). Council supported this proposal.
- 5.5 **Finance:** Following on the question of spreading risk touched on by R. Phelps earlier, R. Paterson said that the Finance sub-committee had discussed the matter. It appeared at this stage that the four large banks would not be allowed to fail, however the Sub-committee would pursue and look at the terms offered by other banks. He confirmed that at this point funds were with one bank.
- 5.6 **West Midlands AGM:** C. Anton advised that Brian Curtis was the new Veteran Commissioner for his region.

## 6. FISA

**World Coastal Championships:** The Chairman updated Council on progress with the Championships to be held in Plymouth 23<sup>rd</sup> – 25<sup>th</sup> October 2009. She had undertaken to approach the FISA representative, Lionel Girard, on behalf of the organising committee, to discuss funding of the event. Approaches were also being made to potential sponsors and Sir Steve Redgrave had agreed to be Patron. The Chairman and the Treasurer had met recently with the organising committee who were looking for £100,000 to run the Championships. R. Mallett said that there was a meeting with Plymouth City Council the following week and he believed that they were keen to give their support. It might be necessary to look again at the proposed arrangements and settle for a more modest programme. The recent World Coastal Championships in San Remo, Italy had been a great success and extremely well supported with Olympic level athletes taking part alongside the club rowers. The organisers were doing all that they could to make the event happen.

M. Williams stated that he was sure FISA would wish Plymouth to progress the World Coastal Championships on a scaled down version rather than handing the event back at this stage. R. Phelps said the relationship with Coastal rowing was an important one and asked if there was anything that Council could do to support the World Championships. The Chairman said that the Association had committed £10,000 but the organisers were looking for funding in the region of £100,000. She would continue to press to see what could be done.

**FISA EGM:** Executive had held a meeting with the FISA post-holders. Within FISA there were a number of commissions covering areas such as medical, events, umpires. Great Britain had seven members on the various commissions. An EGM would be held in February 2009 and the post-holders' meeting had been very useful in the run up to that.

## 7. INTERNATIONAL REPORT

Council received the report of the International Manager. The Strategies circulated prior to the meeting included European and the Adaptive rowing. Arising from the report:

**Squad Selection:** A. Faiers asked how prescriptive the requirement was for athletes to train in specific locations. D. Tanner said that the Chief Coach could designate a coaching venue other than the national squad location but this had to be an agreement between the athlete/s and the Chief Coach.

**GB Rowing People:** R. Phelps asked if Council could have a list of coaches and the structure of the organisation. D. Tanner said he would make that available for circulation with the minutes.

**Action: DT/PR**



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D. Tanner confirmed that the 'selector' referred to at 2.3.a, was R. Boulton, High Performance Coach – Juniors/U23s.

**Grants to Juniors:** In response to R. Phelps, D. Tanner gave some background to the level of junior awards and said that these were generally tied to sports equipment or to support expenses incurred in attending events such as the Junior World Rowing Championships. The level of grant was not large and was awarded to rowers committed to the programme. All parents had to sign off any funding to rowers under 18 years. The terms were quite stringent and the grants were audited by UK Sport.

The Chairman explained that the Strategies were presented to Council as a working document, not for approval but for everyone to note. It was the policy that was approved by Council. The strategies that had been circulated after the Agenda had only been finalised at the beginning of the week, but Council's input was valuable to D. Tanner and it was important for Council to read through. Further questions could be taken at the February meeting for those who had not had time to read fully. If there were questions that Council wished to raise with the International Manager before that meeting they should contact him directly.

**Adaptive Strategy:** B. Millns asked how the adaptive rowers were formally identified to register for selection. She felt that they needed to be very pro-active in the process. D. Tanner said that the strategies were in general the same across all the squads for those rowers that were grant funded. B. Millns asked how a new adaptive athlete found their way into the system. D. Tanner said that they would have to put themselves forward by the dates that were published on the website or contact the International office.

In response to a question from C. Anton, D. Tanner clarified that the LTA4+ category of boat must comprise two female and two male rowers, with a coxswain of either sex.

There was a discussion about whether the names of funded athletes, and the amount of grant received, should be made available more widely. D. Tanner said that the level of grant was an evolving process, for example a number of Olympians were now returning to training and would have to commit to their Chief Coach before their grant was finalised. It was felt this could put an additional burden on individual athletes, particularly on the younger rowers involved. A. Phelps said publishing an athlete's level of grant might be a sensitive issue for the individuals. D. Tanner said that some of the squad received a Development grant. He clarified that athletes receiving Performance grants had to be in the top ten boats in the Olympic games or World Championships to qualify. Within that there were sub-categories A – C, which affected the level.

Development grants were awarded to those who had achieved levels D and E. Level D was awarded to rowers who did not qualify for the Olympics or World Championships, but were training with the senior squad. They would be up and coming rowers identified as having the potential to break through. There was an element of judgement by the Chief Coach and some variation of grant level within this category. Level E applied to the junior and young U23 rowers.

**Caversham:** P. Moore asked about the campaign by locals in the Reading area for access to Caversham. D. Tanner said that there had been a meeting with Sport England who were clear that Caversham is a base for training high performance rowers and that was what the funding was for. High Performance clubs did not have access to the lake. It was very well used and had limited facilities because of the loss of £3million funding. There had been discussions with S. Gunn, Reading University and the World Class Start programme and Sport England had been provided with the names of 24 local rowers who would benefit from use of the lake. D. Tanner and D. Ellis had met with the British Canoe Union eighteen months ago and an agreement had been reached that the BCU would contact D. Tanner for limited use at Caversham should it be required.



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**Post Olympic Debrief:** D. Ellis told Council that there had been a three day de-brief following Beijing. She felt that it had been a very open and honest session and had contributed very positively to the planning for the next Olympiad. H. Trotter asked if there was a report. D. Tanner said that the work had fed into the strategies circulated earlier in the week. He would include bullet points in his next report to Council. He thanked the Chairman for attending as she had brought her wealth of experience to the session. R. Phelps asked if the athletes had attended. D. Tanner said that the athletes had input through their coaches who consulted with them and reported to the review. Rowers had attended review sessions in the past but said that they preferred this route.

The Chairman passed on good luck wishes from M. Martin, Chairman of the Junior Rowing Commission, to the rowers going to Australia to compete in the Youth Olympics.

### 8. FINANCIAL MATTERS

The Treasurer presented the management accounts.

#### **National Management Accounts (3 months to end September 2008)**

C. Anton asked about the significant variance in internet and website spending. R. Napp explained that was the additional cost of creating a new website before the Olympic games with the International office. The new site with its additional features did cost more to run but there had been a positive response from members who found it easier to navigate. C. Anton said he felt this had been money well spent.

N. Jackson asked, with regard to the internal audit plans for ARA governance, if Council could have the internal audit structures described. R. Paterson said that the ARA did not employ an internal auditor. The Finance Sub-committee approved the control procedures and reviewed the funding operations of the association. He said that those were management controls. R. Napp explained that UK Sport and Sport England both required the Association to go through their corporate governance process annually. They scrutinised the strategic planning, finance, human resources, among other areas. Questions were asked and evidence had to be submitted to support the answers. Evidence included Council and Executive minutes, financial procedures and information provided by the Finance Sub-committee, also details of future actions that might be required. The Chairman and Treasurer had to examine and decide what level of assurance the Association had attained. The submission went to UK Sport and Sport England. At last year's audit the Association was given the 'green' light, the required standards having been achieved.

N. Jackson said could information on the internal audit procedure be presented to the next Council meeting, as this had not come up before. G. Harris said that the procedure had been made available to Council in the past.

J. Clayton said that the Finance Sub-committee reported to Executive and asked why it should not report to Council. M. Williams said that Council saw the results of the work that the Finance Sub-committee does in the reports that were circulated to Council. It was an independent contact for the external auditor.

#### **International Management Accounts (3 months to end September 2008)**

A. Weekes asked if there was audit of the GB Supporters Club. D. Tanner said that it was run separately from the ARA. JC Davies said that at the half-year point the Association had spent more than half of the budget. There appeared to be an overspend and he asked what the forecast was. R. Paterson explained that the overspend was largely related to staffing and was a timing issue. In terms of the projected outcome he expected that to be within budget.

### 9. NATIONAL REPORT

Council received the report of the National Manager. Further to the report.

**Whole Sport Plan:** R. Napp said that the funding application had been submitted and the figure was expected to be announced to national governing bodies by the end of December. When known the plan for 2009 – 2013 would be published on the website. She thanked



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those who had already volunteered their services for the groups that would be working on the detail of the plan. Further information would be forwarded to the working groups and she hoped that interested club members would also join to give their input.

**Rowing & Regatta:** There had been an extensive review of the budget; the larger size of the magazine had increased costs, together with growing membership. R. Napp would welcome Council's feedback but to maintain the current quality and number of issues it would be necessary to budget accordingly for the future. She believed that Yachts and Yachting continued to do an excellent job and offer a competitive rate. A six percent increase in production costs was due but this was the first increase in three years.

**Staffing:** R. Napp said she would also like to give her thanks to Liz O'Flaherty, the Association's longest serving member of staff. She had been an ideal colleague and her support, experience and efficient service to the Association and to her personally would be hugely missed.

**Indoor Rowing Membership:** This category of membership had needed review and a RowHow registration for the online resources seemed more appropriate form. This proposal also solved issues with SARA members and 1<sup>st</sup>4Sport with regard to access to coach education resources. Council agreed that the Indoor Rowing membership category should be abolished.

R. Napp advised Council that a forum had been created on RowHow to which Council papers would be posted. A paper had been tabled explaining how Council members could access this area.

**Membership Statistics:** The figures for October had been tabled showing an increase in membership.

The Chairman invited questions on the report.

C. Anton asked about the 300 indoor members who were not members of affiliated organisations and how their interests were represented. R. Napp said this was true but that not all ARA members were represented on Council in that it was not mandatory to belong to a rowing club.

R. Murray asked about representation on the WSP working parties. He asked R. Napp if, as well as asking for volunteers, she was also approaching people whose expertise she needed directly. She said she was. He also asked about the membership of the Editorial Board for Rowing & Regatta which was; T. Thomson, R. West, R. Napp and W. Kewley.

### 10.1 National Development Committee

Council received the report of the National Development Committee. R. Mallett said he wished to pay tribute to M. Humphrys who was standing down as Chairman of the NDC and to acknowledge his tremendous contribution to the committee during the last four years he had served as Chairman. Council joined R. Mallett in wishing him well after he officially stood down in January. Arising from the report:

**Veteran rowing:** A. Cooke had advised that Veteran rowing wished to come in line with the worldwide use of the term 'masters'. Such a change would have to be incorporated in the Rules of Racing and would go forward to the next meeting of the Competition Committee.

**Action: CLI**

**Volunteers:** It had been suggested that volunteers who had made a significant contribution to the sport should be given a pin badge and R. Semple was looking into this. Costs of moving around the country had also increased quite significantly for those who gave of their time freely, such as umpires. B. Millns said she thought it was important to issue national guidance on reimbursement. R. Mallett said the NDC would also welcome that. C. Llewellyn believed that the costs would fall to the Heads and Regattas to pick up and J.C. Davies expressed concern about the future of events. C. George said he felt that the matter was one for the events themselves to decide upon. B. Hawden said in the Eastern region the distances travelled were often considerable and a burden for volunteers. J.C. Davies believed there was an anomaly between umpires and coach educators. M. Williams felt the matter was outside the remit of Council and should be a matter for the events. A. Faiers supported this view. She said she believed any payment would mean involvement of the Inland Revenue and she advised that it would be better to keep to reimbursement of expenses. B. Millns reiterated her view that she would like to see national guidelines for those Regattas and Heads who wished to reimburse volunteer expenses. M. Stallard said it would be the



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individual competitors who ended up paying for this. M. Blandford-Baker said he thought there should be national guidelines on the standard of the packed lunch. T. Thomson said that one of the ways that retired rowers kept in touch with the sport was by becoming an umpire and that was a source of pleasure for many. R. Murray said the National Championships was able to recruit 50 umpires who were not paid and the event had to turn volunteers away. With regard to coach education, G. Harris said that the number of courses had grown and with that the demands on coach educators. It was still a struggle to keep people and it would not be possible without remuneration.

### **Recommendation D6**

That Council forms a working party to completely review representation as a matter of urgency. D. Ellis said that G. Harris, B. Hawden and C. Anton had worked on this for a number of years and she felt that a decision should be reached through this Council. P. Sondheimer said that a working party was being set up to look at membership in general and thought it would be advisable to await the outcome of that work. R. Napp agreed that input from that group would be helpful to the discussions. In addition the CPGA was not represented at National level. It was agreed that the existing group should meet again to report back in February.

### **10.2 National Coaching Committee**

Nil report. The report of the Junior Rowing Commission was noted.

### **10.3 National Competition Committee**

Council received the report of the National Competition Committee. Arising from the report:

#### **Recommendations**

**D6 Racing Calendar 2009:** That the regatta calendar for 2009-2010 be approved, subject to any final amendments agreed by the Committee.

It was noted that the Cotswolds Western Regatta should be inserted under WAGS region. There were one or two events still not finalised and C. Llewellyn asked that these should be allowed to be resolved before publication. All reference to Welsh events had been removed because they had not been received. However, they did not come under Council's remit to approve, along with SARA, CARA and WEARA events. Subject to final amendments the Racing Calendar for 2009 was approved.

**Approved**

**D5 Amendments to the Rules of Racing:** That the amendments to the Rules of Racing set out in Appendix 1 be approved.

C. Llewellyn said that the changes to the rules would be flagged up in Rowing & Regatta, there would be guidance for event organisers, and information on the website. A powerpoint presentation would also be prepared for the events. Relating to Rule 4-1-2, C. Anton put forward a scenario where a crew could win a point without having a proper race. C. Llewellyn said that there would inevitably be a situation somewhere that would lead to such an outcome. He would take that on board if it was Council's wish.

With regard to the Veteran Commission's request to rename the category, this proposal should come to the Competition Committee and be considered in line with due process. B. Millns wished to record her great disappointment that the reclassification of age groups had not been put forward. She had raised this in good time at a previous Council meeting, it had been passed by the Veteran Commission but the information had not been forwarded to the Competition Committee, and it could not now be altered until April 2010.

C. Llewellyn thanked C. Anton for pointing out editorial changes to be made at 4-1-6 and 3-3-6. The decision whether to approve Recommendation D5 was put to the vote and carried by a clear majority.

**Approved**

A question was raised about the capability of the ARA's online system to deal with the changes. C. Llewellyn said he would follow this up but this had been taken into consideration.

### **10.4 National Championships Committee:** Nil report.

### **10.5 Executive Committee**

The report of the Executive Committee was received. Arising from the report:

**C4 FISA:** Council approved the proposal that R. Mallett be the ARA delegate for the World Coastal Championships.

**C6 Rowing & Regatta:** Council approved the increase of £21,000 in the magazine budget.



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**C8 a) Vulnerable Adults Policy:** The policy had been circulated previously and had been on the website for consultation since August. The English Federation for Disability Sport had been consulted and were adapting the policy for their own use. The policy mirrored the Safeguarding and Protecting Children policy as far as possible but some changes might have to be made in the light of new legislation relating to a 'vetting and barring' scheme. Clarification on that was awaited but A. Phelps said it was important that ARA clubs were not left without a policy in place. The policy was approved and would be available on the website.

**C8b) Anti-Doping Policy New Rules:** A. Phelps said it was important that the national governing body had a set of rules that were compliant with the new WADA rules coming into effect on 1<sup>st</sup> January 2009. She proposed the following resolution:

*The Anti-Doping Rules of the ARA as set out in the 2008 Almanack and elsewhere, as and from the 1<sup>st</sup> January 2009 are repealed and that they are replaced by the following rule: The Anti-Doping Rules of the Amateur Rowing Association are the UK Anti-Doping Rules published by the Drug-Free Sport Directorate of UK Sport (or its successor), as amended from time to time. Such rules shall take effect and be construed as rules of the Amateur Rowing Association.*

If it becomes apparent that a supplemental provision needs to be added once there is clarity over the wording from FISA it will be necessary to omit the full stop and add the following clause followed by any provisions or appendices:

*With the following (amendments and/or) supplemental provisions: 1... 2...*

A. Phelps said she had asked Dr R. Budgett to issue some guidelines on athlete exemptions (TUE). Although it was unlikely that club rowers would be tested routinely, they might well be at events such as Ghent, Henley Royal Regatta or trials and would have to be able to provide evidence that any medication being taken was prescribed for a specific medical reason. A. Phelps said that in Belgium and France a drug offence was a criminal offence. It was not necessary for every athlete competing abroad to have a TUE but they must be able to provide evidence that what they were taking was genuinely needed. N. Jackson said he was concerned that there might be a case of unlawful sub-delegation in adopting these rules and he asked for that to be looked at with a lawyer. A. Phelps explained that it was a requirement of ARA funding partners that these rules were adopted and there had been consultation with UK Sport lawyers. Council approved the Anti-Doping Rules, subject to the question of unlawful sub-delegation being raised with a lawyer. **Approved**

**C8 c) Child Protection:** A. Phelps asked Council to encourage club welfare officers to attend the Regional Club conferences where a child protection and ethics workshop would be offered free as part of the L2 UKCC course. Those who attended would be given a certificate of attendance which would be useful for Clubmark and the course would not always be free. The NSPCC had approved the training course. D.M. Ellis said that this was an important area for all sports and she asked for Council's support for the role of the Child Protection Officer, who was carrying out the job she was directed to do by the Governing Body. The abuse directed from time to time at the CPO by some individuals in clubs and Regions was not acceptable.

### **C11 Rules of the ARA**

**C11 a) Indoor Rowing:** Council supported the deletion of this membership class as referred to earlier in the National Report. **Approved**

**C11 b) Row Safe:** Council supported the amendment to Section D of the Rules of the ARA to take account of Row Safe. **Approved**

The Chairman invited questions on the Report.

R. Phelps asked about B3, International Rowing Appeals. D.M. Ellis said that this would be brought back to the February meeting. R. Phelps asked if there would be a chance to review the amendments and feedback before that meeting. D.M. Ellis said that the ARA would continue to use the existing appeals procedure until the new procedure was approved but the intention was to allow enough time to discuss and it was agreed that RowHow could be used for consultation. **Action: DME**

**10.6 Water Safety Sub-Committee** Council received the report of the Water Safety Committee. Arising from the report:



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**Row Safe:** S. Ward hoped that all members had now received their copy of 'Row Safe: a guide to good practice in rowing'. The format of the new guide was a departure from the Water Safety Code and was intended to bring information about all safety matters into one document, as well as tying in with further guidance on the website. It was not a rule book but outlined the minimum standards that everyone in the sport needed to adopt in order to fulfil their duty of care. It also outlined further good practice. It meant that the references to the code would be altered in the Rules of the ARA as approved under 10.5 above, and would also be updated in the Rules of Racing.

**Online Incident Reporting:** The new system would be up and running from 1<sup>st</sup> December and would include the reporting of near incidents. From the 1<sup>st</sup> January 2009 the ARA would only accept online reports. All clubs had been informed through the club mailing and guidance was included in Row Safe in more detail. N. Jackson asked how this would tie in with Thames Region's online reporting system. S. Ward said it was an ARA national system and was for all regions. C. George said this was a significant step forward. The Chairman thanked S. Ward, the Water Safety sub-committee and the working group for all the work they had put in to producing the guidance.

- 10.7 **Medical Sub-Committee** - the minutes of the meeting held on 2<sup>nd</sup> October were noted. N. Jackson asked what the note recorded at D2 relating to Water Safety Regatta and Head returns meant. A. Phelps said that this had been raised by some members who felt a medical form for certain events would assist with evidence gathering as previous attempts to gather information had not been successful. The Water Safety Sub-committee had seen the form and understood that it would be sent out by the Medical Sub-committee, with Events paperwork and guidance on how to fill out and would be returned to the Medical Sub-committee, via ARA HQ. Dr L Free had been appointed Medical Officer for a large event, she had been asked to provide advice and was trying to co-ordinate information so that she was able to do that. With reference to D1, S. Ward said that the resuscitation poster which was available on the ARA website or from HQ gave clear pictorial guidance on resuscitation.
- 10.8 **National Olympic Committee** - nil report.
- 10.9 **British Paralympic Association** - nil report. The Chairman congratulated A. Phelps on her recent appointment as trustee and board member of the British Paralympic Association.
- 10.10 **Commonwealth Games Council for England** – nil report. The Chairman reported that with Council's agreement A. Faiers would be appointed to the CGCE, filling the vacancy left by John Stephenson's retirement. **Agreed**

## 11. RESULTS OF DIVISIONAL REPRESENTATIVE ELECTIONS

J. Allsop reported the results received to date:

Division 1	Barbara Millns
Division 3a	Simon Darnbrough
Division 4	Paul Fenoulhet
Division 5	Chris Anton
Division 20	(awaiting response from clubs)
Division 21a	John Clayton
Division 21b	(awaiting response from clubs)
Division 22	Mike Green

## 12. MINUTES OF THE ANNUAL GENERAL MEETING HELD 27/09/08

The minutes of the Annual General Meeting held on 27<sup>th</sup> September were noted. There were no matters arising from the minutes. **Noted**

## 13. AFFILIATIONS AND RESIGNATIONS

*Club Affiliations:*

Hinchley Wood Boat Club (Div 14)	HCW	- Boat ID	noted
Berkhamsted Collegiate School Boat Club (Div 20)	BKM	- Boat ID	noted
Royal Agricultural College Boat Club (Div 23)	RAC	- Boat ID	approved

*Change of name:*



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George Stephenson College, Durham – now known as Stephenson College and their boat club as Stephenson College Boat Club (Div 1)  
Norwich Union Rowing Club to become Broadland Boat Club (Div 9)  
Osler Green Boat Club to become Osler House Boat Club (Div 10)  
Grenville College RC to become Kingsley School Rowing Club from 01/01/09 following the merger of Grenville College and EdgeHill College (Div 24)

Council asked that those clubs that had a significant change of name should have a new Boat ID to reflect the change. **Action: IT**

### 14. CORRESPONDENCE

There was none.

### 15. ANY OTHER BUSINESS

**Marketing/Brand Identity:** The Chairman advised Council that the ARA's FTSE100 partner AstraZeneca had been carrying out research and in view of the findings had proposed a change of name. There had been a number of suggestions, including The Rowing Association and British Rowing. The Chairman had spoken to WARA officers who had no objection to a change of name.. The Chairman had raised this at the International review where the idea of change had been well received. She asked if there was a willingness on the part of Council to take this forward. Council agreed that they would like to have a presentation about re-branding at the February meeting. N. Jackson said that the ARA brand had a strong recognition value and he would urge caution in throwing this away.

**SARA:** The Chairman reported that unfortunately Sport Scotland had declared SARA 'not fit for purpose'. A new committee was now in place after a recent election and it was the intention of the ARA to support the new committee as best it could in the interests of the sport as a whole.

**Thames Region Constitution:** The changes proposed by the Thames Regional Rowing Council had been circulated prior to the meeting and noted.

**Action: Council to approve formally 07/02/09**

### 16. DATE OF NEXT MEETING

The next meeting of Council takes place on Saturday 7<sup>th</sup> February 2008, Royal Overseas League, Park Place, St. James's Street, London SW1A 1LR at 1.30 pm.

The meeting ended at 4.50 pm



## APPROVED MINUTES OF COUNCIL MEETING 29/11/2008

**Appendix 1: Agenda Item 10.3 – D Recommendations****2-1-3 Composition of Race Committee**

a. – Replace first sentence by

“Before a Regatta, the Organising Committee shall appoint a Race Committee consisting of licensed umpires, the minimum number being three, one of whom shall be designated as Chairman.”

**2-1-6 Qualifications** – after the list of roles, ADD :

“A trainee adopted by his Regional Umpires Commission may perform any of the functions under the direct supervision of the relevant umpire who shall remain the responsible umpire.”

**2-3-7 Coxswains**

c. – After “J18,” ADD “J17”, and after “WJ18” ADD “WJ17”.

**2-7-2 Protests**

c. – Replace the last sentence (above the note) by :

Should any party involved be dissatisfied with the decision of the Chairman of the Regional Umpires Commission, that party may refer the dispute, within one month, to the Chairman of the National Competition Committee, who will be the final arbiter.

**3.2 The Points System.****3-2-1 Senior Classification**

a. – Replace “senior” by “Senior”.

c. – Replace entire rule by :

“The points of rowers who compete at the Olympic Regatta and World Rowing Championships shall be topped up to twelve for both sweep and sculling disciplines. The points of rowers who compete at the World Rowing Under 23 Championships shall be topped up to twelve for the discipline in which they were competing. The points of rowers who compete at the World Rowing Junior Championships shall be topped up to six in total for the discipline in which they were competing.”

ADD new rule d. :

“Those competitors who win events at Henley Royal Regatta shall have their points topped up to the following levels : Open events – 12; Intermediate events – 10; Club/student events – 9; Junior events – 6.”

“Those competitors who win events at Henley Womens Regatta shall have their points topped up to the following levels : Elite events – 9; Senior events – 7; Intermediate events – 5; School/Junior events – 3.”

*These points shall be applicable only in the discipline in which they are won.*

d. – Rename current rule as e.

e. – Delete current rule since it is covered by 4-1-8a.

**3-3-2 Novices** – delete entire rule and renumber following rules as appropriate.

**3-3-3 Juniors** – Renumber 3-3-2.



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c. – After “J16,” ADD “J17,” and after “16,” ADD “17,”.

g. and h. – Replace both rules by a single rule g. :

“The first qualifying win at Sch/J, J18 (A&B), J17 (A&B), J16 (A&B), WSch/J, WJ18 (A&B), WJ17 (A&B) or WJ16 (A&B) in any one year counts for one Senior point.”

i. – Rename h.

**3-3-4 U23** – Renumber 3-3-3.

**3-3-5 Veterans** – Renumber 3-3-4.

b. – ADD at end of rule “except as specified in 4-1-7a.”

**4-1-1 The Main Classes of Event** – after “Senior – including Novice,” ADD “Intermediate, Elite, ...”.

**4-1-2 Qualifying Conditions** – Replace second sentence above the bullet points by the following :

“An event is deemed to be qualifying when there has been at least one race in which a minimum of two crews have been placed. A crew is not placed if it has been disqualified or has been given a verdict of “Not Rowed Out”.

“An event is deemed to be non-qualifying if it is any of the following :”

### 4-1-3 Senior Class

c. – Replace table by the following table :

STATUS LEVEL	8o/x	4o/x	2o/x	1x
<b>Elite</b>	No limit	No limit	No limit	No limit
<b>Senior</b>	72	36	18	9
<b>Intermediate 1</b>	48	24	12	6
<b>Intermediate 2</b>	32	16	8	4
<b>Intermediate 3</b>	16	8	4	2
<b>Novice</b>	0	0	0	0

e. – DELETE rule, since it is superfluous.

### 4-1-6 Junior Class

c. and d. – Replace both rules by a single rule c. :

“The first qualifying win at Sch/J, J18 (A&B), J17 (A&B), J16 (A&B), WSch/J, WJ18 (A&B), WJ17 (A&B) or WJ16 (A&B) in any one year counts for one Senior point.”

e. – Rename d.; after “J18,” ADD “J17,” and after “WJ18,” ADD “WJ17,”.

### 4-1-7 Veteran Class

a. – Replace second sentence (following table) by :

“Veteran events will not attract Senior points except that Veterans with no senior points will receive one such point for a qualifying win.”

### 4-1-8 Change of Status

a. – In the first sentence, DELETE “(including Novice)”. DELETE the second and third (note) sentences entirely.



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**4-1-9 Combination of Classes**

In each place where it appears, replace “Senior 3” by “Intermediate 2”.

**5-2-3 Closing at Entries,**

5-2-3f – Replace entire rule by :

“Copies of the draw, timetable of racing for the events entered and the safety instructions shall be sent, no later than three days before the regatta, to each club, whose responsibility it is to distribute them to the crews.”

*“Note : It is insufficient ONLY to post the draw on a website.”*