



**THE COUNCIL OF THE AMATEUR ROWING ASSOCIATION - MINUTES OF AN ORDINARY MEETING OF COUNCIL** held on Saturday 9<sup>th</sup> February, 2008 in the Council Chamber, Royal College of Physicians, 11 St Andrews Place, Regents Park, London NW1 4LE at 1.30 pm.

**PRESENT AND APOLOGIES**

**EXECUTIVE OFFICERS**

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

**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
Mrs P. Churcher, Thames Rowing Club (Substitute for C. George)	Present

**ELECTED MEMBERS**

C. Smith (1)	Northern (Substitute for Mrs B. Millns)	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
T. Evans (13)	Middle Thames	Present
J. Biddle (14)	Staines & Molesey	Present
R. West (15)	Kingston & Twickenham	Present
M. Carr (16)	Chiswick & Mortlake	Apologies
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	Apologies
J. Clayton (21A)	Lower Thames & Medway (& Chairman SERRC)	Present
A. West (21B)	Kent & Sussex Coast	Present
M.E. Green (22)	Hampshire & Dorset	Present
Mrs P Sondheimer (23)	Wilts Avon Glos Somerset (WAGS)	Present
R. Mallett (24)	Devon & Cornwall	Present
Mrs S. Harris	Welsh Amateur Rowing Association	Present
Mrs S. Haines	Welsh Amateur Rowing Association	Present
Scottish Amateur Rowing Association - (3 representatives)		Not present

**MEMBERS APPOINTED BY COUNCIL**

Miss K. O'Sullivan	Chairman National Coaching Committee	Present
R. Murray	Chairman National Championships	Present
Mrs R. Hatton	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	Present



**MEMBERS CO-OPTED BY COUNCIL**

Miss A. Faiers	Present
B. Hawden	Present
W.C. Thomson	Present
J. Turnbull	Present
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	Apologies
Mrs P. Randolph	Minute Secretary	Present

**REGIONAL CHAIRMEN**

C.W. Eales	Chairman Wessex Region Rowing Council	Apologies
P. Clements	Chairman WAGS	Apologies
A. Bryant	Chairman Northern	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 Association who had recently died. Paul Brady formerly of St Leonards School BC and Cambridge University, Richard Moody from the University of Leicester RC, Nottingham RC and Vesta, George Plumtree - past Captain and President of Twickenham RC, a coach for many years in the Thames area and Willie Ross – cox, coach, and past Chairman of Thames RC.

Mrs Ellis welcomed Mrs Harris and Mrs Haines, representatives from WARA. C. Jenkins had been appointed Chairman of WARA and she looked forward to continuing the excellent relationship that ARA had enjoyed with his predecessor, P. Rees. She also welcomed A. Johnson to his first meeting as Representative for Division 9, and C. Smith and Mrs P. Churcher, attending as substitutes for Mrs B. Millns and C. George, respectively.

**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 : British Paralympics

M. Williams: FISA

*Pecuniary*

Miss K. O'Sullivan: Tutor and assessor

**4. MINUTES OF THE MEETING** held on Saturday 24<sup>th</sup> November, 2007 were agreed to be an accurate record and signed.



**5. MATTERS ARISING**

- 5.1 Regional Rebates (Item 5.4 24/11/07):** As requested by Council, the Finance Committee had reviewed the level of rebate to the Regions. M. Williams said that the size, wealth and local support from volunteers varied considerably across the regions and there was no common pattern to the responses received following R. Paterson's consultation. It was proposed that a review should take place every three years in future so that the level of rebate did not fall too far behind inflation. The Finance Committee proposed a 25% increase in the basic rates and an increase to the minimum payment for the smaller regions where the funding would seem to be needed most, taking it from £300 - £500. It was agreed that consistency in the timing of the rebate was desirable, however the governing body was accountable for how money was spent, as it came either from the membership or designated public funds. The rebate would therefore be paid in July to all regions that had submitted a set of accounts, within a period of no longer than 18 months prior to the distribution date. This need only be a one-page document of income and expenditure. J. Clayton said it would be helpful to have a breakdown of how the figure was calculated and when the calculation was made. J. Allsop said this could be provided and that the figure was calculated in June.

**Action: J Allsop**

There was discussion about the perceived penalty for clubs in declaring increased membership. B. Hawden expressed concern that Regions might fund schemes that would not produce sufficient return over outlay and would therefore be penalised if additional members were attracted as a result. He thought this was an issue that should be looked at in greater detail by the Regional chairmen at the National Development Committee. J. Clayton said he supported this and felt the ARA should offer incentives to take on initiatives such as the C&C programme; his region did not have funding to support them. Mrs Napp said that part of the C&C scheme was to look at how to generate money to pay for coaches. Clubs benefiting from the scheme should achieve increased membership and should benefit financially from that. The income received from courses should pay the coach. She advised that recent correspondence with clubs about membership declarations had meant some clubs being able to contact members who were not paying subscriptions with the outcome of significant additional funds. Costs associated with the Club & Coach programme for the regions should be written in to partnership funding. C. Anton said his region also raised funds by charging their clubs an annual levy. M. Williams said that the rebate currently under discussion was intended to cover basic administration and other such costs. The proposals put before Council were;

25% increase to the rebate which would become £1 for each adult registered member, 50p for each junior, student and non-racing member, 25p for each J13 member. The £300 minimum per region becomes £500. The rebate to be paid in July each year, provided that accounts have been received from the region made up to a balance sheet date that is within the previous calendar year. A breakdown of the rebate to be provided. **Approved.**

The Chairman reminded Council that the ARA was reliant on membership fees to pay national staff and other administrative and running costs, all other funds were tied up by the terms of the grant and funding bodies.

- 5.2 Environment Agency:** Mrs Napp and R West had attended a meeting with British Waterways to discuss block licences. They had been very interested in talking further with the ARA about use of the waterways as they are developing their resources, including rowing on their rivers, canals, reservoirs. B. Hawden said he had circulated R West's address to the NDC to his clubs. C. Anton had raised the point that the Water Safety return included the numbers of boats in fleets. S. Ward agreed to liaise with R. West on this, who stressed that the information about numbers of boats and local agreements was essential to make his own statistics meaningful and was not for passing to outside agencies.

**6. FISA**

**World Coastal Championships 2009:** R. Mallett and Mrs Ellis would meet FISA in Plymouth on 19<sup>th</sup> February to discuss progress.



**World Junior Championships 2011:** Mrs Ellis was meeting with UK Sport and 2012 to discuss distribution and funding issues relating to the event.

**European Championships 2010:** Support for holding this event at Strathclyde had regretfully been withdrawn as UK Sport was heavily committed to other world and test events across all sports in the lead up to 2012. FISA had been informed of the decision not to bid.

### 7. INTERNATIONAL REPORT

Council received the report of the International Manager. D. Tanner was attending GB trials and had sent his apologies to the meeting. The Chairman invited questions on the report.

**FISU World University Championships:** R. Phelps (CUBC) said that the selection strategy document was dated December 2007 and he felt that this was tough on rowers who may have taken up the sport for the first time at university. Any student who had not been made aware of the strategy in time would have failed the initial eligibility tests. Mrs Ellis said she did not know what arrangements were made by BUSA to circulate the information. She would take the matter up with the International Manager for his comment. A. Faiers said that she was meeting with BUSA on 23<sup>rd</sup> February and she would be happy to take up then. Council ratified the strategy.

**Sporting Giants:** In response to C. Anton's question about the 800 or so identified individuals who had not been selected to join a High Performance Programme, the Chairman confirmed that they had been given information about local clubs.

**Impact of Olympics on Club Rowing:** H. Trotter (Leander Club) raised the issue of club versus country representation on behalf of Leander Club rowers and other clubs who would not be able to draw on their top athletes for The Head of the River race in March. He felt that the pressure exerted on the athletes not to compete made a mockery of one of the sport's top events. It also meant that the public had little opportunity to see its top athletes race domestically before the Olympic Regatta in August. He asked that it be noted that Leander athletes very much wished to race for their club but were constrained by the timing of trials which had become earlier over the years, now impacting on this major event. Mrs Ellis advised H. Trotter that the International Manager had, on behalf of the GB chief coaches, already written to the Director of Rowing at Leander. The decision about the timing of trials was taken with due consideration and the GB team did appreciate all that the clubs contribute. After the Athens Olympics, also held in August, the chief coaches had made the decision to move the trials back from April to March. It was a matter of regret and the decision passed to the athletes was in effect whether they wished to row in The Head of the River Race or in the Olympic trials. However, it should be remembered that in three out of four years the athletes could row for their clubs. A great deal of funding had been invested in the sport and this rested on achievement of medals. The Beijing Olympics would be the toughest that GB rowing had ever had to compete in and the chief coaches had taken a decision based on their commitment to giving our rowers the best chances. R. Phelps said one way to alleviate the pressure on rowers torn between representing their club at the Head or their country at trials would be for the International Manager to take away their choice and tell them that they could not row for their clubs. A. Phelps responded that clubs could help their athletes by not pressurising them to compete for them in an Olympic year, she believed that elite clubs would understand this. R. Murray made the point that this information had been available in November, when it was circulated to Council by the International Manager in his report.

### 8. FINANCIAL MATTERS

M. Williams presented the following –

**National Management Accounts to 31<sup>st</sup> December 2007:** Council received the accounts for the first nine months of the financial year. M. Williams referred to the Treasurer's notes. The reasons for the surplus were not new and reflected bank interest rates (now coming down) and the level of unrecovered VAT. He reported that the financial situation for the first nine months of the year was satisfactory.



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C. Anton asked for clarification about the underspend referred to on the Club & Coach programme when there appeared to be an overspend (Note 5). M. Williams said that the overspend was a net, net item. J. Allsop, referring to Note 4 (a) explained that 'Other Regattas' referred to were the National Veterans Regatta and the Junior training camps.

**The Accounts were noted.**

**Draft Budget 2008/09:** M. Williams gave a brief background to the draft budget. He advised that this included provision for the appointment of a Chief Executive in 2009. This was part of the longer term planning for when Mrs Ellis left her position as Chairman in 2009. Council was informed that the CEO post would be advertised immediately after the Olympic Regatta. The appointing panel would be drawn up in consultation with the officers and Executive. The Chairman said that the job specification could be circulated to Council in due course.

**The draft Budget was approved.**

**International Management Accounts to 30<sup>th</sup> September 2007:** Council received the International accounts. M. Blandford-Baker asked what UK Sport Service Provision was. J. Allsop said he did not know specifically and that it must be new funding. M. Williams drew Council's attention to Caversham, a valuable resource that did not come without cost, detailed in Notes 1, 2 and Adaptive Note 3. A sizeable part of the total cost was the rates bill and it was still hoped that some of this could be clawed back following appeal. B. Foster asked if there was a forecast of costs for maintaining the facility as it became older. M. Williams said he believed that there would be ongoing expense as facilities such as the athletes rest area, were added. There was also ongoing work needed to repair and strengthen the bund; professional advice had been taken and the International Manager was liaising closely with Sport England who at this stage were responsible for the repairs. B. Hawden said it was unfortunate that the lease itself was not held by a charitable organisation. M. Williams noted this point.

**The Accounts were noted.**

**Draft Budget 08/09:** Following a discussion about staffing levels it was agreed that an organisational chart of staff employed by the National and International offices would be made available to Council.

**The draft Budget was approved.**

**Reserves Policy:** M. Williams explained that this was part of the requirements imposed by funding bodies. The Finance Committee having examined the policies adopted by a number of other governing bodies proposed the following; 'The Association should seek to maintain revenue reserves at a level that is at least equivalent to one quarter of the Association's annual expenditure, and cash balances that are at least equivalent to one half of the Association's expenditure'. This had been agreed by the Executive Committee and was presented to Council for approval.

**Approved.**

## 9. NATIONAL REPORT

Council received the Report of the National Manager. Arising from the report:

- 9.1 **Sport England – Whole Sport Plan:** The most recent membership figure was 23,899 and the end of year target had been achieved. Further information was still awaited from Sport England on the WSP 2009-13 and there remained a good deal of uncertainty about how this would go forward. Mrs Napp said there would be feedback on recent consultation by the end of March.
- 9.2 **Club & Coach Programme:** This Sport England programme was intended to deliver funding at a regional level and it had been a complex and difficult process for all concerned. Following progress made over the last few weeks and on the basis of assurances made, the ARA had advertised in the February issue of Rowing & Regatta for a number of club coach roles across the regions. Janet Coleman had been appointed to the National staff as programme co-ordinator. This delay in recruitment had contributed in part to the budgetary surplus discussed earlier.
- 9.3 **Indoor Rowing:** Partnership funding had been received to support full-time trainers for indoor rowing. The national office was in discussions with organisations to take forward.
- 9.4 **Coaching Awards:** In response to a request from J. Clayton, figures for candidates attending coaching courses had been included in the report. The figure for candidates taking the IA Course in 2005 was considerably up on 2004 and had been inflated by the introduction



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of the longer and more costly courses in 2006. In 2007 the number of people taking the course has increased. With regard to how many had qualified since the new Levels had been

- 9.5 introduced, Mrs Napp explained this was a different system and UKCC candidates had two years to complete the award. Of the 2006 candidates 92 had now qualified and from 2007 49 had qualified so far.
- 9.6 **BUSA:** The Cleveland Lake would not be ready in time for the April event but it was hoped to use another lake at the Cotswold Water Park and WAGS was working closely to support university rowing with that. The date for the event would have to be changed from Saturday to Sunday.
- 9.7 **Parliamentary Fellowship:** Mrs Napp said that a meeting with Nigel Evans, MP for Ribble Valley had been arranged as part of Sport England's scheme to twin MPs with sports.
- 9.8 **Rowing & Regatta:** Mrs Napp was pleased to have appointed Wendy Kewley as editor and she would take up her post on 17<sup>th</sup> March. In the interim Matchtight had been appointed to look after the magazine and produce the current issues. She wished Sarah Chapman well in her new job as a website editor and said she had done an excellent job, building on the re-design of the magazine in 2006.
- 9.9 **Online ARA:** Rowhow, the ARA's online distance learning resource had been demonstrated and well received at the Coaching Conference in January. This was proving to be a very exciting new project opening up a range of new training and support opportunities through OARA.
- 9.10 **Bingolotto:** This had been developed and promoted by the CCPR with a promotional company and was aimed at supporting grass roots sports. These funds would not have the same terms and conditions attached as other grant money and governing bodies would be able to use where they felt it was most needed in their sport.

**The chairman invited questions on the report.** C. Anton asked about the drop in the level of coaches in relation to the Key Performance Indicators (KPIs). Mrs Napp said that in December the figures did go down. He asked if Mrs Napp knew the cost of the Indoor award. She said that it would be more expensive because this was an outside qualification and more than half the cost would go to the awarding body. It had not yet been finalised but would be similar in price to the water Level 2 award. J C Davies asked about the programme to improve the online entry system. Mrs Napp confirmed that this had been done and the system re-launched in September 2007. This had been well received and there were now only minor amendments being made. T Evans asked if it would be possible to have a breakdown of whether coaches were coming from clubs, schools or other institutions. He was concerned about the volunteer sector in the standard clubs having the resources to take up the courses. Mrs Napp said that many of the candidates for the courses were receiving grants up to 50% of their costs from bodies within their regions. K. O'Sullivan said that in her region the majority of candidates were coming from open clubs and universities. The universities did subsidise the cost and there were also grants available for adaptive coaches. She was putting together a database of information about funding opportunities and she would make that available across the Regions. The Coaching Committee was not aware of any concerns at this stage about club coaches not taking up the training. Mrs Harris said that in Wales costs were covered from community funding for Level 2 and 50% of the Level 3 award, but their Sports Council had made it clear that they wanted WARA to charge more in order to raise revenue from the courses.

J. Clayton said having to search out funding was an additional burden on volunteers. C. Anton said the question of the time the award took to complete remained even if grants were available. He would be interested to know how many failed to complete because of lack of time. K. O'Sullivan said that timing was an issue for students who might have returned to their home clubs before completion and the Coaching Committee was following this up. There were people who realised that coaching was not for them which was not a bad thing as one aim was to raise standards. There would also be some who wished to attend the tutored sessions of the courses but would not complete the assessment stage. Some candidates were able to complete the course in six to eight weeks. J. Clayton said he believed that the scheme would lead to fewer coaches on the register.



K. O'Sullivan felt this scheme prepared coaches better and did get everybody to a required standard, she acknowledged that it was a great challenge for the Association and was a part of the professionalisation of coaching. R. West asked for a national report on this issue for the next meeting.

### 10. REPORTS

#### 10.1 National Development Committee

Council received the report of the National Development Committee. There were no questions or matters arising.

#### 10.2 National Coaching Committee

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

**10.2.1 Parent Helper Guide:** This would be renamed and would be available on the ARA website from 10<sup>th</sup> March.

**10.2.2 Coxing and Steering Award:** The materials for the Level 1 coxing award would be available on 'Rowhow' within the next three weeks. At the coaching conference they had been very well received. R. Philips, the Thames Regional Coaching Commissioner had offered input to specific issues for the Tideway module in collaboration with a London RC cox. The award had been piloted at Nottingham and in the South West.

**10.2.3 UK Framework for Coaching:** Regional coaching commissioners would have a final opportunity to comment on the proposals for the revised National Coaching Strategy at the next meeting of the NCC on 8<sup>th</sup> March. K. O'Sullivan was currently taking on board all the feedback received. K. O'Sullivan explained that the UK Source Group comprised representatives of the Home Countries, the National Manager and G. Harris, Deputy Chairman and their remit was rowing and coaching.

**D Recommendation:** Council was asked to approve the committee membership. One amendment to the circulated list was the inclusion of V. Parry (Eastern). **Approved.**

**Questions arising from the report:** P Lorenzato said that there were over 100 people waiting to be assessed in the Thames region. He asked what the NCC could do to address this. K. O'Sullivan said each region had been asked to complete a workforce plan identifying the number of assessors and tutors required. Based on the returns tutor courses and assessor courses were set up and people were going through the training at the moment. In addition another 10 or 12 Level 3 people had come forward at the coach education conference. As far as she had been aware the Thames region had sufficient assessors, however she would follow this up. M. Humphrys said that this was not the case and the Thames Region had consistently stated that it did not have enough resources to carry out the testing of the people within the region. He said that he was not willing to sign off funds for training without being given a proper breakdown of costs and he was very concerned that they were not getting the people through. Mrs Napp clarified that the regions were not being asked to train assessors but had been asked to identify people willing to be trained. M. Humphrys said that Thames' needs had been fully minuted and the minutes were available on the region's website. N. Jackson asked for further information about the outcome of the piloting of the coxing and steering award. K. O'Sullivan said that all materials had been made available to attendees at the coaching conference, and that R. Philips would have access to them. S. Jolly had information about the pilot schemes and she would ask him to forward to N. Jackson. In answer to C. Anton's question about umpires and coaches responsibilities, referred to in the Coaching Committee report initially circulated in error, F. Dennis said that P. Ibbotson had been consulted and was aware of the situation. R. West asked about the inclusion of a Tideway module in the Coxing and Steering award. K. O'Sullivan explained that at the last Council meeting it had been stated that the coxes on the Thames needed specific training about the specific hazards of the Tideway. The NCC was making all efforts to respond to that request, acting in collaboration with R. Philips.

#### 10.3 National Competition Committee

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

**10.3.1 Competition Review:** It was noted that R. Paterson was also a member of the sub-group referred to in the report.



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- 10.3.2 **Regatta Calendar:** C. Llewellyn told Council that some events had not yet confirmed and if they had not confirmed to him within the next few days they would not be included in the Almanack. It was now time to think about the 2009/2010 calendar and he asked members to ask their Regions to submit their dates so that clashes could be looked at and resolved as soon as possible.
- 10.3.3 **Recommendations:** C. Llewellyn gave some background to Recommendation D7, explaining that the ARA rules stated the Veteran Rowing Commission was responsible for the organisation of the Veterans Regatta; this was no longer the case. D7 to be put forward under the report of the Executive Committee.
- D8:** That a note is placed at the beginning of the Rules of Racing as follows: 'Any reference in these rules to 'Row Safe' or 'A Guide to Safe Practice in Rowing' shall be taken as reference to the ARA Water Safety Code until such time as the ARA Water Safety Code is superceded by Row Safe, A Guide to Safe Practice in Rowing'. **Approved.**
- 10.4 National Championships Committee:** Nil report.
- 10.5 Executive Committee**  
Council received the report of the Executive Committee. Arising from the report:
- 10.5.1 **Memorandum of Understanding:** The agreement between the ARA, SARA and WARA had been circulated to Council for information.
- 10.5.2 **Locks:** R. West said that although the number of lock-keepers was being reduced he understood that rotas would be adjusted to give cover. M. Blandford-Baker said he had been informed by the local Environment Agency office that the service at Iffley Lock would be cut and this could have considerable implications for Oxford University. They operated a system of flags and were dependent on information from their lock-keeper. This was a local issue for Oxford but might have implications for other clubs. R. West said he would be happy to follow this up outside the meeting with M. Blandford-Baker and take up with the Environment Agency.
- 10.5.3 **Rules:** In view of the minor change being proposed to the Rules, Council agreed that the 21 days notice could be waived (17 days given). The following changes were proposed:  
That item 1(d) in the rules of the ARA for the Veteran Rowing commission is deleted; item 1 (e) is renamed 1 (d) and 1 (f) is renamed 1(e). **Approved.**
- That Section F Penalties be amended as follows:  
**Current wording**  
In furtherance of the objects of the Association set out in paragraph 3 (i) of the Memorandum of Association and under the powers of Council set out in Article 17 (a) of the Articles of Association, the Council may –  
**To be replaced with proposed wording**  
In furtherance of the objects of the Association set out in paragraph 3 (i) of the Memorandum of Association and under the powers of Council set out in Article 17 (a) of the Articles of Association, the Council may **appoint a Hearings Panel to:-** **Approved.**
- 10.5.4 **Grievance and Disciplinary Procedures:** The Chairman explained that a guidance document had been drawn up following an increase in the number of contacts from clubs and individuals looking for advice and guidance on how to handle grievance and disciplinary issues at a local level. The Association did have certain procedures in place already but this was an attempt to provide a model that clubs could have alongside their constitutions. P. Sondheimer put forward some points for consideration. She said it would be helpful if timescales were included and there was advice about how to proceed if a decision was not accepted. She thought it would also be useful to include guidance about more informal procedures, what the process should be if the person with a grievance was not a club member, and also more specific advice for clubs about who could and who could not be considered an 'independent' mediator. A. Phelps explained that she had drawn up a set of provisions for inclusion in the 2008 Almanack and had not wanted to become too specific so that Clubs had guidance that was not too prescriptive and specific to any one situation. She was aware that many clubs already had procedures in place and this was intended to be a starting point for those who did not. N. Jackson said the guidance should state that discussions should be recorded and the reasons for decisions made included. C. Anton asked



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about the statement that said appellants could be charged an administrative fee. A Phelps said that this advice had come from the English Cricket Board lawyers who felt it was a useful point to make; clubs need not charge but they were entitled to. There was a brief discussion about club constitutions and procedures and whether the Association had a process in place to monitor if they were adequate. B. Hawden said that the ARA had the power to exclude any club that did not have an acceptable constitution in place. The Chairman said that the intention was to assist clubs and volunteers and not make their lives more onerous, it must be remembered that club volunteers were not employers. She asked that the next Club mailing from the Association should include a model constitution together with this guidance. R. West said that all events should also have constitutions in place and these should be updated from time to time to reflect current guidance and best practice. **Approved.**

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

10.6.1 **RoSPA Review:** The final document is awaited.

10.6.2 **Row Safe:** The guidance would not be finalised until the RoSPA review had been received.

10.6.3 **Lifejackets and Control Commission Checks:** The proposal to include checks on lifejackets by the control commission at events had been agreed with the commission. The findings would be recorded and fed back to RWSAs and Umpires. The situation was improving but it would seem that certain clubs were failing checks on a regular basis and it was hoped that the new arrangements would help to track these clubs.

10.6.4 **Roles of the Regional and Club Water Safety Advisers:** The roles were being looked at in an attempt to dispel the perception that the role of the safety adviser was to take sole responsibility for safety.

10.6.5 **Club Safety Audit 2007-08:** A list of clubs who had not submitted their audit by 15<sup>th</sup> February would be placed on the website, and would be suspended from racing from that date. The competition organisers had been informed.

10.7 **Medical Sub-Committee** Nil report.

10.8 **National Olympic Committee** Nil report.

10.9 **Commonwealth Games Council for England** Nil report.

10.10 **National Paralympic Association** Nil report.

## 11. NOTIFICATION OF MEMBERS

**11.1 Appointed Members:** the appointed members were confirmed as follows –

Cambridge University Combined Boat Club (CUCBC)	-	R. Phelps
Council for Oxford University Rowing (COUR)	-	M. Blandford-Baker
Leander Club	-	H. Trotter
London Rowing Club	-	M.D. Williams
Thames Rowing Club	-	C. George

**11.2 Co-opted Member:** the proposal to co-opt Mrs F Dennis to Council was agreed.

## 12. ELECTION OF OFFICERS

Proposers and seconders had been received by the Company Secretary for two ARA Officer positions. Council approved and the following people were duly elected: –

Deputy Chairman – G Harris

Deputy Chairman – Mrs A Phelps

## 13. APPOINTMENT OF CHAIRMEN AND MEMBERS

The membership and Chairmen of the following committees were confirmed:

**National Development:** M Humphrys (Chairman), R Bayliss, A Bryant, A Cawood, J Clayton, P Clements, AV Cooke, C Eales, Mrs R Hatton, B Hawden, J Harlow, P Ibbotson, C Llewellyn, R Mallett, Miss K O'Sullivan, J Turnbull, A West, T Williams.

**National Coaching:** Miss K O'Sullivan (Chairman), Mrs D Connolly, C. Green, S Andrews, M Cooke, T Wilson, S Harris, G Cunningham, K Dentith, A West, J Holmes, R Cassidy, R Philips, Ms A Homa, Mrs V Parry.



## MINUTES OF COUNCIL MEETING 09/02/2008

**National Competition:** C. Llewellyn (Chairman), A V Cooke, S Darnbrough, A J Evans, I Fisher, M Groom, Mrs R Hatton, R Mallett, P Moore, R Murray, Miss K O'Sullivan, Mrs A Phelps, P J Ibbotson, Mrs A Southey, M Stallard, W C Thomson, M Walker.

**Water Safety Sub-Committee:** S Ward (Chairman), S Bull, A Clarke, J Clayton (Acting), T Davies, Ms R Hancock-Lashley, T Hooper, B McGuckin, J Mulholland, C Pendry, J Smallwood, Ms K Snape (Acting), D Watson, S Webb.

### 14. EXECUTIVE COMMITTEE

Following a ballot the following members were elected by Council:

F. Dennis, A. Faiers, C. George, M. Stallard, W.C. Thomson, M.D. Williams.

### 15. AFFILIATIONS AND RESIGNATIONS

In addition to the affiliations and changes to status approved by Executive, Council approved the following:

#### **Affiliation**

St Benet's Hall Boat Club (Div 10) Boat Code: SBH

#### **Junior Racing Name**

Derby City & County Schools Rowing Association – JRN for Derby Rowing Club.

It should also be noted that Whitby Friendship ARC had changed from an Affiliated Club (and not Corresponding Club as noted in the Executive Report) to an Affiliated Organisation.

### 16. CORRESPONDENCE

There was none.

### 17. ANY OTHER BUSINESS

There was none.

### 18. DATE OF NEXT MEETING

The meeting takes place on Tuesday 10<sup>th</sup> June at the Royal Overseas League, Park Place, St. James's Street, London SW1A 1LR. Substitutes would be welcomed.

The meeting ended at 4.50 pm