

06.01.2016

BVCC Leaders, Coaches and Helpers “Catch Up”

1. Welcome, open meeting
2. Apologies.
3. Matters arising/minutes of the previous meeting (s)

Session and Events Safety Meeting (17th November 2015)

Topic	Description	Who?	Progress
Session and Trip Planning	Update the guidance procedures to reflect all discussion points (<i>some changes had already been made to that which is live</i>)	Damian Edwards	In Progress
Session Planning	Generate a site specific booklet for sessions, updating the rules, hire conditions, site map, fire procedures, site risk assessment. Including addition of the Training/Induction section.	Gemma (Reviewed by Ed/Bob)	In Progress
Session Planning	Arrange for a small site filing cabinet to hold site specific safety and coaching materials, high visibility vests with 'duty officer' written on them, whistles and any administrative aids	Gemma	Ordered (just awaiting vests/whistles)
Session Planning	Arrange more coaches / leaders sessions to promote discussion about sessions and planning	Gemma / Dave Cook	On going
Session and Trip Planning	Cascade information on to the less experienced members in any roles of responsibility	Damian Edwards / Bob Hamilton	In Progress
Trip Planning and Canoe England Quest	Generate our own trip event check list from the Event Safety Course one (add templates to the guidance procedures)	Damian Edwards / Bob Hamilton	In Progress

4. Communicate out to the wider network of coaches, leaders & regular helpers
5. Update the coaches / leaders on any procedure changes that were discussed
6. Coaching availability for upcoming pool sessions
7. Leader availability for upcoming trips
8. Review the development plan with the coaches/leaders ahead of the committee meeting
9. Thoughts, plans and ideas for the spring sessions / trips