



MINUTES OF COUNTY MEETING

HELD ON 14 JANUARY 2016, 6.30PM AT HAVERFORDWEST LEISURE CENTRE

Apologies: Mark Tancock (Swim Wales)

Present: Paul Haley (Chairman), Sharon Whalley (Secretary), Gill Orchard (Treasurer), Gary Nicholas (PCC), Jenny Llewellyn (Pembroke), Glenda Thomas (Fishguard), Nichola Powell (Haverfordwest), Dawn Ditcher (Preseli), Makala Doughty (Milford), Craig Nelson (Head Coach).

	Action
1. Apologies: Mark Tancock.	
2. Minutes of the last meeting held in November were proposed by PH and seconded by JL. JL made statement that the November minutes were a true and very accurate record. July minutes were accepted by GO as the only member present from that meeting It was suggested and agreed that a letter should be sent to Ross Nicholas (Swim Wales) as to the lack of attendance to the County Meetings by a Swim Wales Representative. There have been a number of points which have come up in previous meetings and marked for attention and action yet no response has been forthcoming. Review of November Minutes and Action Follow-Up	SW
<ul style="list-style-type: none"> It was established that there is no insurance currently in place for any kit (camera etc). GO to make enquiries for insurance once Heart Rate Monitors have been purchased. 	GO
<ul style="list-style-type: none"> The question was asked by MD whether the camera could be loaned out to the development clubs for use. GN advised that no-one actually knows how to use it; it is not a practical bit of kit to be loaned out as it is very large and takes considerable time to set up it is more suitable for a day camp. GN will speak to CN so that training is organised with Ross Nicholas (Performance Director Swim Wales) to organise training both Craig and Sam how to use it. 	GN
<ul style="list-style-type: none"> <u>Constitution:</u> GO clarified that she is happy with the constitution, all members agreed. The main issue that Swim Wales have with our constitution is regarding the assets, PCS members have agreed that this decision stands. GO also advised that with regards to the Dragon Mark, there is a long way to go before PCS could achieve it. CN would have to produce an in depth development plan and Swim Wales would have to approve our Constitution. No further action required. 	
<ul style="list-style-type: none"> <u>Complaints & Disciplinary Procedure:</u> it was agreed to accept this procedure by all members of Committee and that Development Club need to adopt the procedure also. This document now needs to be minuted in each Development Club Committee Meeting as being adopted by that Club. 	All Club Reps
<ul style="list-style-type: none"> <u>WASA Insurance:</u> No response received from Mark Tancock as per the request in the last minutes - The question arose to check the WASA Insurance, eg. If a child was injured during a swim session would the Coach or child be covered by WASA insurance? Mark Tancock to respond. 	MT

<ul style="list-style-type: none"> • <u>PCS Selection</u> – CN needs to set a date to review squad lists look at approximately 2 weeks after West Wales Gala, tie in with Committee Meeting. All Club Reps will review lists for their appropriate club. If everyone happy with lists, the squads will then be sent out, if there are any discrepancies, the squad list will be withheld until it has been rectified. GN will be meeting with CN and SJ to ensure full clarity of each squad (how many hours, which tier, costs and numbers in squad). It was suggested that CN have packs ready at the review meeting with the following – list of kit required, number of hours required to attend, a declaration of commitment which needs to be signed by swimmer and returned to CN/SJ. A letter from Head Coach/Development Coach and Club Rep confirming offer of place in squad to be signed by all. Once list approved packs can be given out. 	<p>CN</p> <p>GN, CN & SJ</p>
<ul style="list-style-type: none"> • The question was asked with regards to the kit and it being available to what appeared to be anyone although they may not necessarily be in squad, this question was raised by a number of parents at the recent Pentathlon even in Swansea, whereby all swimmers were swimming under the Pembrokeshire County Banner. SW confirmed that any kit now currently on sale was only being sold to County Squad Swimmers and the list was checked each time a request for kit was made. PH commented that seeing as though the swimmers were swimming under the County Banner it was only fair that they were able to wear County Hats and perhaps some of the children who were wearing kit may have been in the squad before and were no longer in it. CN also stated that although some children may not necessarily be in County Squad, they still are swimming under the County pathway through their Development Clubs and belong to Pembrokeshire County, he wants everyone to belong and look like one team. The comment was then made that some of the children/parents felt it undermined the achievement of the children who were successful in getting into squad, so the suggestion was made to purchase individual squad badges for each squad to attach to their kit, It was also suggested that a Certificate be issued to the swimmers congratulating them on success in getting into squad. This certificate will not be issued until the swimmer has returned the acceptance letter and declaration of commitment. GO offered to look into prices of producing squad badges (Performance, Potential etc). CN to produce certificates of achievement. 	<p>GO</p> <p>CN</p>
<ul style="list-style-type: none"> • <u>Website</u>; PH advised that Ireland websites who maintain Tenby website charge an annual fee of £240 + VAT. Uploads can be made by anyone with the access code. MD also mentioned that Milford Website had been created by a member’s son and has been well received and offered to get a quote from him. This however, has not been agreed upon as feedback from CN previously was it would be better to have the Website dealt with by someone external to PCS so that there would be no “personal involvement” by anyone. PH to speak to Ireland Websites. GO mentioned that Ireland Websites maintained the County site previously and she wasn’t sure if there were some problems. 	<p>PH</p>
<ul style="list-style-type: none"> • <u>Inter Club Galas</u>: SJ will be sorting out some dates. • <u>Safeguarding Courses</u>: NH mentioned that Gareth Bennett of Haverfordwest Seals had spoken with Zita Cameron that week and she confirmed that PCC Safeguarding courses were acceptable. DD mentioned that Preseli were waiting for dates for a Course from Rob Thomas for all their relevant members. GN to speak to Rob. 	<p>SJ</p> <p>GN</p>
<ul style="list-style-type: none"> • <u>Noticeboard</u>: GN advised it is in hand and he will speak to Sian on 15 Jan. • <u>Sponsorship</u>: Of the £4,000 allocated by the Haverfordwest Pool Trust Fund, 	<p>GN</p>

<p>there is still £2,800 left to spend, this needs to be allocated and spent by June. The Heart Rate monitors will be coming out of this leaving £2,000 available. All County squad members should benefit from this. Suggestions made were to give each squad member a new Streamlining Kickboard. GN suggested paying for a top swimmer/coach to come and spend time with the swimmers, it was felt it would be better for it to be a Welsh swimmer i.e. Jazz Carlin it would make very good PR for the County and the Trust, article to go in paper. CN to plan for spend and bring to next meeting.</p> <ul style="list-style-type: none"> • Junior Olympian Plan: GO asked what costs would be incurred and the expectation of the lifespan of the plan and the funding commitment. CN to feedback. Not all clubs have had a meeting, feedback actually only received from Fishguard. It was felt that feedback was very positive and agreed that there were some issues that need sorting out. All present were in favour of the proposal subject to the financial commitment and amendments. 	<p>CN</p> <p>CN</p>
<p>3. Chairman’s Report: Big thanks to the teams that helped out both at Stockport and Hereford Galas, both very successful meets. Very successful Winter Nationals with a 74% PB rate, the highlights for him over that meet were some amazing performances from some of the newer members of the squad. PH also noted that it was an “End of an Era” as Jon Orchard has now retired from County Swimming, all in County were sad to see him go and thanked him for his time with County and wished him all the best for the future. GO thanked everyone on Jon’s behalf for all the support that he has had over the years, it was a very difficult decision to make but felt it was now the right time. PH also mentioned that he would be making a trip to all Development Clubs to familiarise himself with both Swimmers and Coaches and each Club’s operations. Dates and times to be arrange.</p>	<p>PH</p>
<p>4. Treasurer’s Report: Since the last meeting, donations have been sent out to each of the Development Clubs as agreed at County AGM. CN to speak with SJ to provide plan on how funds from Pool Trust Funds will be spent and bring to next Committee Meeting. Cash in the bank of around £7,500 with money due in, expenses and kit to pay for brings balance to just over £5,000.</p>	<p>CN</p>
<p>5. PCC: Gary Nicholas – Figures very much the same as discussed at last meeting. 393 swimmers in total. Detailed lists e-mailed to each Club Rep to check for any discrepancies. Any changes should be notified to John Parsons. SW observed that two swimmers have not been updated since their move into Performance Squad. SW to inform John Parsons.</p>	<p>SW</p>
<p>6. Club Reports and Discussion Points</p> <ul style="list-style-type: none"> • Fishguard – Dragon Mark – GT informed the Committee that Swim Wales no longer give any form of recognition once a Club has achieved this standard, following all the hard work that has been put into achieving the award, there is nothing to show for it. No Certificate, awards, nothing. • Tenby – Sarah Hicks stood down as County Rep at last Committee Meeting that Tenby held. GN informed the Committee that work has indeed been started on Tenby Leisure Centre Roof this week. It turns out there is a problem with the guttering; there is a pot of money available to carry out these repairs. PH advised really pleased on the whole with the renovation works that have been carried out but there are some areas that still need addressing i.e. paintwork on railings on balcony in a poor state of repair. GN advised that the work is still ongoing but funding getting tight. 	

<p>7. Coaches Report: The meet in Stockport 20-21 Nov went very well with very good swims. The swimmers adapted very well to a very different environment, they initially found it tough in warm-ups but soon got into the swing of things. The potential squads went to Hereford with Sam 21-22 Nov, very successful the team winning second best club overall. GT said it was a pleasure to be there with the team and they all enjoyed it and there were a lot of top awards won by the swimmers. CN informed the Committee that this will be happening again and plans to take the whole squad to Plymouth late on in the year. The last meet being the Winter Short Course was held in Swansea 18-20 December again with a very inexperienced squad, CN was very pleased with skill development. The squad came away with a 74% PB rate, a large number of swimmers in finals and performances now in top 25 British rankings.</p> <ul style="list-style-type: none"> • Burns Meet in Sheffield coming up Jan 30th/31st January for some of the Performance Squad swimmers. • The West Wales Gala will be on 29/30/31st Feb 6/7th. • Welsh Age Groups – March 25/26/27/28th. • CN mentioned he would like to run a Team Manager Course for County, so that more people are qualified to take the teams away. Ceri Wilson will be going as Team Manager to warm weather as support to CN's mum. Next year the plan will be that Ceri will be lead Team Manager with another qualified TM accompanying her. MD mentioned that there are 3 people in Milford who are keen to do this course. CN to organise course. It was also mentioned that the Trust Fund could possibly pay for this. GT suggested having a standard Team Manager Pack available. CN advised that Ceri and Faye Omnet currently looking into this. GT also said it was good to go as a Team Manager without having your own children present, this was agreed. • GO asked if there were any issues with the Stockport Meet and whether a swimmer went home, PH advised her that a swimmer did indeed go home with their parents and everyone was satisfied that the matter was dealt with in accordance with Swim Wales guidance and the matter was resolved appropriately. • PH advised that in future a Declaration of Fitness will be adopted for completion 24 hours prior to a meet. Everyone will have to sign that they are fit to swim and compete, if they cannot do so, they will then not go. This has been part of Welsh Swimming and works. 	<p style="text-align: center;">CN</p> <p style="text-align: center;">CN</p>
<p>8. County Matters:</p> <ul style="list-style-type: none"> • Everyone needs to supply the County Welfare Officer a copy of the DB and Safeguarding Course Certificate. Copies received from GT, DD and Tracey Maczka given to GO to pass on. • Terms of Reference – it was established that the majority of members had not seen Terms of Reference appropriate to them. GO advised that on Swim Wales Website they do have some information available and that some information also on our Club Constitution. PH offered to draft a “Terms of Reference” form from the Constitution for everyone to sign. • <u>Minutes:</u> GO asked why they had to be available, it was agreed that there should be consistency the majority of the clubs do publicise their minutes either on notice boards and/or Club Websites. It was agreed that should there be matters of a confidential and sensitive nature then this information should be noted as removed for privacy and a separate addendum created for County Committee only. GT re-iterated that 	<p style="text-align: center;">All GO</p> <p style="text-align: center;">PH</p>

<p>everything which is discussed is Confidential and should not be discussed with partners, poolside etc. Draft minutes to be sent out to all Committee Members for consideration prior to release.</p> <ul style="list-style-type: none"> • <u>Parking Fees</u>: GN advised that the use of the Leisure Centre car park will be free to leisure centre users. It will be available for approx 3 hours the time limit has yet to be confirmed. Users will pick up a ticket at the barrier; reception would then validate the ticket prior to leaving the Centre. If the time period is over-extended then there will be a parking fee applied. The parking time will be extended when galas are being held. West Wales Swimming to be informed of the parking charges coming into force. SW to e-mail Martin Noble. • <u>WASA Fees</u>: the question was raised as to whether an official could be registered with Pembrokeshire County Swimming instead of having to register with a Development Club. This was responded to by GO who advised that all Officials had to affiliated to a Development Club as a member and there could be no affiliation direct to PCS. • <u>Accusation</u> against Development Coach discussed privately and recorded separately. 	<p>SW</p>
<p>9. <u>Any Other Business</u>: None.</p>	
<p>10. <u>Date of Next Meeting</u>: Date not arranged as it needs to tie in with new Squad Selections. CN to organise.</p>	<p>CN</p>