

DUCC Exec meeting minutes 26/10/25

Attendees: Charlie (Captain), Devon (Vice-Captain), Maddie (Treasurer), Jake (Trip Officer), Sam (Media), Matthew (Social Sec)

Welfare couldn't make the meeting but had nothing to raise. Kit and Safety officer also didn't attend, no reason given.

The first topic discussed were the club risk assessments. Charlie has spent a lot of time updating and improving the club risk assessments. This came out of a few things, TD wanted risk assessments submitted but also the SWWL weekend that Charlie, Devon, and Maddie attended in Wales. Particularly concerning was the level of inadequacy of the previous risk assessments. This should have been picked up much earlier, indeed the risk assessments had not been reviewed for some years. This was an oversight made by successive execs, and had an incident occurred on a trip the leaders and club would have been ripped apart by any review/inquiry. The good news is that the club already considers and mitigates all the stuff included in the new risk assessments, but we now have a formal piece of paper to show that these things have been considered. The new risk assessments should be fine for the next 5 years, but an addition to a handover document will be made to insure the exec/captain signs off the risk assessments each year.

The risk assessments include:

- Boathouse
- Ergs
- Pool sessions
- Sheltered water
- Moderate to advanced white water

Future trip risk assessments are to follow the same format as these. (Charlie has now shared these with the exec, and they will be added to the club drive).

Continuing on the theme of safety the club leaders were discussed. The club does not receive enough funding to put leaders through paddle Uk qualifications, though many leaders have used their own money to do this. If there was a requirement for paddle Uk qualifications then the club would not be able to run trips due to the costs involved in the qualification pathways. This does not mean that we should not carefully review the competence of our leaders though.

In practice the club has used a shadowing system in the past, where more experienced paddlers have watched and given feedback to prospective leaders before they then lead on their own. This has been very informal however, as such we would like to introduce a more formal sign off. This would be done by the club captain + the most experienced whitewater paddler in the club. They would compare the prospective leader with the leader checklist provided on the SWWL weekend, essentially modelling the syllabus assessed in the paddle Uk qualifications. If the leader meets these requirements, then they could be signed off.

It was also suggested that it would be good to have a similar process for helpers or seconds, using the criteria provided by the SWWL weekend as people feel this would help the development of paddlers to become leaders. As such we will amend the club safety policy to included leader sign off, and sign off docs will be kept on the club drive. Once this is done Charlie will submit to TD for sign off.

Sam to create a OneDrive for the club and transfer all google drive stuff to it. This will be used going forward.

Currently in the standing orders are exec roles that no longer exist (comp sec) and don't include training sec. Charlie to update standing orders. We will have a more current sign off of the standing orders.

We currently don't have a training officer. Despite this we have been running more sessions than the last two years. Everyone seems to be coping with the workload, Devon to be in charge of putting stuff on the website.

The addition of admin fees to the intros and increase in pool session price means we are no longer on track to make a loss this year. This is provided we get the £200 from Y1, Devon to chase up people to get us to 15 fleeces. We have the rash vest order in, Devon to confirm prices with mikeclairtextiles and order them.

This year we have 47 members, hopefully 4 more. Would be fantastic to get 50 members. Maddie reminds drivers to take milage photos or team d will over charge us, which is sad.

Next we discussed website debt. One person in particular has excessive website debt, and with membership they owe this year and food and fuel for Tyne tour this will be around £300. Charlie to speak with them at Tyne Tour and come up with action plan at Tyne Tour, if this fails we will involve the uni. To avoid this happening in future we will implement a policy where you must have less than £25 website debt to sign up to any paid session. Charlie will add this to the standing orders. To help with trip finances a deposit will be charged on every trip.

Great to see many leaders on sessions, particularly Wednesdays. Lots of sessions compared to last year. This is clearly having an impact on membership.

We want to try and make a culture where everyone pulls their weight, it has been noticed that some simply don't help with boats, kit etc. We will make a conscious effort to teach people to help but if they continue to ignore and don't help we will have a word.

Media could be more consistent. We need to make sure Sam knows what he needs to post and when. We would like more posts as well as stories as these will show off what we do, currently only people who have been on the trip knows what happened. 2 or 3 posts a week and a summary post of trips (including day trips) and Yorkshire polo. Leaders must insure photos are taken on all trips/session and given to Sam. Leaders also to put pictures on the story of stuff they have done. We need a media day, Sam to organise. To attract attention to the club we need to make some funny reels and try and make them go a bit viral in Durham. DUCC beater reel - nothing beats a jet 2 holiday? (Charlie has lots of footage of Devon swimming). Will it send? low force reel? Bring photographer for hflf, put on overheard – Maddie to do.

The Wales trip is being sorted. Yippee another trip! Need to advertise, signs ups open to not beaters who have been on Intros and Tyne tour.

Jake to explain Icers for Tyne Tour. Jake to remind for tent collection for early group for Tyne Tour.

Socials have been going very well this year, so much better than the previous two. Matthew has a scheduled for socials, he will begin sorting out the Christmas meal. We need to advertise slightly more in advance (Matthew looks at Sam).

Wednesday sessions going really well, the number of leaders and the two sessions has been key in this. We will continue with two session until numbers dip (cold and winter). As people get more comfortable we can mix up what we do, prebends bridge, pub, ferry gliding. A discussed at the SWWL weekend sober socials are a good idea, quite a few people coming to pumpkins, some different people than who come to the

drinking ones which is great. Next one will be climbing on Wednesday 19th Devon to organise.

Movember fundraising is a great idea and the club can make a thing of it and get everyone involved. Charlie has said he will put in the time to make this a success. 24 hours constant paddling rather than a distance.. Provide food, through the night (but only competent paddlers). Try and get whole club involved. Go fund me.

In terms of kit the club need to buy: splits paddles, Canadian canoe seat. We need to sort out wavehopper foot rests. The wave hopper repairs went very well, so we will focus on maintaining and fixing the kit we have to a similarly high standard. Lots of boat fixing knowledge will leave the club next year, Ben is unlikely to help so we shall try and get fin to pass on some of his knowledge. There is a polo paddle with a splinter in it, it has zero feather, find and fix.

Let's try and Keep boathouse tidy, people keep on leaving towels, they will be put in the bin. Helmets taking up a lot of space on personal kit rack, put them on a washing line instead.

We would also like Wales to have a safety meeting meeting like refreshers. Jake to sort.

End of meeting.