

# Hansa Class UK Management Committee Meeting Monday 25<sup>th</sup> November 2019

Took place at 11am at Kerith Community Church, the Kerith Centre, Church Road, Bracknell, RG12 1EH

## Minutes

**Present:** Bob Scull, Steve Kitson, Moira Campbell, Jessica Campbell, Lindsay Burns, John Figgures, David Durston, Phil Hall, Andy Sheath, Alan Hillman, Ali Grant, Ivor Barrett Steve Sawford and Ron Sawford.

- 1) **Apologies:** Pat Crowley and Brett Cokayne.
- 2) **Welcome:** Bob welcomed everyone to the meeting and particularly Ali, Alan and Ivor to their first meeting and Jess who had driven her mum, Moira, from Scotland to be with us.
- 3) **Minutes of HCUK Management Committee Minutes – 12-11-18**
  - a) There were no matters arising.
  - b) These minutes were approved as an accurate record of the meeting and signed by the Chairman.
- 4) **Updates:**
  - a) **Training update:**
    - i) Our first BFT session at Whitefriars was set for Friday 26th April 2019 was sadly cancelled due to bad weather.
    - ii) The second BFT session at Carsington was booked for Wednesday 22nd May 2019 was again cancelled due to the lack of interest.
    - iii) We held a Hansa Class 2019 Advanced and Intermediate Training Event at Rutland on Thursday 20th June to Saturday 22nd June 2019
    - iv) We were not able to arrange the second Advanced and Intermediate Training event at Chesil that we hoped for.
  - b) **Technical Sub Committee update:** At the IHCA John Figgures was elected to the position of “Vice President Rules & Measurement” and he reported to us in that capacity. Lindsay remains Chair of our HCUK Technical Sub Committee.
    - i) John Figgures reported that he is hopeful to get some of the outstanding issues moving forward but due to seasonal differences between Australia and Europe and the processes involved he did not expect to conclude this before the start of our 2020 racing.
    - ii) In the light of this it was decided that Lindsay would review our UK Special rules, as usual, before our 2020 season starts.
    - iii) John plans to appraise all sets of rules and to review and update all Approvals of Replacement or Additional Equipment (RAE’s). David asked why these things took so long. John explained the process that each change has to go through is long because the suggested changes need IHCA Technical Committee ratification, General Committee approval, discussions with World Sailing and an official presentation to the World Sailing Class Rules team. He added that as World Sailing is in London he is hoping that the process can be speeded up with face to face meetings.
  - c) **Membership Secretary update:**
    - i) Alison Grant (Ali) has taken on the new post of Membership Secretary. Ron is in the process of handing over the tasks as they are currently carried out. This will include updating the [secretary@hansaclub.org.uk](mailto:secretary@hansaclub.org.uk) email groups as members join or leave.
    - ii) The membership Secretary will have, and work through, their own [membership@hansaclub.org.uk](mailto:membership@hansaclub.org.uk) email. (not yet set up)
    - iii) Ali will work with Ron and the management committee to identify and implement the best procedures for applying and implementing a membership fee.
    - iv) Ali will review and update our membership forms and practices in line with GDPR.
  - d) **Applying a membership fee:**

We had a full discussion around on the subject of applying a membership fee. The following are the main points that were agreed.

    - i) That a membership fee should be applied before our 2020 sailing events (i.e. end of Feb) if possible but if not then by the end of 2020 as a long stop.
    - ii) An initial annual fee of around £10 would be levied.

- iii) It was suggested that we consider different levels of membership fee between sailors and helpers and also family membership.
- iv) It was suggested that we consider making membership voluntary or by giving an incentive like “free third party insurance”.

## 5) Events Programme 2020:

### a) TT Series’:

- i) **National TT Series.** After being given the dates of the 2020 Multiclass Ron was able to confirm that the most 2020 National TT Series events were in place. We still need to fix the Waveney event but, having the Multiclass fixed, that could now go ahead. We are still waiting on confirmation from Bristol Sailability, Who can’t confirm yet due to the system the harbour authority use, and from Northampton Sailability who are still experiencing difficulties with the NSC. We are still hopeful that we will be able to complete this and publish by mid-December.
- ii) **Scottish/Northern TT Series.** Moira told us that she is experiencing difficulties getting venues and having lost all excepting the 2020 Clydemuirshiel TT on 18<sup>th</sup> April 2020. The main problems are not enough entrants to make events pay, difficulties around Sailability Scotland’s events and the availability of clubs with suitable facilities for our events such as Safe keel down transfers and hoisting. After a full discussion on these points it was decided that :
  - (1) Moira should continue to work to find new venues in Scotland and northern England.
  - (2) That HCUK could offer assistance to Host Clubs in fitting hoist sockets to Jetties and lending hoists.
  - (3) That events can be added to the programme as the season progresses.
  - (4) That Moira develops a project for a six boat Support Unit for Scotland.

### b) UK Nationals

- i) Ron confirmed that the HCUK 2020 UK Nationals will be hosted by Chesil Sailability at Weymouth and Portland National Sailing Academy. WPNSA will run the racing and Chesil Sailability will organise the rest. The entry costs will be close to those experienced last year at Rutland.
- ii) Phil and Bob agreed to be coordinators for the event and to work with WPNSA in establishing the Sailing Instructions and Notice of Race. Ron will provide the documents needed and any advice asked for.
- iii) Phil said that Chesil will want to involve relatively novice sailors rather than just the elite and asked about the use of a coach boat. Bob reminded us of the use of buddies in the 303 and Ron pointed out that it is an open class so having an experienced sailor in the boat is always available. David said that this may link into training. Alan said something about WPNSA sponsorship rights and rules and that he would speak to Phil separately about that.

### c) Training Events:

- i) Advanced/Intermediate training: Ron said there currently no Adv/Int training events fixed for 2020 but there were suggested dates in his 2020 programme working document.
- ii) Blue Fleet training: Ron said there is currently one BF event fixed for 2020 at Whitefriars but there were two more suggested dates in his 2020 working document.
- iii) (after the meeting ron gave David a copy of the working document to work from)
- iv) **Brett sent the following:**
  - (1) Blue Fleet Training: RYA sailability is happy to support blue fleet training at three venues in 2020. We will provide a coaching day prior to the three TT events at the selected venues. Last year think we missed out on the promotion of the blue fleet events and there was some confusion over who was organising the finer details the events. I believe a joint approach to some advertising in 2020 will achieve more interest at blue fleet events.
  - (2) Advanced / Intermediate training: Sport England who funds the majority of RYA Sailability activity main focus is getting non active people active with a health and wellbeing a key requirement. Blue fleet training ticks the Sport England criteria as its introducing newish people to sailing and racing which intern creates regular participation. The advanced / intermediate training in 2020 will be more of a challenge for RYA Sailability to support as participants are seen as already active and taking part in regular activity. This means that a small amount of training support will be available, one or two days maximum. Any other support required will have to be sourced via volunteer or freelance coaches. We have funded a number of Level 2 race coach courses in 2018/19 so there are more Sailability connected qualified coaches available.
- v) There was a full discussion around sailing training and the following points came out of this:
  - (1) The RYA is now only funding training that brings new people into sailing so that is blue fleet or sub-blue fleet level.
  - (2) David questioned whether our Advanced and intermediate and blue fleet training is the right format. Could we do something within our TTs?

- (3) Bob said should we be looking at doing something with sailability groups that do not currently race and/or venues that we have never raced at.
- (4) David said he had spoken to Brett about running a fun regatta using our Support unit and Bruce Wake rig. (This would include costing in some funding for the boats)
- (5) Steve K emphasised that lack of entrants has been a problem so we would need to address this in any future planned events.
- (6) David told us of an end of season fun event at Whitefriars that involved their sailors and volunteers sailing which was very successful.
- (7) Moira said we may be looking at training wrongly. Do we need to train volunteers to be buddies so they are confident in taking novice sailors out for a sail? RYA has a volunteer training scheme.
- (8) Ivor said a major problem was encouraging new sailors and supporting volunteers to go to events away from their home club and a fun event may motivate them and give them an enjoyable confidence building outing.
- (9) Phil said Chesil has its skippers and buddies but travellers need them to have a day off work and this can be a big problem.
- (10) Steve S said that there is a big drive in the country to get people active and socialising to promote their wellbeing and our blue fleet events would tick many of those boxes.
- (11) Allan said get people going to TTs by devising a new format and including training in them. In our current format the competitor doesn't get much "bang for their buck" and very few sailors do the full five TT qualifying events. (David offered to include Allan in the training team)
- (12) John F said the top sailors know the rules but the novice sailors often do not and feel frightened to take part so should we include some rule training.
- (13) Should we be doing some specific training towards encouraging and enabling involvement in the 2021 Special Olympics?
- (14) The training team will consider all the above and come up with a strategy for our future sailing training

**d) RYAS Multiclass Regatta 2020:**

**i) Brett sent the following:**

- (1) Multiclass Dates have been confirmed as the weekend of the 1st and 2nd August at Rutland.
- (2) We are looking at the possibility of introducing a team racing element to the weekend. The format is undecided but we would be interest to know if the six Hansa 303 would be available for team racing. **(Bob and David will find out the details and answer this)**

**e) International events:**

- i) **2020 IHCA Worlds** will be at Los Angeles YC, USA on 15<sup>th</sup> to 23<sup>rd</sup> October. David said there are to be available for charter 18 x Liberty and 16 x 303 He is also waiting for information on what costs will be covered if any. Alan said the way the 303 races are scheduled, so that a boat can enter both one person and two person classes leaves too much waiting time and he finds this an overriding factor against entering.
- ii) Brett sent the following: Please view the latest news from World sailing which informs sailors and MNA of future plans.

**f) Other International Events:**

- i) Lindsay said World Sailing have approved that the Hansa event in 2021 Italy will be a Hansa World Championship and that the 2022 event will be a Hansa European Championship.

**6) Co-ordinator responsibility sharing:**

With Bob now running the Support Unit and Ron needing to step back a bit we are together suggesting that we change to sharing the coordinator role between more Committee members.

- a) Hoping that those who can will be happy to volunteer to take coordinator responsibility for one or more events during the year.
- b) With Bob on site managing the Support unit, Moira often on site supporting Jess and Steve S on site at many of the events there will always be help and advice available for the coordinator if needed.
- c) Ron will provide all the documents needed for the coordinator to send to their host club and any advice asked for.
- d) After a full discussion on this we agreed the following:
  - i) Steve S will be coordinator for the Frampton, Burghfield, Oxford and Northampton events.
  - ii) Lindsay will be coordinator for the Carsington and Nott's County events.
  - iii) Ivor will be coordinator for the Waveney and the Frensham event.
  - iv) David will be coordinator for the Whitefriars event
  - v) Bob will be coordinator for the Bristol event.
  - vi) Steve K will be coordinator for the New Forest event

## 7) Suggested changes to management roles and responsibilities:

Ron explained that as the charity has grown the role of secretary had expanded to the degree that it cannot be covered by a volunteer post. In order to keep the management of the charity achievable by volunteers there is now a need to divide the jobs up into other more than one role. We started this earlier in the year and now need to amend our Roles and Responsibilities document to reflect this.

### a) It was agreed that the division of duties will be as follows:

**Secretary** - To provide administrative support to the organisation

Key Responsibilities

#### **Ron – General administration lead**

- Prepare agendas (with support from the Chair)
- Take minutes at meetings (ensuring they are signed by the Chair at meetings),
- Distribute papers, arrange housekeeping e.g. room hire and other administration requirements stated in the governing document
- Maintain organisation records, update internal policies and procedures
- Deal with correspondence

#### **Ivor - Charity Commission liaison lead and AGM lead**

- Ensure the requirements of the Charity Commission are complied with at all times
- To action and maintain records of all annual Charity Commission returns.
- To keep the HCUK/Charity Commission data updated.
- AGM – organise the AGM according to the requirements stated in the governing document.
- To review and control the flow and information received from the Charity Commission and provide leadership of any action needed.

#### **Alison - Membership Secretary**

- To action membership enrolment and maintain membership records
- To keep the HCUK Membership database and Membership email lists updated as members are added or the member's details or status change or members leave.
- To develop and introduce any changes in membership enrolment in accordance with decisions made by the Management Committee.

b) The above secretarial work does not cover the work Ron does in relation to events and promotion It was therefore agreed that the following two posts be created:

#### **Ron - Events - Racing Events Lead**

Key Responsibilities

- Represent the Events subcommittee at Management Team meetings
- To consult on and devise an outline HCUK racing programme giving target dates by September of the previous year.
- To negotiate with host clubs the whole programme of racing events keeping it as close to the outline target dates as possible.
- To update all racing events pages of the website and distribute the full Racing Events Programme to all HCUK Members by 1st January of the programme year
- To review all HCUK racing management documents (such as HCUK Sailing Instructions, Pro forma-Notice of Race, Pro forma Entry form, HCUK Special Rules) in liaison with the Technical Committee and update where needed by 1st February and send them to all host clubs by mid-February
- To review all "Running a Hansa Event" documents and update where needed by 1st February and send them to all host clubs by mid-February.
- To liaise with coordinators to ensure that an event coordinator is assigned to attend and provide the HCUK support to the host club throughout the time the event is running.
- To send out promotional reminders for each event around two weeks before the event to all HCUK Sailors and Teams.

- Photos, report and results
- Coordinate Hansa resources for these events

## 8) Fundraising:

Phil highlighted the following:

- The funding has been received for the refurbishment of the Bruce Wake rig
- Regarding the Scottish project for a used 2.3, Phil has been asked if we want to upgrade this to a new 2.3, a Launch trolley, a road trailer and the rigs insurance. Moira will let Phil know the answer.
- Bob stressed that our contract with Corporate Direct ends in July 2020 when we will need to negotiate a further two years contract. Their willingness to continue to work with us will be dependent on us having enough projects to make their work for us worth their while. So we need to review and expand the projects we have underway. Capital projects are the easiest to find funding for. We also need core funding of around £10,300 plus a contingency of say £3700 = a total of £14,000. So we all need to think of what projects we need to develop our charity. We each need to work up any ideas we have, cost them, clear them with the Management committee and pass them onto Phil for him to pass onto Corporate Direct.
- The following ideas for projects needing funding were suggested:
  - Hardship fund to be used with the aim of supporting sailor participation.
  - A fund for the adaptations to host club facilities to enable or improve a club's ability to stage one of our racing or training events. (for example funding the fitting of a hoist socket)
  - A further Scotland "boats" project for a 6 boat support unit for Scotland and Northern England.
  - Funding for a container the USA for the 2020 Hansa Worlds.
  - Further equipment for our sail training.
  - Portable Personnel changing room lifting equipment

## 9) Equipment purchase:

- Bob cleared the following funding for the support unit with the management committee: Six sets of training sails to use when the unit's boats are used for training in order to expand the life of the racing sails. Front tow bar and winch for the unit's van.

## 10) Trophies/prizes:

We had a full discussion around this and made the following decisions:

- We will endeavour to purchase non-plastic trophies i.e. Glass or wooden or non-plastic prizes.
- Bob showed us some medals that can have the HCUK logo and can be purchased in bulk and labelled as needed. We could offer these to host clubs at a price well below the usual trophies budget and because the labelling can be taken off they would only need to pay for those used. We decided that there was a place for these as individual TT prizes and will take this idea forward.
- We will look into having good quality gold, silver and bronze medals for our Nationals. Ron will take this forward.
- Alan suggested that we looked for sponsors for prizes for the year that would be great advertising for them. We thought this was a great idea and Alan will take it forward.

## 11) Support unit:

- Bob told us that his local Yacht Club had let us leave the support unit trailer and boats there free of charge and a local donkey charity may also do the same for the winter storage. They are happy to do this as one charity helping another. We asked Bob to thank them very much for this.
- We had a discussion as to whether we should make a charge for the use of the support unit boats. It was agreed that we would and that the fee would be £10 per boat per day. This will be paid on the day.
- We decided that we needed a rotation system to ensure that the same people don't have the boats all the time. Steve K will formulate a system, have it approved by the management committee and apply it by the start of the 2020 racing season.
- Lindsay said there needed to be some 2.3s available as well as the 303s. Steve S said that, as he offered last year, providing he is given plenty of notice he will make sure a 2.3 is available for a sailor at any of our events.
- Bob told us that the main funders of the Support Unit had now named four of the boats and that left two boats for us to name. As there were two organisations that have sponsored the unit he suggested two names that reflected these. They were "Henry Surtees" and "Britford Bridge". These were agreed.
- The HCUK website address will be put onto the Van.
- Six of the new Chris Mitchell keel lock down straps was approved for the six support unit boats.

**12) Adoption of RYA Racing Charter: See Appendix 1**

- a) We had a full discussion around this and the following was agreed.
  - i) HCUK will adopt the RYA Racing Charter from the first of our racing events in the 2020 season.
  - ii) Ron will inform the membership of this decision.
  - iii) Ron will include this information in the information given to the clubs that host our events.
  - iv)

13) Four year Strategic Plan: Ron gave a brief appraisal of the 2019 to 2022 Strategic Plan and will use this information to formulate, consult and distribute our 2020 to 2023 Strategic plan.

14) AOB:

- a) Moira pointed out that given that the Europeans were run in a format that allowed the same 303 boat to be used in both the one person and the two person classes, we could have promoted the fact that our 303 boats would be available and on site for UK 303 two person teams to use. If we had successfully done this at Portimao we could have had a UK team of 18 sailors without the need for any extra boats.
- b) Ron said that Pat has confirmed that he will continue to do the Sailwave results for us.
- c) Brett sent the following: RYA Sailability will be look at the 2020/21 budget towards the end of March to see what funding is available to class associations.

The meeting ended at 3pm.

Approved - Signed: -----

Date: -----

## **Appendix 1**

### **RYA Racing Charter**

#### **Objectives**

- To provide the framework for everyone to enjoy the sport of sailboat racing in whatever capacity and to whatever level the individual desires.
- To ensure that the sport of sailboat racing welcomes all people and treats them equally.
- To ensure that those who experience sailboat racing are encouraged to continue.

#### **Principles and practices**

- The sport welcomes all participants; it relies largely on self-compliance and self-policing. Those that deliberately take unfair advantage of this or behave in an inappropriate manner, either on or off the water, can expect action to be taken against them.
- Competitors agree to compete in compliance with the rules and behave in accordance with accepted standards of sailboat racing. When involved in a genuine dispute, all parties to the dispute and those deciding the matter will use the established procedures for achieving resolution.
- Foul or abusive language, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated.
- Organizers, officials and other providers of sailboat racing agree to provide the fairest racing possible. This includes encouraging feed-back and facilitating the resolution of genuine disputes (including protests) in a timely and proper manner.
- Support persons agree to encourage their competitors to behave in compliance with the above principles and practices.

This Charter applies equally to those who organize, manage, coach, advice, judge, provide services and compete (including those who support competitors) in sailboat racing. The RYA encourages the adoption and implementation of this Charter, and provides guidance and support to individuals and organizations to assist implementation. This guidance and support is consistent with the practices of World Sailing. For further information, visit [www.rya.org.uk/racingrules](http://www.rya.org.uk/racingrules) .

## APPLICATION OF RYA RACING CHARTER

Through the Racing Charter, the RYA seeks to promote a fair and enjoyable racing for all.

### What competitors should expect

- Racing that, as far as possible, is fair, enjoyable and safe.
- Shore facilities, administration and race management to acceptable standards and appropriate to the event.
- A way to complain or make a suggestion, and a response to complaints and suggestions.
- Prompt resolution of any disputes.

### What is expected of competitors, their coaches, managers and supporters

- Courtesy and respect to other competitors, officials and other users of the water, both afloat and ashore.
- Compliance with the rules, and the taking of a penalty when required by the rules.
- Use of the provided services to resolve any disputes.

### Resolution of racing disputes

The RYA encourages the adoption of the Exoneration Penalty, Advisory Hearings and RYA Arbitration in addition to protest hearings to improve the understanding of and compliance with the Racing Rules of Sailing. See [www.rya.org.uk/racingrules](http://www.rya.org.uk/racingrules) .

### Unacceptable behaviour

The RYA encourages the use of rule 69 and rule 2 to penalise and deter unacceptable behaviour both on and off the water. Guidelines on their application in the UK are on page 198 of the RYA's Racing Rules of Sailing ('Misconduct').

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