

RICHMOND CANOE CLUB – AGM 2014 - 26th April 2014 at 1pm

AGENDA

1. Guest speaker
2. Attendance, apologies, & appointment of proxies.
3. Agreement to the minutes of the 2013 AGM
4. Annual Reports:
 - a. Membership report
 - to include revised membership rates for 2014/15 (attached below)
 - b. Treasurer's report
 - to include the formal adoption of the 2012/13 accounts
 - c. Coaching Secretary's report
 - d. Harbour master's report
 - e. Commodore's report
 - to include an initial discussion on possible future developments of the club house and facilities
5. Appointments
 - a. Appointment of auditors
 - b. Election of the committee
 - c. Appointment of honorary members
 - d. Re-election of directors
6. Amendments to club rules
7. Any Other Business raised by members.
 - discussion of arrangements for email and other communications to members.

The provisional date for the AGM 2015 is Saturday, March 21.

Information for agenda items is attached below

Agenda Item 2

Richmond Canoe Club Annual General Meeting 2014 - Appointment Of Proxy

Use this form or use similar wording to appoint a proxy to represent you at the AGM

I, [insert forename and surname]

of [insert postal address]
.....
.....

being a member of Richmond Canoe Club, and entitled to vote at the AGM, hereby appoint

..... [insert the name of the person
you wish to appoint to vote on
your behalf or insert the
chairman or other club officer]

or failing him/her, appoint

..... [insert the name of the person
you wish to appoint to vote on
your behalf in the event that
your first nominee is unable to
be present or vote or insert the
chairman or other club officer]

to vote for me and on my behalf at the Annual General Meeting to be held
on the 26th April 2014 and at every adjournment thereof.

Signed

Date

Your name in block capitals

Please complete and give this form to the person appointed to represent you, or give it to a 2013 committee member.

Agenda Item 3

Draft Minutes of Richmond Canoe Club Annual General Meeting 2013

- Date:** 6th April 2013
- Time:** 1.30pm – 3:20pm
- Venue:** Richmond Canoe Club, Petersham Road, Richmond
- Chair:** Richard Hendron
- Present:** Simon Wood, Frederick Purcell, Jemima Johnstone, Tim Middlehurst, Kevin Marsh, Mike Webb, Colin Greasby, Jovis Howieson, Chris Gavin, Ian Lavarack, Sarah Giddines, Zosha McIlhone, Valentin Balaschenko, Paul Crew, Clive Fewis, Roger Crawford, Will Abson, Mike Pigott, Claire Stafford, Laura Poblete, Mandy Simpson, Mike Foster, Thomas Walker, Gayam Wanasingle, Ian Sepion, Heather Elliot, Tanya Herwanger, Marie-Do Sanders, Tom Sharpe, Lizzie Broughton, Brett Irvine, Ian Clark, Coralie Vial, Klaudia Galucka, Trevor Window, Mick Fegent, Tony Waszkiewicz, Louise Phillips, Jeff Lindsay, Beth Martin, Oliver Berchtold, Nicole Prendeville, Peter Barnes, Karen Quibell, Hazel Greasby, Richard Hendron, Sean Martin.
- Proxies:** Proxies were appointed on behalf of Marcus Gohar, Elizabeth Pearce, Henry Hendron, and Mark Pearce.
- Apologies:** Apologies for absence were received from Marcus Gohar, Gaby Stevenson, Tim Killip, Peter Hutchison

Agenda Item and Minute:

1. Talk by Darren Knight

Darren Knight, Recreational Assistant Harbourmaster from the PLA was guest speaker at the AGM. He outlined his role in the PLA, the organisation of the PLA, and the need to maintain links with recreational clubs. He outlined the various safety rules applicable on the river, and their necessity – but also said that he was hoping to work with clubs such as Richmond Canoe Club to review and improve the guidance as necessary. Richard Hendron thanked him for his time, and hoped for continued close liaison.

2. Minutes of Last AGM held 31st March 2012

The minutes of the previous AGM were accepted without amendment.

3. Annual Reports

The following reports were received by the meeting.

Treasurer's Report: During the financial year ending 31st October 2012, the club had an excess of expenditure over income of £26,477 – but had sufficient reserves to cover this. This was driven mainly by high bills for boiler maintenance and refurbishment work in the club house, a catch up in insurance payments to May & Co. and an exceptional amount of £13,106 spent on boat acquisition.

Membership Report: As of 06/3/13 the membership of the club stands at 386 compared with 331 last year. There have been 158 new people joining the club of which the largest growth has been in the junior group. It was noted that all members are encouraged take BCU membership, those not doing so were asked to inform Klaudia Galucka as the club needs to pay a slightly higher affiliation fee for non BCU members.

Harbour Master's Report: Coralie Vial presented the harbour master's report. There are currently 187 private boats and 157 club boats being stored in the boathouse. The club owns 96 K1s, 42 K2s, 3 K4s, and 16 canoes. During the past year the club has acquired 5 Trimmers (stable K1s), 3 second hand K1s, 3 K2s, 1C2 and 1 C1. During 2013/14 it is planned to upgrade the fleet of middle stability boats and purchase 1 competition K4.

Coaching Secretary's Report: Jemima Johnstone outlined how the adult coaching structure for beginners now operates. Beginners courses cost £60 and run for 5 weeks. Bookings open 3 weeks before each course, places can't be booked further in advance than that. It's important that people understand the nature of kayaking in Richmond before they join, so they are now required to visit the club before booking a place on a course, to talk to the adult novice coaches. They are welcome to turn up at 4.30pm any Saturday for a chat.

Jemima also emphasised that almost all coaching at the club is dependent on volunteers. If you are running a regular training session that you'd be happy to open up to others please pass details to Jemima so that she can spread the word. If you are interested in getting involved in coaching - adults or juniors, beginners or advanced level, kayaking or canoeing, please speak to Jemima, Tim or Marcus. All volunteers are welcome.

Commodore's Report: Richard Hendron presented his commodore's report, noting that 2012 had been a momentous year for sport with London hosting the very successful Olympic Games. He recognised the contribution many members had made supporting the games, and in particular Sue Middlehurst, Gaby Stevenson, Trevor Wetherall and Wendy Dodson who had contributed in various ways to the running of the canoe and kayak events. Whilst the London Olympic Organising Committee aimed to encourage everyone to participate in sport and fulfil their potential, the challenge for the club is to help our members progress whether that be to division 7, or to Olympic standard. Richard noted in particular the improved coaching structure for beginners – thanks in particular to Jemima Johnstone, Coralie Vial, Ian Clark and Jeff Lindsay, - and also for juniors – thanks to Tim Middlehurst, Mick Fegent, Tony Waszkiewicz, Sue Middlehurst, and Wendy Dodson. The

club's canoe section, albeit much smaller than kayak, remains strong compared with the decline in many other clubs – thanks to Marcus Gohar and Louise Philips. We are pleased that despite Marcus's existing role with Canoe England coming to an end, he will take up a new position with CE as club development coach (canoe) – recognising that Richmond is now the foremost canoe sprint club in the country with Marco Csokasi putting in strong performances in the European Championships. Our challenge for the year ahead is to build on this success and develop further the canoe coaching structure at Richmond.

Richmond has continued to provide a strong presence in marathon races, the Hasler series (352 crews), the Hare and Hounds (74 crews), Waterside (63 crews), as well as more quirky races – the Glasgow to Edinburgh race (6 paddlers), Liffey descent (11 paddlers), Avon Descent (10 paddlers), and we continued to dominate the Devizes to Westminster. Internationally, Richmond continues to field many successful paddlers – with notable participation and success from Lizzy Broughton, Gaby Stevenson, Oliver Khlaf, and Nick Romain.

Looking to the future, Richard noted that there is always room to improve – over the next year he hoped to see improved gym facilities, the further development of canoe, and a clearer progression path for adult novices as they progress beyond beginner level.

This year's commodore's award goes to Sean Martin, who served for 10 years as Commodore, and not only saved the club from potential extinction from developers but also secured the current freehold refurbished facilities.

4. Adoption of Accounts

The accounts for the year ending 31.10.12 were formally adopted.

5. Appointment of Auditors

John Warren was appointed auditor for the year 2013-2014

6. Appointment of Officers

The following were duly appointed to the committee for 2013-2014 by a unanimous show of hands.

Commodore:	Richard Hendron
Vice Commodore:	Sean Martin
Rear Commodore:	Tom Sharpe
Treasurer:	Hazel Greasby
Secretary:	Simon Wood
Membership:	Klaudia Galucka
House Steward:	Enrique Vallano
Harbour Master:	Ian Clark / Coralie Vial
Youth Development Officer	Tim Middlehurst
Racing Secretary:	Shane O'Cuinn
Marathon Secretary:	Will Abson
Boat House Secretary:	Peter Barnes
Coaching Secretary:	Jemima Johnson
Publicity Secretary:	Lizzie Broughton
Social and fund raising Secretary:	Gaby Stevenson

7. Election of Directors 2013-2014

The following directors were Elected: Hazel Greasby, Simon Wood, Tony Waszkiewicz.

8. Election of Honorary Members

The following were duly elected honorary members of the club.

Darren Knight – PLA, Brian Fowey, Zac Goldsmith (MP for Richmond), the Commodore of Twickenham Rowing Club, Roxanne, and Peter Barnes. Peter Barnes was elected with full voting rights.

9. Amendments to Supplementary Articles and Club Rules

The amendments detailed in Annex 1 and Annex 2 to these minutes were approved unanimously, with the exception that the insertion to Rule 2.11 should exclude the words “..when the barrier is down”.

10. Other Business

a) Parking on the Ramp. Ian Lavarack asked for clarification about parking on the ramp to the car park. The position is that strictly speaking parking on the ramp is not allowed, although the residents of Blade House may be prepared to tolerate this on Saturdays when they know the club is very busy. However no cars should be parked near the bottom or top where they can obstruct access or safe entry or exit.

b) Member Communication Maris Kuklis asked about communication with members, and in particular whether there should be a newsletter. After some discussion it was agreed that Maris should work with Lizzie to experiment with a Newsletter – which he offered to help produce.

c) New Lockers Simon informed the meeting that the new coin operated lockers installed at the foot of the stairs were available for all to use. Keys should be returned at the end of the day/paddling session so that the locker was available to others. If keys disappear the lockers will be emptied and may have the lock changed.

Annexes 1 and 2 follow.

RICHMOND CANOE CLUB

SUPPLEMENTARY ARTICLES OF ASSOCIATION Proposed Amendments

Proposed changes to the supplementary articles of association as issued August 2005

~~Deleted text shown thus.~~ *Inserted text shown thus.* Unchanged text shown thus.
Unchanged sections not shown.

1. Membership and Fees

b) Prospective members. Prospective members shall be supplied with an application form and a copy of the Club Rules (including the Boathouse Regulations). *The aforementioned forms will be supplied either as a hard copy or be available on the official canoe club website.* The completed form shall be sent to the Membership Secretary accompanied by the entrance fee and first year's subscription. The decision to elect prospective members to the Club shall rest with the Committee, except in the case of honorary members who shall be elected at Annual General Meetings. The Committee may refuse election for good cause such as the prospective member's conduct or character being found likely (in the Committee's reasonable opinion) to bring the Club or sport into disrepute. Refusal of membership may also be made on the grounds of health and safety if, following a risk assessment conducted by or on behalf of the Committee, the prospective member is deemed likely to pose a risk either to his/her own health or safety or that of other members. Appeal against refusal may be made to the Committee (in person or in writing) and where refusal has been made on the grounds of the risk assessment, the individual concerned shall be entitled to see a copy of such risk assessment for the purposes of the appeal. ~~Every member shall be issued with a Club membership card.~~ Copies of these Supplementary Articles, the Club Rules (including the Boathouse Regulations) shall be posted in the clubhouse, on the Club's website (for so long as there is a Club website) and are available on request to each member from the Membership Secretary.

k) Honorary Membership shall be free membership made available to any person elected by the Annual General Meeting and to be enjoyed until the next Annual General Meeting. An honorary member shall hold no voting rights and be ineligible for election to the Committee, *unless at the time of election of the honorary member at the AGM it is agreed that the individual being elected as honorary member, shall have either voting rights or eligibility to stand on the committee or both. In the absence of the AGM specifically addressing the issue of voting rights, the person being elected will not have these rights.*

4. ~~The President~~

~~The President shall be a person of standing capable of representing the Club and receiving the Club guests. The office shall be conferred only on a member who has given long and distinguished service to the Club. In the absence of a suitable candidate the position shall remain vacant.~~

7. The Committee

e) The Treasurer: shall have overall responsibility for operating the Club's bank accounts. He/she shall report to the Committee at all meetings the financial state of the Club and shall produce a balance sheet showing the sums of money required to meet regular bills and, in addition, shall be authorized to disburse sums of money up to a total of ~~£800.00~~ ~~£100.00~~ as required for other Club business.

l) The Marathon Secretary: shall be responsible for promoting marathon racing within the Club, including preparation for, and organization of, members entering marathon races. *He/she will also be responsible for assisting with the organisation of any marathon races that the club may hold.*

n) The Coaching Secretary (~~Basic Skills~~) shall be responsible for the organization of courses of basic instruction within the Club. He/she shall ensure that sufficient courses of instruction are provided to meet the requirements of the Club. *He/she will also ensure that there is a clear and published pathway / structure to take members from novice to elite. He/she will also help to facilitate progression between groups and will be responsible for the training and development of club coaches as well as the identification and training of potential club coaches.*

o) *The social secretary will be responsible for arranging club social events and will assist the rear commodore in relation to events that the club holds, such as a christmas party. The social secretary will also be responsible for identifying fundraising sources and applying for such funding in order to further the club's objectives.*

p) *The racing secretary is responsible for promoting sprint racing within the club and for the organisation of members entering sprint regattas, and will facilitate the team leader position for the national sprint regattas.*

q) *The boathouse secretary will be responsible for the maintenance of all club owned craft including any club owned motor boats, and will oversee any necessary motor boat training.*

Richmond Canoe Club

Proposed Amendments to Boathouse Rules and Regulations

The following amendments to the boathouse and club rules and regulations are proposed.

~~Deleted text shown thus.~~ *Inserted text shown thus.* Unchanged text shown thus. Unchanged sections not shown.

1. General

1.09 – ~~The Club operates a Voucher Scheme for novices offering a number of sessions under strict supervision of a Club Coach to enable people to ‘have a go’. Juniors must have written parental consent prior to going on the water with a Club Coach.~~ All novices must sign and complete a medical questionnaire and safety declaration. The Club reserves the right to refuse novices from paddling on safety or other reasonable grounds.

1.11 – Complaints by a Member against another Member shall be dealt with under the Code of Conduct in the Investigation of a Complaint Procedure as approved by the Committee. ~~A copy of this is available from the General Secretary on request.~~

2. Paddling and Supervision

2.01 – Those Members wishing to go on the water must be able to swim at least 100 metres in light clothing. ~~Members aged under 18 years must have written parental consent before going paddling which shall be lodged with an officer of the Club or Club Coach, and must wear buoyancy aids at all times when on the water.~~

2.02 – All Members (aged 18 years and over) are strongly advised by the Club to wear buoyancy aids at all times, and not go on the river alone. *Club Coaches may direct members to wear buoyancy aids if in the circumstances they deem it appropriate. The club coach decision is final. Members aged under 18 years must have written parental consent before going paddling which shall be lodged with an officer of the Club or Club Coach, and must wear buoyancy aids at all times when on the water.*

~~2.05 – Novices under the Voucher Scheme shall not paddle without supervision from an approved Club paddler or Club Coach.~~

2.08 – Members and guests using the river after dark from the Club must carry a white light on their boat that is switched on, is clearly visible, and shines forward, for the whole time that they are paddling. All paddlers must take extreme care towards other river users when paddling at night. ~~Juniors who wish to train at night must lodge a written parental consent with the Membership Secretary.~~

2.10 – ~~Swimming from the Club raft is not permitted.~~

2.11 – Members are requested to read the Port of London Authority’s (PLA) Port of London Recreational Users Guide (copy available on the PLA’s website www.portoflondon.co.uk). Members must obey all river regulations and directions given by the Port of London Authority. Specific attention is drawn to the prohibition of craft passing through the arch nearest to the bank on the Richmond side of the river at Richmond half lock when the barrier is down. This is clearly marked by a red cross hanging from the arch. Members who ignore this regulation will be liable for disciplinary action by the management committee and could be liable for prosecution by the Port of London Authority.

2.12 – *Members must at all times obey the navigation rules of the Thames, ensuring that they are on the correct side of the river at all times. Specific attention is drawn to the different rules of navigation of the tidal section between Richmond half lock and Putney. Members should be familiar with the navigation rules on the tideway before paddling on that section of the river. The PLA requires that in the interests of safety, paddlers refrain from wach hanging powered craft. (This request follows consultation by the PLA with commercial powered craft operators and other river users, including paddlers’ representatives.)*

3. Boathouse Regulations

3.09 – Members wishing to use club craft for competition should consult with the Harbour Master. Allocation of boats for marathon races will be decided by the Harbour Master in conjunction with the Marathon secretary. The allocation of boats at a sprint regatta shall be decided by the Team leader present on the day at the regatta. Where a marathon race and a sprint regatta fall on the same day and there is competing demands for a specific boat, then the harbor master will decide on allocation in conjunction with the club coaches. ~~club equipment must obtain the prior consent of the Harbour Master on each separate occasion. After use all Club equipment must be dried and returned to the correct storage location (as set out in the Rack Plan). Club Coaches are asked to liaise with the Harbour Master concerning the use of Club boats.~~

4 Use of Club Rooms

4.01 – Members are expected to play an active part in keeping the changing rooms clean and tidy. Clothing and kit left in the changing rooms may be collected as lost property, ~~and will be disposed of after one month and a fine charged for its recovery.~~

~~4.03 – Soft-soled shoes must be worn in the Gym at all times.~~

4.04 – Weights and other equipment must be put away after use. Juniors are not permitted to use the Gym unless supervised by a Club Coach, ~~unless they have been given approval of their club coach to use the gym unsupervised and have been made aware of best practice for safe use by their coach. Such permission to use the gym unsupervised will be the exception and not the norm. Such permission can be withdrawn at any time by the coach or the committee. or approved Club Member (such Member must be approved by a Club Coach).~~

5 Security and Keys

~~5.01 – Keys shall be available from the House Steward, for a deposit as fixed by the Committee, to all fully paid up Senior and Student Members. Keys may only be issued to those applying for membership with the approval of the Membership Secretary, a Flag Officer, and two other Committee Members.~~

5.01 – *Key fobs shall be available from the membership secretary, for a fee as fixed by the Committee, to all fully paid up Senior and Student Members. Keys may only be issued to those applying for membership with the approval of the Membership Secretary, and their coach.*

5.02 – *Availability of Keys*

The club encourages members to paddle in coaching groups, and at other times when the club is normally open. However, where established members require access to the club outside these times, key fobs for the new access control system may be made available at the discretion of the committee. Members requiring keys should approach their coach or a member of the committee for advice. They need to have demonstrated a level of competence to paddle safely, and to show responsibility towards the maintenance and security of the club and its facilities. There is no automatic entitlement to keys.

Keys fobs are for the sole use of the person to whom they are issued, they may not be lent or given to others. The access control system will record whose key has been used whenever a door has been unlocked. Where there is evidence of misuse of keys, or of club facilities in general, the committee reserve the right to disable a member’s key fob on the system. The key fobs of lapsed members will automatically be disabled. A reconnection fee may be charged if a members key fob is disabled due to outstanding fees or lapsed membership.

~~5.02 – Keys are not transferable between Members, and must be returned to the House Steward when requested to do so, or when locks are changed, or on leaving the Club. When the locks are changed, only those Members who have paid their membership fees and a key deposit shall be eligible for issue of new key(s).~~

Agenda Item 4a

Proposed Membership Rates 2014 / 2015

It is proposed that all membership rates are increased by approximately 10% so that the new membership rates would become:

Senior Member	£145.00
Junior Member	£60.00
Student Member	£60.00
OAP Member	£60.00
Social Member	£30.00
Out of Port	£40.00
Partner Member	£75.00
Child of Senior	£30.00

Agenda item 5a

Appointment of Auditors

It is proposed that John Warren is appointed auditor for the year 2014-2015

Agenda item 5b

Election of the Committee 2014/15

In accordance with the supplementary articles of association, all current members of the committee will stand down at the AGM. The following have indicated their willingness to continue to serve the club during 2014.

Commodore	Richard Hendron .
Vice Commodore	Sean Martin
Rear Commodore	Tom Sharpe
Treasurer	Hazel Greasby .
Secretary	Simon Wood .
Membership	Klaudia Galucka
House Steward	Enrique Vallano .
Harbour Master	Ian Clark) Coralie Vial) position held jointly
Youth development officer	Tim Middlehurst .
Racing Secretary	- TBA -
Marathon Secretary	Will Abson .
Boat House Sec.	Peter Barnes .
Coaching Secretary	Jemima Johnstone
Publicity Secretary	Lizzie Broughton
Social Secretary	Gaby Stevenson

Agenda item 5c

Appointment of Honorary Members

It is proposed that the following are appointed as honorary members:

Darren Knight – PLA,
Zac Goldsmith (MP for Richmond),
Debbie Dorling, Captain Twickenham Rowing Club,
Brian Fowey,
Roxanne Dunne
Peter Barnes - with full voting rights.

Agenda item 5d

Election of Directors

The following are proposed for re-election as directors of Richmond Canoe Club Ltd

Hazel Greasby
Simon Wood
Tony Waszkiewicz

Agenda item 6

The following rule change is proposed in the supplementary articles of association, section 8, to permit the use of Yahoo Groups (or any successor group email facility) to send notice of General Meetings. Existing rules shown in normal text, deleted sections shown ~~struck through~~, inserted sections shown *in italic*.

8) General Meetings

- a) The Annual General Meeting shall be held in every calendar year at such time and place as may be determined by the Committee.
 - b) The General Secretary shall convene an Extraordinary General Meeting either on instructions from the Committee or upon written demand of fifteen or more voting members (or 10% of the membership, whichever is the greater) who shall specify the object of the meeting.
 - c) Twenty-one clear days notice in writing, which may be by electronic means, shall be given regarding any General Meeting to be sent to the last known address *of each member*. ~~(or, in~~ *In the case of electronic communication, notice shall be deemed to have been given once sent out to the group email. It is the responsibility of all members to ensure that an up to date email address is maintained on the group email facility – being Yahoo Groups or any future replacement thereof) The notice of a General Meeting will show the ~~to the electronic contact point) of each member, showing~~ time, place and agenda of the meeting.*
 - d) The Commodore, or in his/her absence, the Vice-Commodore shall preside at all General Meetings. In the absence of both, a chairman shall be elected by the members present.
 - e) Procedure at all Committee meetings and General Meetings shall be in accordance with accepted practice (as interpreted by the Chairman).
 - f) Only full, life and family members aged 18 years or over shall have the right to vote at General Meetings of the Club.
 - g) The General Secretary shall arrange for an attendance register to be signed by all members attending General Meetings of the Club.
 - h) Any matter which a member desires to raise at General Meetings shall be notified in writing to the General Secretary not less than seven days before the date of the meeting.
-