***Haverfordwest Seals Minutes***

***Tuesday 16th February 2016***

1. **Welcome, Attendance and Apologies**

Attending : GB,AM,GerB,SC,NH,CW,LG,SH,JW,ML,JoT

Apologies : NP,DW,LJ

1. **Minutes of previous meeting ( Jan 2016)**

Proposed and seconded as a true reflection by ML and SC

**Reports** As AGM

|  |  |
| --- | --- |
| **Team Managers**  |  |
| **Fixtures** |  |
| **Treasurers** |  |
| **Membership Sec** |  |

1. **Safeguarding Course Update**

GB to follow up

1. **Coaching course**

Coaches requesting Level 2 and Level 1 courses.

JW to follow up

1. **New Signatory for Bank Account**

Discussed and GB to be new signatory. Also discussed option of high interest bank account for club .

1. **DBS Funding update**

 No update as of yet from Swim Wales. GB liaising with them on

 Issue.

1. **Swimmers profiles and Captains page**

Zita from Swim Wales has confirmed they are happy for us to pursue the swimmers profile and captains page without photographs. AM to action

1. **Welcome Pack – Swimmers representing club**

GB and ML to update pack, code of conduct to be updated. Swimmers representing club to be left in but ensure that it is clear that representing the club means in and out of the water.

1. **Towels – Embroidery**

Initial set up fee of £25 with Tees R us, Navy blue towel with logo and names on. JW to follow up

1. **PCS Standards**

Committee agree to adopt the document

1. **Committee members leaving**

JW to action and follow up previous member

ML to write thank you letter

1. **Facebook members up to date.**

Facebook admins monitor and will update at renewals

1. **New committee members info for Secretary**

Completed

1. **Child Welfare Role / DBS**

JoT to contact AG with regards to info required for new Welfare officer.

GB to send Y Plant to SH

Waiting for Time to Listen course information from NSPCC. GB to follow up

1. **Fixture Sec Role**

Committee discussed the current role of the Fixture Secretary and decided that the role should remain as is but that reminders were needed that ALL communication regarding fixture/ entries must go through DW . Parents / Coaches are not to go straight to Swim Wales . First point of contact is DW- Fixture Sec and that we all support DW fully in this role.

ML to contact current Fix Sec.

1. **Disciplinary Update**

The complaints against one of our members were withdrawn by the witnesses concerned and the proceedings against him were dismissed. The member concerned offered an apology.

1. **AOB**
2. Seals entering meets under PCPY- Seals to continue to enter as home club but enter all Swim Wales online entries as PCPY. GB to liase with Development Coach.
3. Tenby rematch – ML to follow up
4. Dry side training – Gb to follow up
5. Waiting List – Currently 22 on waiting list. JoT to follow up with DW on previous consultation with Council regarding Seals numbers increasing and more lane time.
6. Local business offering funding to sports clubs – CW to follow up and forward to JW
7. Lane ropes not being ready for sessions to commence causing delays- GB to follow up
8. Sessions ending early – GB to follow up
9. Travel expenses policy
10. **Date of next meeting**

Tuesday 5th April 2016

Minutes – Joanne Trueman