

UNITED KINGDOM NATIONAL CADET CLASS ASSOCIATION

Approved Minutes of a meeting of the Committee of the UKNCCA held on 5 November 2011 at 10.35am At Datchet Water.

Present: Claire Bridge (Chair), Clare Corby(Treasurer), Katie Shorrocks (Secretary), Kate Ayre, Tim Gummer, Steve Jones, Yiorgos Palierakis, Howard Warrington, Kevin Knott (Class Measurer)

In attendance: David Elliott, Chris Green, Neil Hardie

1) Welcome and Confirmation of Quorum

Claire Bridge confirmed the meeting quorate.

2) Apologies for Absence

Claire confirmed that Mark Ingall had advised of his resignation and wished to acknowledge our thanks for his contribution.

3) Approval of the Minutes of the Committee Meeting held on 10 September 2011

The minutes of the meeting held on 10 September 2011 were approved.

Yiorgos reported that the UKNCCA website still listed the events of 2012 as 'Indicators'. David agreed he would update these as previously agreed with the new trophy names. **Action: David completed during the meeting.**

4) Matters Arising from the Minutes not covered in the Agenda

Class owned boats

Steve Jones advised that he was looking at how to assemble the boats to assess their condition and kit. Chris had spoken to clubs hosting these boats and those actively using the boats requested they be allowed to keep them. It was agreed that those clubs keen to keep the class boats be required to check their condition in situ. Those class boats not currently being used Steve and Chris would arrange collection of, assessment and repair. The goal would be to make sure the boats are used and there is a paper trail to better manage their use and maintenance.

Action: Steve

Neil Hardie said a policy for boat loan and charter existed at Frensham and he could let the class (Steve) have this to adapt.

Action: Neil

Chris advised the RYA had recommended the best use of these boats would be to help support growth at existing squadrons.

Kate Ayre asked if information on the availability of class boats and the loan process be put on the class website and into the Squadron Captain guide.

Action: Katie.

Burnham had shown interest in borrowing class boats and this should be arranged

Action: Steve

Squadron Liaison and support

Kate reported that she had received feedback from 14/16 squadron captains contacted. Most frequent request was for more confirmation from the UKNCCA and advice/information on coaching and training.

Protest Officer at Events

Claire reported she had not yet found anyone to take on this role

Race Event Organisation

Katie reported she had spoken to Arky and he is available for Inlands and indicator events. She had arranged with him to review the Sailing Instructions.

Class Trophies

David reported that as the Fishers Green open meeting had had to be cancelled this year the results are complete and arrangements need to be made for Squadron captains to present trophies.

Ian Craig to be collected from Crofts and presented to Molly Spiers

Southern traveler trophy to be collected from Andrew Smith and presented to Ben Hazeldine.

Action: Katie

Eastern Area ...check detail

Trophy is with Kevin. 2011 winner Emma & Joshua White

Keepsake trophies need to be sent for presentation. **Action Chris Green**

5) Chairman's Report

Claire reported that she and Chris had had a very positive meeting at the RYA with Duncan Truswell and Roy McCubbin. The wide ranging discussion covered many areas including the YSG (Youth Steering Group) recommendation that the Cadet Class status be changed from 'Supported' to 'Recognised'.

Key points taken from the meeting

- The class is empowered to actively manage the activity of the class coach and can specify deliverables from him including advice on transition, we should not assume coach is to be briefed solely by RYA
- RYA are keen for more attendance at International events. Agreed we could better promote to class and review dates to avoid clash. Add dates to website.

ACTION: David /Tim

- RYA are keen that at International events the coaches they fund should be focussed on top performing boats or the selected team. Class should appoint and organise its own coach for promotional event competitors
- All recognised that communication between RYA and Cadet class had been poor and communication to class by National Coach on RYA matters were distinctly lacking with for example no feedback on CPD meetings.
- RYA had pointed out other classes appear to be more active and have more professional support, e.g. 2 administrators
- Chris had shared with RYA work she and Steve Jones had undertaken in Sept/Oct and that the class had identified going forward it may be best to stop running the class National squad in its current form and move to a plan involving more open training. This was well received by the RYA.
- RYA may not be able to send a Coach to Worlds in Australia and recommended the class identify a Team Manager

- RYA had suggested class consider having a President to act as 'critical friend' and bring continuity of direction. Committee discussed possibility of also having a Patron.

6) Treasurers Report

Clare Corby reported healthy bank balance some of which is allocated to Worlds Fund.

CC reported discrepancies of coaches' charges for mileage and explained HMRC norm. Agreed to inform coaches of appropriate invoicing method and rates.

ACTION: Clare C

CC reported she is in the process of changing bank from Carter Allen to Barclays to allow for easier paying in.

KA suggested that cost of committee meeting attendance should be shown in accounts. CB explained that to date no claims had been made. Committee members should all make a claim even if they chose to return claim as a donation to the class.

7) RYA Class Recognition

YSG 2011 Recommendation is to change class recognition status to Recognised

- David Elliott had offered to draft Response to YSG and it was agreed to involve KS in preparing this. CG and CB to review to ensure feedback from RYA meeting is included, and the committee will be given opportunity to review and input. Agreed response should identify actions taken to address YSG concerns be allowed time to take effect.

ACTION: David, Katie, Claire, Chris.

- Agreed to include a mention of RYA process in an update communication to class. KS to forward notes of items for YP to put together

ACTION: Katie, Yiorgos

- CB reported areas that Duncan and Roy had focussed on in discussion of class recognition were the need for the class to show a structured plan for 2012 (development squad, Open training), and transition of sailors to 420 (we and Adam do not do enough)
- DE noted that other classes were more supportive of sailors in transition process. Agreed Cadet class needed to do more.
- Agreed to engage with Youth classes, building on initiatives already underway with 420 and also linking with 29er

ACTION: Claire

- YP noted Cadet conversion rate to champions is high, challenge is therefore to grow class numbers to achieve more sailors transition to youth classes
- Class Admin: RYA had highlighted that other classes have more professional support and are more active at class management/promotion etc. Our committee system of volunteers may not be working for us.

TG suggested Class needs a growth strategy into which key task areas feed, all working at process of moving the class forward.

- If YSG recommendation is approved Class should apply to ET Trust to retain ET rib

8) Class Training

YP emphasised need for a clear strategy for class and for training
CG reported that when SJ and she were working to plan Development Squad they learned parents keen to have more local training

SJ presented 'Winter Training' document. Attached.

KA reported success at Stone whereby training had led to growth of Cadet fleet.

SJ stressed importance of planning ahead and it was agreed that planning for 2012/13 begin as soon as RYA decision known.

CG suggested need for new/Bronze helms to get some training prior to Zone Squad selection. Agreed to be part of training planning.

ACTION: Steve

SJ suggested need for Class training calendar to include local club activities and Squads. Agreed need for Calendar co-ordination. Howard volunteered to take on this role.

ACTION:Howard

Inform Squadron captains of Calendar and request they liaise with Howard.

ACTION: Kate

9) 2012 Budget plan

Budget starts June 2012

10) Marketing and promotion of the class

TG prior to making presentation (attached) explained that he had involved other people including Cadet sailors and parents on getting feedback, and specifically Jackie McClellan (JM) and Joe Hawes in strategy.

JM had offered to lead Class sponsorship initiative. Agreed to accept offer.

ACTION: Tim

TG presented Marketing presentation.

KA reported Squadron captains had requested flyers to help with promotion, and tips on promotion be on website.

Tim stated his aim to refresh design of website and update regularly. KA suggested it needed to communicate better with kids.

TG proposed using funds raised by sale of Christmas Cards. He had spoken with Simon Cox who does other class websites.

Neil Hardie and Howard offered to help with web activity.

It was agreed that the 'Quick Fixes' identified in TG's presentation go ahead.

- Website
- Sponsorship
- Flyers for class and squadron to use

ACTION: Tim,

Dinghy Show

DE reported 2012 theme is Jack Holt, potential offering opportunity for Cadets to be featured.

TG and DE to discuss making plans and budget for show and explore possibility of having brand new plastic modern looking boat on stand. Chippy suggested we could put the recently built wooden boat on a stand.

David advised RYA subsidises cost of stand. YP mentioned Brett Dingwall is building a new Cadet, he could also as a builder have his own stand.

ACTION: Tim and David

11) 2012 Worlds

KS to draft Notice of Selection and to consider if possible to normalise results.

KS reported Sarah Currell offering to put together some details. Agreed good to have something before end of year.

ACTION: Katie

AOB

CB asked for minutes to be done promptly and on website

ACTION:Katie

KA asked about Squadron Captain's guide. To be drafted and circulated before Dec meeting.

ACTION: Katie

YP stressed need for class to discuss and have a clearer strategy and offered to compile and circulate a document

ACTION: Yiorgos

SJ : Nationals.

Need to check dates with RTYC and CB to discuss detail of who provides PRO

ACTION: Claire

Safety. Neil noted class needed to replace some flags.

Action: Neil

CK: Reported he had completed very useful RYA training on measuring and recommended more Class measurers attend.

He has planned measurement priorities for 2012, initial focus on safety aspects

HW: National Squad ribs

Howard reported discussion with Nat Squad parents on rib provision and many were willing to help out. It may be possible to save cost of hire and possibly have funds available to run an extra day or weekend of training. Agreed budget need to be check before committing to this, otherwise accepted idea.

Action: Howard and Chris

Date of Next Meeting

11 December 2011 tbc