

Liverpool Canoe Club – Stewardship Meeting Minutes

Date: 6th July 2026

Venue: Liverpool Marina Bar, Coburg Wharf, L3 4BP

1. Attendance and Apologies

- **Attendees:** John Cooke (Chair, JC), Mark Benson (Secretary, MB), Keith Steer (KS), Dom Fahey (DF), Kevin Corcoran (KC), Craig Ford (CF), Callum Cook (CC), Ian Bell (IB), Amy Newnham (AN), Adya Misra (AM).
- **Apologies:** Carl Leung (CL), Carol Atkinson (CA), Roy McHale (RMcH), Richard Clews (RC).

2. Approval of Previous Minutes

- The minutes of the previous meeting were reviewed and approved by all present.

3. Review of Action Points from Previous Meeting

- **(6) Fleet Maintenance Schedule:** Completed.
- **(7) Painting Programme:** In progress (Action: Dominic Fahey).
- **(8) Pontoon Maintenance:** In progress (Action: Keith Steer).
- **(9) John Lamb Bursary:** Matt Stevenson has been engaged for a programme on the Dee at TNR (maximum of 6 on the water at a time). This needs to be scheduled on the club calendar (Action: Amy Newnham).
- **(10) Equipment & Outfitting:** Installation of 2 kneeling thwarts is underway (with thanks to Colin Lowndes for fitting them); 11 left-handed paddles and 5 SUP fins have been acquired. Delivery is pending for 12 Palm Junior Cockpit Covers.
- **(11) Damage Report Poster:** Outstanding.
- **(12) Affiliation Renewal:** Completed.

4. Stewardship Group Roles

a. Alignment with Constitution and Disciplinary Policy

To bring role outlines into line with the Club Constitution and Disciplinary Policy documents, the following updates were **APPROVED**:

- **Club Secretary:** Add "*Act as the primary contact to receive Complaints and manage the disciplinary process.*"
- **Safeguarding Leader & Club Chair:** Add "*Act as alternative contact to receive Complaints and manage the disciplinary process.*"
- **Action:** Keith Steer to update the website role descriptions.

b. Vacant Roles

A proposal to name individuals currently acting in vacant roles on the website as "(Acting)" was **NOT APPROVED**.

- **Action:** John Cooke will re-advertised the vacant positions.

5. Honorary Treasurer Voting Rights

- Craig Ford queried whether the Honorary Treasurer, being an independent role, should hold voting rights as is presently configured.
- **Action:** Adya Misra to review and confirm the AGM Minutes from 2025, where these roles were an agenda item.

6. Peer Paddle Policies

- **Ratification of Proposed Updates:** Updates to the Peer trip guidelines, implemented by Keith Steer following an email to Stewardship Group on 24/6/2026, were formally accepted. The updates were:
 - Delete the second sentence regarding peer trips appearing on the club calendar in a grey box.
 - Append clarifying text regarding suitable experience and groups of friends.
 - Confirm the policy that peer trips will strictly utilize the message board and will no longer appear on the official club calendar.
- **Justification:** To clearly distinguish between official club trips and peer-led trips, fully aligning with Paddle UK directives.

7. Lines of Communication within the Club

The committee established a general agreement to reinforce protocols ensuring member communications are filtered and resolved as close to their source as possible. Formalized escalation paths include:

- Ordinary members should direct queries first to the specific volunteer running the event in question.
- Club volunteers should escalate relevant issues directly to the Volunteer Coordinator.

8. Docks Paddles Calendar

- Discussion on sustaining a consistent Docks Paddle calendar.
- **Action:** Adya Misra to email leaders looking for qualified volunteers to coordinate and establish a dock paddle schedule.

9. Any Other Business (AOB) & Follow-ups

- **DBS Certificates:** Confirmed that physical/digital DBS certificates will not be stored by the club; only the reference number, name, date, and status will be recorded.

- **Post-Meeting Developments (For review/action at the September meeting):**
 - **LCC Dashboard Automation:** Callum Cook demonstrated a feature sending automated emails to coaches and leaders alerting them to soon-to-be-outdated certificates and courses, linked directly to the current leaders' spreadsheet.
 - **Club Branding:** A new updated LCC Logo/badge design was presented.
 - **Website Features:** Keith Steer is running final testing over the summer on an automated Photo Competition feature for the website.
- **Club affiliations to PaddleUK was renewed (KS):**



- **Website Text Updates**

A number of updates were made to Club Trip rules and guidelines (see below).

Email Approval: The itemised policy updates and clarifications were approved by simple vote of the Stewardship Group via email on 7 June 2026 regarding the highlighted calendar website text updates. The vote was 11 in favour (KS, CC,CL,RC,IB,CA,KC,DF,JC,AM,AN), none against.

Website Updates 07/06/26:

General Club Rules and Guidelines

- 1/ Buoyancy aids or PFDs (Personal Flotation Devices) should be worn by all persons on the water.
- 2/ Spraydecks should not be used until you are comfortable with them. Neoprene decks need practice at removing.
- 3/ Novice paddlers (i.e. not gained paddle start) must stay by the concrete slipway unless accompanied by a competent paddler who can perform a deep water rescue efficiently.
- 4/ Paddlers not under the direct supervision of the session coach or leader must be in groups of at least three, and all must be able to perform deep water rescues. This does not apply to 4-star standard paddlers or ranked competitive paddlers using the facilities to train, as these paddlers will be proficient in self-rescue.
- 5/ If you use club equipment, please put it away tidily after use. Please sponge out boats and help by putting boats neatly back on the racks (in 3 or 4 on their sides). Buoyancy aids MUST be zipped up and hung back on the hangers. Please try to help keep the club premises tidy and safe for all users, and try to keep the changing room floor dry.

LCC Club Trip or Session.

All paddling organised by the club **should have a named coordinator/leader/supervisor** and **should be bookable** via the club calendar and booking system. Click here to submit an event [to the calendar/booking system](#). If you want help or advice on running the trip, please contact coaching@liverpoolcanoecub.co.uk.

Regular Club sessions **should be submitted at least 5 days in advance** to allow members enough time to book on. *Exceptionally, some events are submitted at shorter notice because of the weather or other environmental factors.* Additional competition-based sessions can be approved on short notice to facilitate training and team selection, provided that paddlers are part of an LCC squad or a competitive Club team.

Once approved, the "Club Paddle" will always appear on the [club calendar](#), be bookable and covered by the club's third-party liability insurance. **Only once it has been approved, should you advertise the paddle to all via the message board.**

If other Dock Leaders want to paddle to allow extra numbers, please submit a parallel paddle using the Submit and Event tab on the Calendar tab on the website. This clearly identifies who is a leader and who is a participant, but you can still paddle together in one group.

Subject: New event on the calendar

Your new event is now on the calendar. Please check the link below and let us know if anything needs changing. Many thanks for volunteering your time. We are now happy for you to announce the event via the Message Board. Please use the most appropriate forum for the type of paddle. You could possibly put a link in the message so they can book directly with the calendar/event booking page.

<https://liverpoolcanoecub.co.uk/events-2/?event=44585>

If other Dock Leaders want to paddle to allow extra numbers, please submit a parallel paddle using the Submit and Event tab on the Calendar tab on the website. This clearly identifies who is a leader and who is a participant, but you can still paddle together in one group.

After the event, if you need to change the names of any paddlers (anyone who did not turn up or any extras) or you want to add in details of the levels etc you can add a review by going to the calendar page, scroll down to the bottom where is a review tab, which can be used to add brief details of your event.

Please email any queries or comments to the committee at committee@liverpoolcanoecub.co.uk