

## **ENGLISH COACHING MANAGEMENT COMMITTEE MEETING NO 25**

**SATURDAY 10<sup>TH</sup> OCTOBER 2009 - THE BOAT HOUSE – BARROW-ON-SOAR**

### **MINUTES**

#### **PRESENT:**

Steve Scorer- Chairman  
Andy Maxted – Vice Chair / Southern RCO  
Mo Moule - Racing  
Nigel Jones - WWR  
Phil Ascough - Outdoor Pursuit Centre Representative  
Ken Hughes - North East RCO  
Ian Bell - North West RCO  
John Lucas - Yorkshire RCO  
Colin Broadway- East Midlands RCO  
Ian Dallaway - West Midlands RCO

#### **IN ATTENDANCE:**

Mike Devlin - BCU Director of Coaching  
John Handyside - National Competition Development Coach  
Russ Smith - National Competition Development Coach  
Marie Gouldby - Customer Services Enquiries Officer

#### **APOLOGIES:**

Mark Shaw - Slalom Representative  
Matt Chadder - Freestyle Representative  
Ollie Harding - Marathon Representative  
Steve Bowens - Surf Representative  
Chris Davies - Eastern RCO  
Andrew Hall - South East RCO  
Simon Westerman - Wessex RCO  
Adrian Green - London RCO

#### **1. WELCOME AND INTRODUCTION**

Steve Scorer (SS) welcomed everyone to the meeting and in particular welcomed Russ Smith, (RS) recently appointed NCDC. Colin Broadway ran through Health and Safety, Fire exits and layout of the venue.

SS informed the meeting of Lara's ill health. All sent Lara best wishes.

#### **2. MINUTES OF LAST MEETING**

Steve Scorer noted that the minutes from the previous meeting had not been edited for distribution. Given that they were not suitable for distribution he apologised and undertook to ensure they were edited and distributed.

#### **3. MATTERS ARISING FROM THE LAST AGENDA**

No matters arising noted from meeting No 24 due to minutes not being available.

## 4. UPDATES

### 4.1 Regional Updates

**Team Central** reported that:

- All RCO's and LCO's are now in place.
- Expressed a concern that Star Award badges should be reinstated.
- Noted: other organisations are now developing their own awards, with badges, which could have an effect on business and increasing competition against Canoe England.
- Comment: desire to see the Level 1 / 2 UKCC Coaching Courses be discipline specific.
- Noted: some students are attending courses below standard in one discipline and that some coaches feel aggrieved that they must show competence in two disciplines.
- Noted: Coach Update forums - letters sent out by Siobhan Pratt are having an effect, more requests for Update Forums to be held.

**Team North** reported that:

- They had problems with Level 2 Assessments - Candidates need a lot of support and are at varied levels of ability, they have also experienced candidates attending courses with different versions of the resource portfolio which have the wrong links published.
- They also noted that they have seen an increase in demand for Update Forums.
- It was noted that they are still experiencing problems with candidates doing 2 star, both in terms of assessment standards and candidate standards. To combat this they are offering training up to 3 star level in both canoeing and kayaking to increase understanding and ability.
- Noted: two new acting LCO's in team. New LCO in North Yorkshire. Treasurer in Yorkshire is stepping down.
- Yorkshire are beginning to see more people accepting the UKCC Scheme but Level 2 candidates definitely need more help - now offering a support weekend in which Level 2 candidates can have access to mentors, be watched whilst coaching and be signed off in their portfolios.
- They also feel the need for further programme clarification re FSRT.
- Would like clarification on insurance for course directors.

**Team South** reported that:

- As per earlier comments noted that while some coaches want the 2 star to be discipline specific there is a stronger view that the 2 star should have experiences of additional crafts included. This could be resolved if you added experience of other boats in at 1 star level.
- Noted: that at the moment people are failing to see crossover of recreation and competition crafts at a 2 star level.
- Noted: that not many people have done the Level 2 as yet, however, they are expecting more people to access the courses due to time phasing and further funding in the area from European Bursaries.
- There has been a lot of repeat attendance at Coach Update Forums and sees the need to review the Update programme.
- Need to improve communication of progression pathway routes through the new scheme.
- The Regional Development Team is still in discussions about merging the Southern and South East teams to match that of Sport England
- London are missing some LCOs, now missing Andy Barclay (RCO for Devon and Cornwall) as well.

**Competition update:**

- Discipline specific modules (racing) are being delivered, expecting more to be done in winter. Started work on the Level 2 Forward Paddling work, hoping to include what adjustments are made to forward paddling in different environments, any feedback welcome.
- John H and Russ S are to attend a Level 3 core course.
- Intermediate courses, i.e. Fitness for Paddlesports and Planning and Performance for Paddlesports have been trialled and initial delivery went well.
- Completing discipline specific courses for Slalom, Racing, and Freestyle.
- WWR Star Awards have been finalised and will be implemented soon. The 3\* WWR would also count towards Level 2 prerequisite.
- The Level 1 modular course held over 2 months was a success, would recommend the modular course rather than the intensive 4 day course as a better understanding and experience can be acquired.
- The FSRT skills are currently being reviewed, particularly with long composite boats- developing a video of K4s and other long boats being emptied.
- Slalom boats in production.
- Slalom star awards are imminent.
- Looking at new concepts of how to introduce people into C1 racing.
- Noted that APL options / pathways for competition coaches, who had not previously engaged in the old assessor / trainer route, should be available.
- Also in development is a calendar for people to see more clearly what and where events are coming up, and awards for volunteers to encourage family/friends to get involved.
- Mo Moule raised concern that people within the old Placid Water Scheme may be lost in the new scheme – Would like this to be reviewed.
- Nigel Jones reported that river racing is the smallest it has ever been in recent years; however, it is performing at its best. Currently missing the mid-range paddlers and so focusing on teenagers. Also lacking coaches as some clubs have been reported to have turned people away due to the lack of qualified coaches.

The calendar/website is being redone to become more user-friendly- feedback is welcome. Trying to promote more local/ easy races to get more people involved, hoping that the star awards will also increase participation within the discipline.

**Centres:**

Phil Ascough reported more acceptances of the UKCC awards. Within the industry can definitely see 2 groups emerging, one group that is not engaging, and those that are, but are hitting various hurdles along the way. Concerns with Level 1,s as it puts more onuses on the employer, as well as concerns with the Level 2 and the amount of paperwork that comes with it - too much paperwork and not enough support. Also getting reports back from employers regarding Level 1 coaches - some saying they are better, others saying “they are of the same standard as the existing BCU Level 1 Coaches”?

Also noted confusion amongst existing coaches about how to transfer over into the UKCC scheme- needs to be resolved.

**General:**

Steve Scorer tabled a record of statistics for the Level 1 and Level 2 training and assessment courses held within each region (these statistics covered courses that were registered with Amanda and had taken place). All thanked Amanda for the statistics.

It was noted that we would continue to track courses in this way and it was noted that a lot of courses are being held by providers crossing the border from Wales and Scotland.

Amanda has also reported some difficulties in ensuring that paperwork is correct and that correct procedures are followed thereby finding it difficult to enforce new practices on providers.

Steve noted that the introduction of Internal Verification and Quality Assurance should assist in resolving this.

Mo Moule would be interested in a breakdown of statistics into gender splits.

### **Summary:**

Mike Devlin (MD) reminded the attendees that some of the issues noted in the above roundups were in fact being addressed, either following recent reviews, or that they would be addressed through upcoming reviews.

He further reminded the attendees that they as representatives of Canoe England should themselves promote the basis of new philosophies that support the recent changes and that they should do this at source recognising that in most instances the negative views promoted are via an existing workforce more afraid of change than progress.

He explained that Canoe England/ BCU, although voluntary organisations are addressing the need to become more professional in our approach to the delivery of Coach Education and support. This would require all of us to promote the wider philosophies behind the changes and as a result the awards are changing to reflect this.

With regard to the provision of and the availability of Coaching courses, the insurance concern raised and the overall issue of quality assurance MD commented on the need for super regions / regions to identify annual programme activity that Canoe England could support more effectively.

**ACTION:** Each region needs to review the demand for courses in their area and meet the demand.

MD noted that the QA process has now been started and will be rolled out from January 2010, with the understanding that Star Award Assessment courses will be visited as well as coaching courses, at least throughout 2010 and on a targeted basis.

MD also again noted the upcoming review of the Level 2 course commenting that a number of the above mentioned issues would again be addressed, including the issue of a single discipline Level 2. In noting this MD did reflect on a poll, at the interim Level 2 review, for whether this should be the case – only 3 people out of 70 thought it needed to be discipline specific. However, there was a concern for consistent delivery of the 2\* award, out of which came the 2 star DVD.

With regard the programming of Coach Update forums MD noted that's these represented a great way of targeting update workshops and orientation opportunities and that we may need to consider a must attend approach to assessment orientation workshops, i.e. People must be aware that the FSRT is a multi-boat course and need to get the balance right between boats.

MD noted re the Insurance issue that this is being addressed with the insurance company - this may mean higher premiums to cover a course director, who as the employing agent appointing tutors may not be covered under for employer liability. Early estimates suggest that this could be circa £50 per person.

This is still in debate and the BCU are still exploring opportunities, including - if regional courses were managed by the BCU then the additional costs could be incorporated into BCU liability.

MD also noted that an audit of BCU Awarding by OFQUAL is going to be performed in November and that this would extend to Canoe England as a delivery centre.

## **4.2 NCDC Updates**

Further to the regional reports tabled at this meeting all agreed that in future one consolidated report from each super-team must be circulated before meeting 26. Reports should be from:

Team North- Ian Bell  
Team South- Andy Maxted  
Team Central- Ian Dallaway  
Outdoor Centres- Phil Ascough  
John Handyside and Russ Smith to circulate reports on competition updates.

These reports are to be an overview of the region, i.e. what the trends are? Report will be no more than 1 side of A4. Reports would be discussed at the next meeting.

## **5. MANAGEMENT AND GOVERNANCE OF COACHING REVIEW (MD)**

MD highlighted the matter of the BCU Management and Governance Review. He drew the committee's attention to this and the recent statement issued on the BCU Website.

Statement tabled and acknowledged and accepted as a management and governance review, however concern was raised re the potential for the review to focus directly on 'product' issues, noting the lack of coaching representation on the review panel and therefore the potential for a lack of understanding of the evolution of the new scheme and the learning / development approach that has lead to the new awards as they are.

It was also noted with some concern that the remit of the review as published in certain quarters had been somewhat misinterpreted by some members. Phil Ascough (PA) mentioned that the AHOEC had been contacted by someone in Scotland representing himself as the campaign for Coaches and seeking there comment re the proposed 'product' review group. PA commented that AHOEC and the Outdoor Advisors panel would be delighted to take part in any review that was taking place.

It was also noted with concern that the same individual had contacted all BCU clubs misrepresenting the situation.

The committee wished the BCU Board and the review group to note this and to ensure that they reported with greater clarity.

Not related to the above review but with regard to the International Strategy Briefing SS would like to highlight his disappointed that this has been cancelled twice now. He hopes that the ISB now scheduled for Saturday 17<sup>th</sup> October would go ahead.

He was disappointed also that there were no minutes distributed from last meeting – the focus of strategic direction for Canoe England and therefore a steer for English Coaching.

## **6. BCU COACHING FRAMEWORK (SS)**

This section ties into some points that were made earlier.  
(Papers distributed re BCU Coaching Draft Development Plan 2009-2013).

SS commented as follows against the key objectives outlined:

**Key Objective 1a-** we need to be aware of this. The objective is currently being worked on and hopes that this will be raised next weekend - 17<sup>th</sup> Oct (at the International Strategy Briefing). Objective 1a will also hopefully be raised at the Management Review (discussed earlier) and opinions collected.

**Objective 1b** - followed up by Sue Hornby and Lara Tipper's territory.

MD notes that 1b will affect English Coaching activity. Criteria for funding will eventually become more specific, when this happens we need to be ready with necessary paperwork: each region needs to know how many coaches are in each region, where, and provide collective feedback at meeting. We need to know what skills/ support is needed in each area as we will eventually be asked. SDOs should be involved in this Objective as an increase in participation comes through better quality coaching - this will hopefully be discussed next week (17<sup>th</sup> October) at ISA.

Emphasises the need for a 'workforce' review.

**Objective 1c-** Coaching statistics will provide a better understanding here. A stronger regional structure is essential in order to note the demand in different areas. Clubs should be supported through regional teams, if a team is unable to support a club, for whatever reason, Lara should then be notified.

**Objective 1c-** Point 3 - skills review needs the statistics to come back to the committee to review.

**ACTION:** Each Super Region to identify centres of excellence and delivery hot spots, identify if providers are coming from across the borders to deliver courses, where and who. These statistics need to be recorded and circulated in order to report accurately on the matter. If statistics are correct then need to find out if courses are running with less than the minimum candidates required.

**Key Objective 2** - covers administration.

**Key Objective 3** - To provide more support for coaches, lower cost courses should be run. Super-regions need to identify the demand for Coach Updates within their areas and deliver.

**ACTION:** Focus on Super Region / Regional Programmes.

**ACTION:** Steve Scorer to further review Document (BCU Coaching Draft Development Plan) and provide a working draft plan against the stated key objectives. SS would attempt to get something out through the office in the next 2 weeks. Completed.

**ACTION:** Steve Scorer and Mo Moule to report back re the International Strategy Briefing meeting scheduled to happen on Saturday 17<sup>th</sup> October.

## **7. NSG UPDATE (MD)**

### **7.1. New Level 3 Delivery.**

The committee was asked to note the paper circulated re the issue of Training Director / Tutor training for the new level 3 Award.

In response to the basic issue of director / tutor competence at new L3 Doug Cooper and Dave Rossetter who had both been involved in the work up and pilot delivery of L3 confirmed that delivery of L3 would be more of a challenge than the old L3 and that directors and tutors would need a skill set equivalent to delivering the L5 award or Coaching Processes.

Following discussion and outline agreement of the paper Home Nations were asked to discuss at Home Nation level and report back to MD if any major concerns.

Home Nations to also identify from the revised audit process their initial tranche of deliverers.

**ACTION:** MD / LT and Rachel Derry to provide Home Nations with an updated list of audited L3 providers.

**ACTION:** L3 technical group to meet and provide further advice to NSG on;

- L3 Director and Tutor pre-requisites
- Finalised Pre-requisite requirements for New L3
- Old Style L3 Transfer
- Delivery Plan issues for Level 3

**ACTION:** MD to arrange

#### **Old Level 3 end date**

While it was re-affirmed that the end date for candidates taking old style level 3 assessments was the end of December NSG wished to clarify the situation at that time if a candidate failed assessment just prior to the end date. :

Recognising that the instances where this may be likely would be limited. It was agreed that the home nations would manage the matter on a candidate-by-candidate basis through the respect Home Nation.

**ACTION:** Details to be published December CoDe.

### **7.2. Safety Award Document**

Circulated paper considered. Committee also to note that the closing date for existing CST Providers to convert to a FSRT Provider end on the 31<sup>st</sup> December 2009. Need to be clearer on prerequisites- L3 and above or UKCC Level 2 for 3 years- using the UKCC Level 2 Award with 3 years experience as a prerequisite will cause a lag of providers - this needs to be addressed at NSG.

All discussed that existing BCU Level 2 coaches with 3 years experience should be allowed onto the FSRT Provider scheme without applying for APL. If this is not possible then APL Panel need to decide whether this decision can be made at Home Nation level and what qualifications/experience will allow them to bypass the UKCC Level 2 prerequisite. APL Panel meetings will be reviewed at NSG.

**ACTION:** Overview of FSRT Provider scheme, Internal review to be done of the provision of training and the deployment

### **7.3. No of attempts at assessment**

Discussion noted and recommendation agreed.

If unsuccessful twice then candidate will have to go through the full course training again.

Additionally the following was noted re coaching courses. Mentorship programs to be developed. Action plans will also be developed to define who candidates can use as mentors and what they can do.

Key Objective 3 from Point 6 of the Coaching framework review is being taken seriously and will be deployed after the necessary training. Internal Verification will mean that the assessment process will be improved.

Discussion re provider training - Is it possible for Provider Training to include shadowing an assessor rather than attending an orientation, i.e. for WWSR? All agree this is a good way to see how the course is run, however, nominees that do not mind being shadowed on a course would be needed.

**ACTION:** ECMC agree / confirm agreement to this.

### **7.4 CR Pricing Discussion**

MD reminded the committee that when the new registration fee was first introduced we said that we would need to review this after the first year. The £39 fee was made up by combining the original training and assessment fees and adding an additional £5 for the new candidate pack.

Currently approximately £17.50 of this goes to Home Nations while the remainder goes towards the Awarding Body cost centre.

MD asked that Home Nations consider, a year or more on, their real costs in administering the delivery centre elements of candidate registration in order that further discussion could take place at the next at UKCMC.

It was also noted that cost issues could possibly be tied up with the Governance review.

**ACTION: Next Meeting**

#### **Registration costs for 16 year olds**

Paper that has come from NSG about a potential reduction for 16 year olds and whether we should consider this as we have a number of 16 year olds that are unemployed.

**ACTION:** ECMC to consider and report to UKCMC in January

## **8. BCU COACHING AWARDS UPDATES**

### **8.1 3 Star Touring Award Assessor**

The 3 Star Touring Award is now being delivered. NSG reviewed and decided that 3 Star Touring Assessors need to hold 4 Star in both disciplines, and that the APL route



should be considered for those that believe they have the necessary experience of a 4 Star but not the award.

#### **8.2. 4 Star Touring Award Update**

The 4 Star Touring Award will be reviewed at the next working group meeting. Along with the impact the Touring Award may have on the Level 2 Moderate Water Endorsement Course. Also tech group to be asked to reflect on the situation re Placid Water Awards.

#### **8.3 Freestyle Award Update**

The 3 / 4 and 5 Star Freestyle Awards are completed although roll out stalled. Now being picked up again by Keith Hampton. The technical group confirmed the syllabus for the Star Awards and the program for the Discipline Specific Module, now looking at ways to provide training.

### **9. BCU AWARDING BODY**

MD informed the committee that OFQUAL had notified him of their intent to undertake their first audit of the BCU Awarding Body. This would take place during November and December.

He also noted that he would arrange a pre day with Home Nation to update the current position re delivery Centre status.

The committee need to be aware that the National Qualification Framework ( the framework on which BCU Coaching Paddlesport Awards sit) is transferring to QCF from August 2010; this will mean existing BCU awards will also need to be transferred onto this framework in order to benefit from funding opportunities.

### **10. SAFEUARDING AND PROTECTING CHILDREN**

Both papers noted.

#### **10.1. Child Protection Training for Coaches**

The new online safeguarding course was highlighted. It was also noted that we do have a team of providers that can run the Safeguarding courses; however, they are limited in their range. Courses can be accessed also via external provision (SPC's / Sports Coach UK). If there is a lack of safeguarding courses in your region then this needs reporting back to SDO's so that the demand is met.

#### **10.2. Independent Safeguarding Authority**

Whilst the actual barring scheme has just been launched, individual applications for scheme registration will not now begin until summer 2010 with a 5 year phase in of the scheme anticipated.

The CPSU is still in consultation with ISA regarding the introduction of ISA to sports. They will provide Sports with a further briefing when clarity of advice is available. We are advised not to re-act until this is available. The 5 year phase in plan will enable sports to address implementation appropriately at that point.

### **11. ATTENDANCE AT UKCMC**

It was noted that EC need to nominate an additional regular attendee at the UKCMC and that this should be a competition representative. In order to do this EC needs to confirm discipline representatives at EC meetings.

Discipline representatives need to be elected through the disciplines. Need to elect 4 discipline representatives, not including John Handyside or Russ Smith. These should be CE members.

Currently representation from Racing are (Mo Moule) and WW Racing (Nigel Jones) so need 2 more representatives. JH and RS to arrange a competition 'source' group meeting to inform and agree further representatives.

Additionally everyone agrees that future meetings of EC need to be broadcast more clearly and efficiently, with plenty of notice.

**Action:** John Handyside and Russ Smith to facilitate a meeting of 6 disciplines from which 4 representatives will attend the ECMC.

## **12. ANY OTHER BUSINESS**

### **To note:**

- English Coaching Conference will take place on the 16<sup>th</sup>/17<sup>th</sup> January 2010.
- The next UKCMC 23rd January 2010
- Greater emphasis at all levels on encouraging more women into the sport and into group meetings.
- Deadlines must be kept - i.e. 1 Star Logbooks.
- Meeting dates and information must be circulated earlier.

## **13. DATE OF THE NEXT MEETING?**

Saturday 6<sup>th</sup> February 2010 at the Boathouse in Barrow-on-Soar

This meeting will be open to all RCOs and discipline representatives

## Summary of Actions:

No.	Area of work	Action proposed	Who	When	Comments (last updated 6 <sup>th</sup> Nov 2009)
#21	ECMC Function	Develop Chair and Vice-Chair Job Descriptions	LT SS		Completed, LT to update ECMC Handbook
22.1	Coaching Service Rules	ECMC request that UKCMC review the 1996 coaching service rules	LT		Requested to go on Jan 2010 Agenda
23.1	Balance Score Card	Develop appropriate balanced scorecard for use by ECMC	LT and SS	March 2009	Carry Forward
23.2	English Council	Election of Regional Reps seek updated plan	LT	Dec 2008	Completed via email from LT 050309
23.5	ECMC Tasks	LT and SS to draw up framework of tasks	LT and SS	March 2009	Carry forward
23.6	ECMC RCO Representation	SP to liaise with RCOs to establish agreed RCO representation for ECMC	SP	Prior to next meeting	LT to action, complete by ACM
23.7	ECMC Competition Representation	LT Invite Competition Chairs to send Coaching Rep to next ECMC #25	LT	Prior to next meeting	Completed. Repeat for meeting #26
23.8	English Coaching ACM	Advertise and invite eligible attendees	LT	Dec	LT to action
24.1	Declaration of Interest Form	Circulate and maintain records	SP	Next meeting	Simon Hitchcox to follow up
24.2	ECMC Stats Report	Make amendments in next report	SP	Next meeting	Carry Forward
24.3	4 and 5 Star Training	Request NSG consider course authorisation for 4 and 5 Star Training	LT	Next meeting	Completed
24.4	Marketing	Develop article for CoDe and Focus based on Stats report	LT	Next Meeting	Feb 2010 CoDe to feature 2009 stats report.
24.5	English Council	Report from David Gent	LT	Next Meeting	Carry Forward
24.6	Swimming Pool Guidance	Request NSG update the Swimming Pool Guidance Document	LT	Next Meeting	Completed (on website)
24.7	AHOEC	Set up BCU meeting end of March	LT	March	Completed by MD
24.8	AHOEC	Provide AHOEC urgent update regarding L2 MW decision from UKCMC	LT	Urgent	Completed by MD
24.9	ECMC Terms of Reference	Amend document and Circulate	LT	ASAP	Completed
24.10	ECMC Terms of Reference	Review Document	ECMC	February 2010	
24.11	ECMC Chairman	Elect at ACM		March 2010	
24.12	ECMC Vice Chairman	Elect at ACM		March 2011	

24.13	ECMC	Invite all RCOs, Competition Coaching Reps, JH and Keith Hampton to next meeting	LT	Meeting #25	Completed
25.1	ECMC (Comp) Tasks	John H and Russ S are to attend a Level 3 core course	JH RS	TBA	
25.2	Canoe England	UKCC Level 1 & Level 2 stats for next meeting	LT	February 2010	
25.3	BCU Awarding	Update paper on IV & QA introduction	MD LT	February 2010	
25.4	Canoe England	Stats on gender splits for UKCC Level 1 and Level 2 courses	LT	February 2010	
25.6	ECMC Tasks	Each Region to review demand for courses in their region	No action covered by 25.9		
25.7	ECMC Tasks	Item 4.2 Circulation of reports before Meeting 26	LT	End Nov 2009	
25.8	Dir Coaching	Feedback from Management Review	MD	TBA	
25.9	ECMC Tasks	Super Region reviews to be with Steve S by late December Ian Bell, Andy Maxted, Colin Broadway to lead	SS IB AM CB	Report February 2010	
25.10	ECMC Tasks	Minutes of Meeting 24 to be circulated	LT	End Nov 2009	
25.11	Canoe England	MD / LT and Rachel Derry to provide Home Nations with an updated list of audited L3 provider	LT	February 2010	
25.12	Dir Coaching	MD to arrange feedback from NSG on L3 Director & Tutor prereqs. New and Old, Old style transfer. Delivery plan for L3.	MD	February 2010	
25.13	Dir Coaching	Old L3 end date to be published in December edition of CoDe.	MD	Nov 2009	Completed
25.14	Canoe England	Overview of FSRT Provider scheme. Internal review to be done of the provision of training and the deployment and reported upon	LT	February 2010	
25.15	Canoe England	Chair of UKCMC to be informed agreement by ECMC re-number of attempts (see item 7.3)	LT	Nov 2009	
25.16	ECMC Task	Review NSG paper on Registration fees for 16 year old report to next UKCMC (Jan 2010) (see item 7.4)	LT	February 2010	
25.17	ECMC Task (Comp)	John Handyside and Russ Smith to facilitate a meeting of 6 disciplines from which 4 representatives will attend the ECMC	JH RS	February 2010	
25.18	Canoe England	Update and circulation of Star Test logbooks to UKCC L1	LT	Nov 2009	

These minutes were agreed at ECMC March 6<sup>th</sup> 2010 nominated by Ian Dallaway, seconded by Andy Maxted.