



HAVERFORDWEST SEALS SWIMMING CLUB COMMITTEE MEETING

- Tuesday 10th July 2018
- 6.45pm
- Green Room, Haverfordwest Leisure Centre




Attendees:

- Matthew Lewis (Chair)
- Jenny Webb (Treasurer)
- Gareth Bennett (Team Manager)
- Debbie Watson (Fixtures Sec)
- Andrew Knowles (Vice Chair)
- Nicola Harding (County Rep)
- Jack Rees (Committee Member)
- Jenny Allen (Membership Sec)
- Wendy Butcher (Secretary)

Apologies:

- Leanne Goddard (Parent Liaison)
- Jo Morris (Dep Fixtures Sec)
- Angharad Nichols (Welfare Officer)

Item	Minutes	Actions
1.	<p><u>Welcome & Introductions</u> The Chair welcomed everyone and apologies noted.</p>	
2.	<p><u>Minutes of Previous Meeting (24/04/18) & Action Log</u> The Committee approved the minutes as an accurate record – proposed by DW and seconded by AK.</p> <p>In relation to matters arising on the action log:</p> <ol style="list-style-type: none"> 1. <u>Poolside Safety on Newsletter</u> – Complete 2. <u>Seating Query</u> – ML will send update for newsletter and direct email to parent this week – Complete 3. <u>References for new members</u> – Carried over 4. <u>Thank you letters for outgoing members</u> – ML will send this week – Complete 5. <u>Photos of members for website</u> – Carried over 6. <u>Asst PCS Coach decision re Seals support</u> – Complete 7. <u>Old laptop to be wiped</u> – Complete 8. <u>Swimmer contact</u> – swimmers should report to coaches on the first instance and there will be a form on the website so swimmers can contact the club re ideas and welfare officer will be aware. This process will be reiterated on newsletter/website. <p>ACTION 1: ML/JR to develop a swimmer contact form for the website.</p>	<p style="text-align: center;">AN</p> <p style="text-align: center;">All Members</p> <p style="text-align: center;">ML/JR</p>

<p>9. Reports</p>	<p>a. <u>Membership Sec</u> All voted in favour for Jenny Allen to fill the current vacancy as Membership Sec.</p> <p>b. <u>Treasurer</u>  Seals Treasurers Report July 2018.pdf</p> <p>c. <u>Fixture Sec</u>  Fixtures Report July 2018.docx</p> <p>ACTION 2: WB/ML to ensure roles feature on the Newsletter to raise the profile of the Committee. ACTION 3: ML/JR to put role profiles on the website.</p> <p>Colours Gala has been booked for Friday 31st August – warm up from 6pm.</p> <p>The Committee discussed what information should be retained on swimmers. If we delete and a swimmer returns to the club there is no way to refer to their previous times so some information must be kept. GB referred to basic data protection guidance that was issued recently. It was suggested for DW to contact Swim Wales for further guidance. ACTION 4: DW will contact Swim Wales for guidance on the data protection issue.</p> <p>d. <u>Team Manager</u>  Team Manager Report 10.07.2018.d</p> <p>In relation to a donation to support the two swimmers (Tomas Webb and Sean Barrett) who have qualified for British Champs, the Committee unanimously agreed to give each swimmer £100 each to support their journey.</p> <p>In relation to the recently held Breaststroke CPD, it was reiterated that this training was excellent with great feedback received from all who participated. Thanks to PCS Coach, Craig Nelson for this training.</p>	<p>WB/ML ML/JR</p> <p>DW</p>
<p>10</p>	<p><u>Committee Roles/Photos</u> Covered as part of discussion on action log – this will be carried over to the next meeting.</p>	
<p>11</p>	<p><u>Club Champs</u> Dates for Club Champs have been agreed and the pool booked. Dates are Fri 21st Sept and Fri 9th Nov for long distances, and</p>	

	<p>Sun 14th Oct for age groups. One official is confirmed, awaiting confirmation on the others.</p> <p>Increasing the entry fee this year was discussed. It was agreed that a 25% increase to £2.50 per race would be reasonable. DW will amend on Club Champ meet details.</p> <p>DW suggested that it was necessary to make clear the expectation that all swimmers should enter all eligible events. It was suggested that coaches could be encouraged to mention Club Champs during training to reinforce how this is good experience for all. Club Champ age group races have been set two weeks before County Champs so that all swimmers get the informal experience of a gala before other clubs join for County Champs. Wording was agreed.</p>	
12	<p><u>Assistant PCS Coach Update</u></p> <p>This item was covered during the action updates. All clubs were in favour of the fee increase, which was ratified and the advert has now gone out for the new Asst PCS Coach.</p>	
13	<p><u>Spectator Area Seating</u></p> <p>This item was covered during the action updates. An update on the spectator seating will be added to the newsletter and a direct email will be sent to the parent that made the initial enquiry.</p>	
14	<p><u>New Blocks</u></p> <p>ML passed on the Committee's thanks to JW and everyone who helped to sort them out. They have been very positively received so far.</p>	
15	<p><u>Summer Break</u></p> <p>27th July will be last swim and back in water on 13th August.</p>	
16	<p><u>Summer Social</u></p> <p>ML suggested a social evening for Committee members in Manillas in Neyland. It is a nice venue – they will cater to any particular food theme (Italian/Mexican etc) and it is on a 'bring your own drinks' basis. ML will circulate some dates in August and set a date soon.</p>	
17	<p><u>Newsletter</u></p> <p>Items to be added to the Summer Newsletter include:</p> <ul style="list-style-type: none"> • More detailed information on the Autumn fixtures – ACTION 5: DW to send some further information to WB on fixtures • Request from Coaches for swimmers to arrive earlier before their training session – 15 mins before DS2/3 and 10mins DS1/Water Dragons. • Awareness raising of Committee role profiles. • Swimmers contact process, including new form on website. • 50th Anniversary swimming hat design competition winners. 	DW

<p>18 <u>AOB</u></p>	<p>The Committee considered all entries for the 50th Anniversary swimming hat design competition. Two entries were shortlisted with Owen Fletcher's design chosen as the winning entry for the swimming hat and Niamh Devonald's design chosen for potentially being made into anniversary badges. Well done and thank you to all swimmers (and parents) who submitted an entry.</p> <p>ACTION 6: GB will inform the competition winners.</p> <p>ACTION 7: JR to add all entries onto the website.</p> <p>In regard to support for DW as Fixtures Sec, Jan McDonald is happy to help out and support DW and JM.</p> <p>ACTION 8: GB to speak with JM about Fixtures Sec role.</p> <p>ACTION 9: DW to speak with JMc re Fixtures Sec role.</p> <p>It was raised that a Seals coach had an issue with a member of Leisure Centre staff interrupting the session and making negative comments about both the Club and its swimmers, in front of the swimmers. This was raised by the coach and managed directly with Leisure Centre staff. No further action needed at this time.</p>	<p>GB</p> <p>JR</p> <p>GB</p> <p>DW</p>
<p>19 <u>Dates of future meetings</u></p>	<ul style="list-style-type: none"> • Tues 4th September 2018 at 7.15pm <p>The meeting ended at 20.10 (<i>1hr20mins</i>)</p>	

ACTION LOG from 10th July 2018:

Key: **Red** – Requires action or update, **Blue** – complete or taken forward on agenda

	Action	Responsible Person(s)	Timescale	Update
Actions carried over from the meeting on 24/4/18:				
	AN to organise references for new Committee members	Angharad Nicols	Sept 2018	<i>Requires update</i>
	ALL Committee Members to send photo to GB for the website by the next meeting.	ALL Committee Members	Sept 2018	<i>Requires update</i>
New Actions from this meeting:				
1.	ML/JR to develop a swimmer contact form for the website.	Math Lewis / Jack Rees	Sept 2018	<i>Complete</i>
2.	WB/ML to ensure roles feature on the Newsletter to raise the profile of the Committee.	Wendy Butcher / Math Lewis	July 2018	<i>Requires update</i>
3.	ML/JR to put role profiles on the website.	Math Lewis / Jack Rees	Sept 2018	<i>Complete</i>
4.	DW will contact Swim Wales for guidance on the data protection issue.	Debbie Watson	Sept 2018	<i>Complete</i>
5.	DW to send some further information to WB on fixtures for the newsletter.	Debbie Watson	July 2018	<i>Complete</i>
6.	GB will inform the competition winners of their success.	Gareth Bennett	July 2018	<i>Complete</i>
7.	JR to add all competition entries onto the website.	Jack Rees	July 2018	<i>Complete</i>
8.	GB to speak with Jo Morris re supporting the Fixtures Sec role.	Gareth Bennett	July 2018	<i>Complete</i>
9.	DW to speak with Jan McDonald re supporting the Fixtures Sec role.	Debbie Watson	July 2018	<i>Complete</i>