

## TEES ROWING CLUB AGM 2021 – HONORARY SECRETARY'S REPORT

Firstly, apologies for the length of this report.

### COMMITTEE MEETING ATTENDANCE: 26 March 2020 – 18 February 2021

It may not be surprising to hear that there has been an increase in the number of meetings attended compared to last year.

The General Committee held meetings virtually on 12 monthly occasions during the past year. In addition, some members have met up to a further 4 occasions, invariably to discuss Covid related issues.

2020/21 attendance was as follows:

Role	Postholder	Meetings attended	Notes/Predecessor
President	Neil Dunning	-	Not required to attend
Chair	Bob Holdsworth	14/15	
Captain	Tom Hillier	16/16	
Honorary Treasurer	Louise Summers	14/15	Mark Benson
Honorary Secretary	Angela Warburton	14/16	Nick Boyne-Cross
Safety Adviser/ Coaching Coordinator	Steven Leigh	16/16	Alan Puddick (1)
Equipment Manager	Lucy Radley	16/16	This was a vacant position that Lucy has covered
Publicity Officer	Lucy Radley	16/16	
Vice Captain	Lucy Radley	16/16	
Vice Captain	Greg Beswick	15/16	Supports Steven Leigh (Safety Adviser role)
Assistant Treasurer	Fiona Ventress	15/15	
Assistant Secretary	Karami Ure	11/12	Resigned 30/03/20 and returned 05/06/20
TUBC representative	Liam Reekie	6/12	Imogen Kench-Porter (3)
Ordinary Member	Richard Olver	11/14	
Ordinary Member	Fiona Mortimer	14/15	
Co-opted: Competition Coordinator	Steve Heath	3	

Thankyou to Mark Benson, Nick Boyne-Cross, Alan Puddick and Imogen Kench-Porter for their support provided to new committee members during their transition period.

Thanks to Steven Leigh who agreed to take on the additional role as Safety Adviser following Alans resignation in March. I am sure club members will agree that he has done a great job in such difficult times. Thanks to Alan whose attention to detail regarding safety has meant the groundwork was in place for Steven to follow and build upon. Steven, along with committee member support, has completed risk assessments, updated cleaning and safety protocol, revised the need for buoyancy aids, completed the British Rowing (BR) safety audit, gathered and circulated a covid volunteer list as well as the reporting of incidents (2).

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Further appreciation must go to Lucy Radley who has covered the Equipment Managers role admirably and to Greg Beswick for his support with fleet management and erg/bike coordination.

The committee was pleased to welcome Steve Heath as a co-opted member in his role as Competition Coordinator/Chair, reporting on events as and when.

Sadly, we say goodbye to Karami Ure and Fiona Mortimer who are both standing down in their roles as Assistant Secretary and Ordinary Member respectively.

Karami has been a committee member for approximately seven years. Her attention to detail, due diligence, knowledge of ruling and constitution will be missed. She has made a big difference to the growth of the club and I personally would like to thank her for her support and direction in matters relating to policy and governance.

Fiona, we thank you for your support, challenge and contribution to all committee meetings.

Other sincere thanks must go to other officers of the committee: Tom Hillier, Louise Summers and Bob Holdsworth, whose expertise and professionalism has ensured the club keeps moving forward in an informed and safe way.

I have been impressed with all committee members and other volunteers' commitment to strive for improvement in a fair and transparent manner, whilst also embracing the opinions and needs of the membership.

In addition to Tom's report of thanks, I would like to add thanks on behalf of the committee to:

- Helen Wescott, for her assistance in policy update, addressing welfare issues and Ann Marie Coulton for her assistance with DBS clearance
- Chris Kenyon and Dilwyn Jones for their responses to minutes and assistance in fleet management, and the provision of historical information where appropriate
- Paul Stiller, for his contribution over many years of servicing our trailers and to Richard Olver for taking on the facilitation of this role and completing the Trailer Guidelines for members
- Ralph Pickles for his dissemination of information regarding to TRUT and time and effort volunteered with regard to the 'covid' booking system
- Squad/Group leads for embracing 'zoom' etc ensuring that we continue to have connectivity in these unprecedented times; and to all volunteers, parents, coaches for keeping the impetus of training where possible. There are too many people to name here! Thankyou
- Kate O'Sullivan for her tenacity in holding down several roles, whilst embracing and promoting a community spirit within Tees RC and beyond
- Fiona Barlow and Mike Beaver for maintaining the Club website; and for coordinating the Minihead when possible!! *[Minihead fees will be reviewed as soon as this becomes a regular event]*
- Junior parents for your support in providing safety videos, becoming covid marshalls, being quiz masters etc
- 'Covid' volunteers – Samaritan support
- RTWC staff and TRUT director Dick Marlow for his project management and hands on approach to the maintenance of RTWC. The Committee are pleased that Dick has agreed to continue in this role.
- Len Small and Ernie Bland for their ongoing commitment to the maintenance of launches
- Mike Fallaize for running the 100 club; £985 raised last year

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- British Rowing (BR) for their timely response to Government and Sport England Covid updates. Note: Version 1 of BR's 'Coronavirus Advice Returning to Rowing' was 30 pages long in May 2020. By the time Version 10 was released in December it became 'Managing Covid' and 86 pages long. Thanks to Tom Hillier for interpreting the information quickly and sharing accordingly
- The club, parents and volunteers for endorsing our careful approach to going back on the water

### COMMITTEE ROLE/JOB DESCRIPTIONS

All job descriptions have been reviewed and uploaded onto the Club website.

With effect from the date of the Annual General Meeting all members of the committee are willing to stand for election for a further year except for the following who are standing down:

- Karami Ure as Assistant Secretary
- Fiona Mortimer as an Ordinary Member
- Steven Leigh as Coaching Coordinator
- Lucy Radley as Equipment Manager

The committee do not think that the role of Coach Coordinator is required imminently.

If you are interested and thinking of standing for ANY of the committee roles, please do not hesitate to contact me or a member of the committee.

### POLICY REVIEW

In response to BR updates and the review of some documents on our Tees RC website, I would like to thank the committee and club members for their input in the updating the following policies and procedures:

#### **Policies/Procedures reviewed and updated:**

- Anti-Bullying Policy
- Grievance and Disciplinary Procedure
- Safeguarding and Welfare Policy
- The Tees RC DBS process was reviewed, shared and followed up by several members.  
*(All members of the committee are now DBS checked in line with the new ruling adopted for all Committee members to be checked; The majority of Committee members also completed the BR online Basic Safety Course)*

#### **New policies added:**

- Tees RC's Code of Conduct and Coaching Conduct
- Vexatious Complaints Policy
- TRC & BR Towing Guidelines

#### **The following documents are earmarked for review:**

- Guidance for keeping children safe including trips away
- Data Protection Policy and Privacy Statement
- Photography and Use of Imagery
- Information Sharing
- Online Safety and Social Media

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### **RULES AND CONSTITUTION**

You may have established from Committee meeting minutes, that due to ambiguity and contradiction in sections, Karami and I carried out a comprehensive review of the Club Rules and Constitution. The Committee endorsed our suggestions for change.

Under the Covid 19 Government exception ruling the Committee has been allowed to hold meetings electronically, although this is not stated in our Club constitution. The committee have found this method of communication to be highly effective. By adding it explicitly to our constitution, this would remove any doubt going forward. Both BR and Northern Rowing Council have updated their articles at AGM so they can hold AGM's electronically in the future.

This is one of several proposals by the committee which are highlighted in the Draft April 2021 Constitution document. (See separate document)

The Club Rules have been updated and sections renumbered. Changes have been highlighted. (See separate document).

### **MEMBERSHIP FEES**

The committee proposes that the fees remain the same as the fees agreed at the 2020/2021 AGM. However, we propose to continue to charge at 75% of the 2019/20 fees during lockdown. See further comments on the attached.

*(Thanks to Louise Summers and Fiona Ventress for amending fees accordingly throughout the year).*

### **PRIVATE BOAT INSURANCE**

Following the review of members Private Boat insurance, in line with club policy, I am pleased to report all members fully comply.

### **SWIMMING COMPETENCY**

Following the review of members competency to swim 100m in light clothing (*in line with current club constitution*), the % return of acknowledgement has increased from 29% to 81%. This is creeping up slowly and members will not be allowed back on the water without this confirmation.

### **BENEVOLENT FUND**

In March 2019, the Committee agreed to set up the Benevolent Fund to provide help for those who cannot afford in the short term to pay to participate in the sport of rowing, including participation in racing. We are pleased that this fund is being used for the benefit of club membership.

### **TEES RIVER RESCUE**

In September, the committee welcomed James Ruddock from Tees River Rescue to share the aims and objectives of the charity. The committee welcomed this new alliance.

### **OBITUARY**

'Stan Collingwood' rowed for Thames RC and then Auriol Kensington, representing the latter at Henley Royal Regatta in 1968. He had a long career in coaching, event organisation, umpiring and leadership in all aspects of our sport. He volunteered at every World Championship event held in the UK from 1986 Championship at Nottingham to the 2012 Olympics at Eton Dorney. In 2003 he was awarded the BR Medal of Honour. More recently, Stan successfully coached the Tees RC Masters G/H group to two gold medals at the 2019 World Masters Championships in Hungary.

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### **FINALLY, PERSONAL THANKS**

I have found this year, to be a very demanding and exhausting in terms of my mental health and well-being, yet extremely rewarding and I would like to thank members of the committee and membership for their kind words and support. In particular, I have the utmost respect for Tom Hillier, who has put in an incredible amount of time for the club, whilst holding down a full-time job as well as keeping me and others sane!! Thankyou everyone.

Angela Warburton

March 2021