***Haverfordwest Seals Committee Meeting***

***Tuesday 5th April 2016***

1. **Welcome, Attendance and Apologies**

Attending : Jo T,ML,JW,DW,AM,SH,CW,

Apologies : Ger B,LG,LJ,GB,NP,SC,NH

1. **Minutes of previous meeting ( Feb 2016)**
2. Proposed and seconded as a true reflection by AM and CW
3. Matters arising from minutes

* Jo T to follow up with GB on the safeguarding .
* Jo T to follow up with County Rep – NP regarding County Mins being forwarded on to ourselves for publishing and also to bring up at next County meeting about the coaching courses that our coaches are interested in completing
* Towels £12.50 per towel . CW to continue to develop.
* Tenby rematch – ML to follow up with dates
* Jo T to follow up with GB for update regarding previous queries with sessions ending early etc
* New Issue regarding plastic lane ropes needing attention – Jo T to bring to GB to liase with Leisure Centre.

1. **Reports**

|  |  |
| --- | --- |
| 1. **Membership Sec** | **N/A** |
| 1. **Treasurers** |  |
| 1. **Fixtures** |  |
| 1. **Team Manager** |  |
| * **Discussed gala entries/ fees in detail** * **Colours gala- discussed.** * **4 more parents agreed for the funding of WASA** * **Role description discussed** * **Discussed DBS for existing coaches, JW to follow up with GB** * **Follow up GB to request a coaches meeting ASAP** | |

1. **Gala fees**

* **New system of Manual entry agreed by committee for gala entries.**
* **Those swimmers with outstanding amounts will have no more entries accepted until current overdue amount cleared .**
* **GB to hold on for newsletter to be able to include new info on entry and payment for gala entries**
* **JW to correspond with Fixture Sec on swimmers with current outstanding amounts so they can be contacted.**
* **Current issue with outstanding amount – discussed. JW will make contact.**

1. **Role descriptions for committee**

* **Key functions of roles**
* **Good reference for future volunteers**
* **Jo T to email committee to request each individual forward to her a brief role description for next meeting**

1. **Child Welfare letter and update**

* **Discussed.**
* **SH to follow up again with previous child welfare officer to receive info needed.**
* **Child welfare letter to be included in welcome pack**
* **SH to continue with safeguarding policy / anti bullying policy to be included on website**
* **Code of conduct to be distributed and signed annually with the membership paperwork.**

1. **Fundraising : Swimathon / Bag Packing and volunteers**

* **Need as much help as possible for help with the Swimathon from coaches, DBS / Swim Wasa reg checked parents.**
* **Rota needed for bag packing**
* **Specific person to be nominated for any press releases –ML**

1. **AOB**
2. **Draft AGM mins 2016 ( all members present have copy to peruse)**
3. **Seals hats for training sessions**

* **Discussed and committee will insist the swimmers wear the Seals hat whilst competing at galas and also at any training events away from the Hwest pool ( e.g LC training) however we take into consideration the coaches comments on being able to identify the swimmers during training sessions and wish to support the coaches in that decision.**

1. **AW ( coach ) requests use of club ipad. Jo T to request from GB**
2. **Date of next meeting**

**31st May 2016 @ 7pm**