

THE COUNCIL OF THE AMATEUR ROWING ASSOCIATION - MINUTES OF AN ORDINARY MEETING OF COUNCIL held on 9th June, 2009 at Royal Over-seas League, Park Place, St James's Street, WC1A 1LR at 2.00pm.

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 | Not present |
| M.D. Williams, London Rowing Club | Apologies |
| C. George, Thames Rowing Club | Present |

ELECTED MEMBERS

| | | |
|--------------------|--|-----------|
| B. Millns (1) | Northern | Apologies |
| T. Edwards (2) | Yorkshire | Apologies |
| 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 | Apologies |
| 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 | Present |
| R. West (15) | Kingston & Twickenham | Present |
| M. Carr (16) | Chiswick & Mortlake | Present |
| Mrs S Cassidy (17) | University of London | 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) | Apologies |
| R. Noakes (21B) | Kent & Sussex Coast | Present |
| M.E. Green (22) | Hampshire & Dorset | Present |
| Mrs P Sondheimer | WAGS | Present |
| R. Mallett (24) | Devon & Cornwall | Present |
| C. Jenkins | WARA (+1 representative) | Apologies |
| M. Morrice | Scottish Rowing (+2 representatives) | Apologies |

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 |
| R. Mallett | Chairman National Development Committee | Present |

MEMBERS CO-OPTED BY COUNCIL

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

NON-VOTING MEMBERS

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

ARA STAFF

| | | |
|-----------------|-----------------------|---------|
| J.R. Allsop | Financial Controller | Present |
| Mrs R.E. Napp | National Manager | Present |
| D.W. Tanner CBE | International Manager | Present |
| Miss W. Kewley | Rowing & Regatta | Present |
| Mrs P. Randolph | Minute Secretary | Present |
| Mrs L. Fieldman | Observer | Present |

REGIONAL CHAIRMEN

| | | |
|---------------|-----------------|---------|
| A. Bryant | Northern Region | Present |
| Mrs R. Hatton | Thames Region | Present |

ALSO ATTENDED

| | |
|----------------|-------------------------------------|
| J. Lee | Secretary, Junior Rowing Commission |
| Ms V. J. Perry | President WEARA |
| Ms F. Rennie | BUCS |

1. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed Ms V. Perry, WEARA President and Representative for Division 24 (designate) and J. Lee, Secretary of the Junior Rowing Commission, attending for M. Martin. She asked Council to stand to remember in silence the following members of the rowing community who had contributed much to the sport and who had recently died; Richard Burnett, Vice President of Vesta Rowing Club, co-founder of the Veteran's Head of the River, Honorary Secretary and Vice President of Remenham, George Walls of Twickenham Rowing Club, Scott Rennie, Molesey Boat Club and University of Cambridge.

Mrs Ellis said it had been a busy summer with some excellent results from the GB Team. On the home front, the regatta season was well under way and a good deal of work was being done on the future of the sport.

2. APOLOGIES FOR ABSENCE

Noted and recorded above.

3. DECLARATIONS OF INTEREST

Non pecuniary

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

Mrs A. Phelps : BPA

Pecuniary

C. George : UKCC Tutor and assessor

G. Harris : UKCC Tutor and assessor

J. Lee : BUCS

4. MINUTES OF THE MEETING held on 7th February 2009, and subject to the amendments detailed below, were agreed to be an accurate record and signed.

Agenda Item 8 (p5, para4): Delete Leander Club after H. Trotter.

Agenda Item 9: The Management Accounts were presented by M.D. Williams and not by the Treasurer as recorded.

Agenda Item 17: Liverpool Schools Rowing Association belong to Division 3b and not 3a as recorded.

5. MATTERS ARISING

5a Chief Executive Officer Report (Item 6a)

Council received an update from R. Murray on behalf of the working party convened to look at the appointment of a CEO. In view of current economic situation the group's proposal to Council was that it would be prudent to postpone the appointment by approximately six months until the beginning of 2011. The group would consult with the Finance sub-committee and the next report to Council would include a drafted job description and further detail about the role. **Agreed.**

5b Online ARA (OARA) (Item 11.3) A. Groves was working on a User's Manual and work was being carried out to address the problems that event users had been encountering. It was agreed that OARA User Group should be re-established, using RowHow as a forum for discussion and exchange of ideas. **Action: REN**

5c Water Safety (Item 11.6) Following a request at the last meeting Water Safety was brought forward in the Agenda.

Row Safe – Gap Analysis: The Gap Analysis sheet was now available on the website. The letter to Regional Water Safety Advisers in response to Dr and Mr Blockley's flyer had been circulated to Divisional Representatives and clubs.

Online Incident Reporting: The online system had been developed so that clubs could monitor and review their incidents. Half yearly results would be published with some of the key learning points. The Regional Water Safety Advisers had seen the statistics for the first quarter.

Club Safety Audit: The format for future audits was under review and the Committee would welcome input from Council.

Working and Communicating with Coaches: S. Ward was creating a resource for RWSAs to help identify the clubs that might need additional support and advice with their safety systems. The Committee would also be asking Competition Organisers to review Control Commission at events.

Heel Restraints and Bow Balls: G. Harris would take forward to FISA the Association's concerns about the positioning of bow balls and would ask the FISA Materials Commission to reconsider the decision made with regard to heel restraints. Following the recent World Cup it was the view of GB Rowing that the proposals put forward by FISA Control were not workable. S. Ward would follow this up with M. Hayes, Rowing Resources Manager.

Response to RoSPA Review: S. Ward, G. Harris and Mrs Napp had attended a constructive meeting with Sport England who had been very supportive of the actions taken by the sport.

Criteria for Managing Less Bouyant Boats: The Committee was drafting a set of criteria for clubs and competitions.

Car Topping of Boats: S. Ward had met with the police to discuss dimensions following a recent incident. As a result a document will be produced that will go to officers so that they know more about the specific regulations. The Committee would also produce guidance for members.

5d British Rowing Branding: Samples of a number of applications for the new logo were circulated and members were asked not to use before the planned launch in September. Mrs Napp thanked P. Lorenzato for his very helpful input and for giving the office the benefit of his print experience. A style guide would be produced prior to the launch, together with other resources such as a CD and templates to download from the website. The change in the company name, with some administrative follow-up, was more or less effective now, however, to allow a reasonable lead-in time, this would also be launched with the logo in September. The Company Secretary confirmed that the Association would continue to operate under the Rules of the ARA and that the name change did not render these void. He said that a resolution was not required to approve a logo and, by a show of hands, there was unanimous approval for the new branding.

6. FISA

World Rowing Junior Championships 2011: Council welcomed the news that Ben Hunt-Davis had been appointed as Chairman of the Organising Committee for the WRJC 2011. It was noted that the Association did not have full control of the budget which was shared in a number of areas with LOCOG, but that the ARA Treasurer is working with the LOCOG finance representative for the 2011 event.

Heel Restraints: This had been touched on earlier in the Agenda and the ARA delegates would follow up with FISA at the FISA Ordinary Congress.

FISA Elections: Executive had supported the re-election of M.D. Williams as Treasurer. The elections would take place on 31st August.

7. INTERNATIONAL REPORT

D. Tanner, International Manager, reported on a good start to the season for the Adaptive rowers in Varese. The juniors had performed well in Essen and, while it was pleasing to have been able to witness seven consecutive gold medals for GBR at the World Cup Regatta in Banyoles, we should not get carried away with this early success.

UK Sport 'Team 2012' Deed: UK Sport had concluded the amendments to the Deed that accompanied the main agreement and GB rowers were in the process of signing up to that.

Talent ID for Adaptive Rowing: There were a number of opportunities for potential Paralympian athletes. D. Tanner urged the divisional and regional representatives to help to raise awareness within rowing clubs about the various classifications. The International and National offices had set up a working group and a Talent Identification Strategy was being drafted.

ARA World Class Performance Strategic Plan: D. Tanner said that good progress was being made in the lightweight category and in boys sculling.

N. Jackson asked that International rowers should have their home clubs attributed when they appeared in Rowing & Regatta. It was noted that this had been overlooked in the last issue of the magazine.

8. FINANCIAL MATTERS

Council noted that the income figure for the International Adaptive Budget for 2009/2010 as presented earlier to Council was incorrect. The redrawn budget was tabled for information.

9. NATIONAL REPORT

Council received the report of the National Manager. Mrs Napp said that the Sport England contract relating to the ARA's Strategic Plan for 2009-2013 had not yet been received but was expected within the next few days. Rowing participants had submitted a speedy response to the SE Satisfaction Survey, the results of which would be published at the end of the week. The target increase in satisfaction was 0.5% over five years.

'Explore Rowing', the ARA's new flagship programme to increase participation, would cover a range of activities, underpinned by stable boats, personal challenges and fun activities to sit alongside the more competitive programmes. Following an interview process, Richard Stock and Anne Richardson, had been appointed to manage the programme and would be contacting those clubs who had indicated their interest following the initial contact in March. There had been an extremely positive response to this new initiative, with 30 clubs having already registered their interest. This was very encouraging, particularly as many of the clubs wishing to be included had not applied for funding before.

The Working Groups were making their contributions to the process. A report from the Stable Boats group was attached for Council's interest. Due to the delay in signing the Sport England contract, the plans would now be implemented later than intended, the original plans to have 10 packages in place would of necessity be reduced to six. A launch with national coverage would take place in March or April 2010.

National Facilities Panel: The panel would administer the capital funding to clubs. A. Johnson had been appointed as the Executive member responsible for Facilities and Chairman of the Panel. Other members were the Chairman and Deputy Chairman of the National Development Committee and M. Blandford-Baker, who has shared Executive responsibility for Facilities. A. Meegan, ARA Facilities Consultant, and the National Manager would also attend meetings as non-voting members.

Role of the Regions in the Whole Sport Plan: P. Sondheimer asked for additional information about the allocation of funding. She asked how the Panel would prioritise if there were more applications than funding available. A. Johnson undertook to talk to A. Meegan and ask him to put together a paper for circulation to Council that would address the points raised. P. Sondheimer asked that this should include clarification of the part played by the Regions. B. Hawden asked about the difficulties imposed by the exchequer funding now that we were already a quarter into the financial year. Mrs Napp said this did present a challenge and that was the reason for reducing the 10 boat packages in the first year to six. P. Sondheimer said she would also welcome information on how the packages would be spread around the country, whether the clubs had to write a submission, how the participating clubs would be supported.

Action: A.Johnson/A.Meegan

Mrs Napp said that input from the Regions in identifying clubs would be very useful, particularly with regard to development plans and where clubs might be competing for funding within a region. The clubs that had already expressed interest had seen the targets and been asked for a basic plan. Sport England templates would be provided for clubs who applied and Mrs Napp stressed the importance of the development plan. This programme had to deliver in the region of 3,500 members to the ARA's target participation figures. In response to a request from B. Hawden, Mrs Napp said she would send a list of those clubs expressing interest to Regional Chairmen.

Action: RE Napp

P. Sondheimer asked how the achievement of target figures would be measured. Mrs Napp said this was work currently being done by the Membership Working Group. At the end of the period each participating club would have to have 70 additional ARA members. It was hoped that a lower cost membership could be achieved, as targets could not be measured appropriately unless participants were members. The club returns did not reflect active rowing members. The grow target is measured by Sport England's Active People Survey and relates to people rowing once a week. However it was important that 'proxy' measures were established to demonstrate clearly the ARA's progress should there be a drop in the Active People numbers.

There were no further questions.

10. REPORTS OF THE COMMITTEES

10.1 National Development Committee

Council received the report of the National Development Committee.

University Rowing: C. Anton said that students were dependant on the Regions for umpires for their events. F. Rennie said that she hoped to see students become increasingly active in the organisation of rowing events, both indoor and on the water.

Boat Licensing: J. Biddle said that events would have to address the problem of funding day licences for visiting clubs and whether event fees should be increased for everyone or just for the visiting clubs.

D Recommendations

D14: That Council does not pursue the issue of block licensing at this time. **Approved.**

D15: That A. Bryant be appointed as Deputy Chairman of the National Development Committee. **Approved.**

10.2 National Coaching Committee

G. Harris presented the report in K. O'Sullivan's absence. He was pleased to inform Council that 1st4Sport had published a report based on a 32% response rate from those people taking the Level 2 coaching courses. This showed that their value and usefulness had been rated as good or excellent, with no poor and a few average. The ARA's indoor rowing courses had now achieved UKCC accreditation.

Junior Rowing Commission (p2): Paragraph 2, line 2, of the National Schools item should read the Sunday and not Saturday of Marlow Regatta.

10.3 National Competition Committee

Council received the report of the National Competition Committee.

Competition Review: C. Llewellyn said that the effect of the new Rules of Racing introduced in April was being monitored. He was pleased to report that the Regattas appeared to have taken the changes on board and were implementing them successfully.

There was an increase of interest in primary regattas and the Competition Review sub-group was now considering how to set realistic boundaries for these events. He asked the Divisional Representatives and Regional Chairmen to remind those events concerned to check the existing definitions and ask in suitable time, ie at least two months in advance. If necessary, any changes will be included in next year's Rules of Racing.

R. Murray and AJ Evans were working with the National office to produce a set of reports giving data on the new statuses. Figures would be available in September but these were unlikely to be conclusive at this early stage.

Regatta Calendar 2010-2011: There were still some key dates outstanding. The May Bank Holiday timing would leave one less weekend between that and Henley Royal Regatta with subsequent pressure on the timetabling of the intervening events. In the meantime Regions were urged to submit the dates for their events. AJ Evans advised that the 2011 dates for some of the Tideway Head events were waiting on the Boat Race date.

10.4 National Championships Committee: R. Murray said there was nothing further to add to the report other than to extend a warm welcome to all members of Council to attend the Championships.

10.5 Executive Committee

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

Disciplinary Matters: Council noted that information had been sent to clubs regarding Codes of Conduct to assist them with their disciplinary procedures. The information had also been published on the website along with templates and a framework for clubs to work to.

10.6 Water Safety Sub-Committee The report had been covered at Agenda Item 5c.

10.7 Medical Sub-Committee

Mrs Phelps pointed out that a line was missing from the report circulated with the agenda.

The following sentence to be inserted after paragraph 4 of Item 2, Cardiac Screening:

The Committee discussed the use of AEDs in rowing clubs.

Council was advised that Event Organisers should ensure that doctors check that they had the appropriate training and qualifications for their role at an event with their medical defence society. A doctor could be used as an adviser but could not treat on the day if they did not have the appropriate training. S. Ward would advise Event Organisers that they should have in place a Medical Co-ordinator and that they should be clear about the remit of that role which was in itself administrative. **Action: S. Ward**

Recommendations

1. Advice regarding AEDs should be sent out to clubs. **Approved.**
2. Event organisers should ensure their current provisions for medical cover at events follow ARA guidelines and that doctors are aware of the role they should provide in accordance with their medical cover, training and experience. **Approved.**

10.8 National Olympic Committee – report received, no matters arising.

10.9 British Paralympic Association – report received, no matters arising.

10.10 Commonwealth Games Council for England – report received, no matters arising.

11. ARA CONFERENCE 2009

The Chairman informed Council that the Annual General Meeting and Ordinary Council Meeting would take place as part of a weekend conference on 26th/27th September at

Wokefield Park, nr Reading. The focus for the Saturday would be on Volunteering and the future of British Rowing. Ann-Louise Morgan would give a presentation on London 2012. The general session would be followed by break-out sessions with a facilitator. The Volunteer of the Year awards would be presented at a Dinner in the evening, guest speaker to be confirmed. The AGM and Council meeting would take place on the Sunday morning. The weekend would also mark the launch of 'British Rowing'.

12. AFFILIATIONS AND RESIGNATIONS

Club Affiliations:

Sport Imperial Boat Club (Div 19) (SIP)

Wiltshire Scullers School (Div 23)

Junior Racing name:

Northampton School for Boys (Div 7) (NRC)

Change of Name:

Tyrian Club (Div 17)

(Formerly The University of London Tyrian Club).

Approved.

18. CORRESPONDENCE

There was none.

19. ANY OTHER BUSINESS

20. DATE OF NEXT MEETING

The next meeting of Council takes place on Sunday 27th September, following the AGM which will be held at 10.00am, at Wokefield Park Conference Centre, nr Reading.