



HAVERFORDWEST SEALS SWIMMING CLUB COMMITTEE MEETING

- Tuesday 22nd January 2019
- 7.00pm
- Green Room, Haverfordwest Leisure Centre

Attendees:

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

Apologies:

- Jan McDonald (Fixtures Sec)

Item	Minutes	Actions
1.	<p><u>Welcome & Introductions</u> The Chair welcomed everyone and apologies noted.</p>	
2.	<p><u>Minutes of Previous Meeting (6/11/18) & Action Log</u> The Committee approved the minutes as an accurate record – proposed by JR and seconded by AN.</p> <p>In relation to matters arising on the action log:</p> <ul style="list-style-type: none"> • <u>Photos for website</u> – Some photos had been received, but not all. This action is carried over. • <u>Role profiles on Newsletter</u> – It was agreed that a role will feature in each Newsletter. A newsletter will be drafted this term. WB will circulate for items. The action is carried over. • <u>GDPR Data Mapping</u> – Still waiting returns from Welfare, Membership Sec and Treasurer. This action is carried over. <p>All other actions or matters arising were acknowledged as complete.</p>	<p style="text-align: center;">AN/JA/JM</p> <p style="text-align: center;">WB/ML</p> <p style="text-align: center;">AN/JW/JA</p>
3.	<p><u>Reports</u></p> <p>a. <u>Membership Sec</u> Currently 90 swimmers. PCC asked for a current list from each club so are going to send membership list to NH to cross reference and update.</p> <p>b. <u>Treasurer</u> A report was given by the Treasurer (see below). It was noted that there were still some outstanding items from the last quarter that will be recorded in the next report:</p>	

5/10/18-5/1/19	
Opening balance	£7,020.43
Income	
Gala fees	£3,828.00
Club Champs raffle	£58.00
Seals Kit	£5.00
WASA fees	£44.00
LJ donation re costume sales	£30.00
Hat Sales	£100.00
Raffle & Tickets Presentation night	£756.00
H family donation re Xmas dec sales	£60.00
Total	£ 4,881.00
Expenditure	
Gala fees	£ 4,338.50
Pool Passes	£95.00
Cleddau Press Raffle Tickets	£66.00
WD Trophies, card for Sam (PCS)	£31.80
SW Freestyle CPD x 8 coaches	£120.00
Club Champs – gifts for Refs	£100.00
County Champs – raffle	£42.21
Stamps, Ink Cartridge, Laptop bag, Markers	£78.39
Colour Gala/Club Champs – Pool Hire	£492.00
Club Champs – Medals & Ribbons	£356.66
Relays (Carms Cracker)	£140.00
Total	£5,860.56
Closing balance	£6,040.87

It was recommended to remind parents of the no pay, no entry policy for fixtures. **ACTION 1: WB** to add entry policy to the next newsletter

WB

c. Fixture Sec

All fixture entries up to date. The RAOB may be scheduled on Saturday 23rd March – GB will liaise with relevant people to finalise. GB and JM are working together to track fixtures and entries to provide a thorough process for the club. This is working well.

d. Team Manager

GB gave an overview of his report. Training has resumed well since Xmas break with swimmers already attending galas. Many swimmers attended RCT meet with PCS and Seals also sent three swimmers who joined the county team for the weekend. Great times and results coming from that meet. Maybe one to

	<p>target next year. A handful of swimmers also attended the Swim Wales Pentathlon meet. Prior to Xmas a large team went to the Carmarthen Xmas Cracker – great swims and the relays were fab. Definitely one to target this year but maybe two out of the three sessions. It was a long day for those there all day. Also prior to that PCS had awesome results at Winter Champs with many Seals making up the team.</p> <p>Regionals are almost up on us. Relay invites going out Saturday. A reminder will go out that we will not have any swimming on the two Fridays of Regionals due to the new events being brought in.</p> <p>GB will be soon organising new squad pics for the notice board. The board is well out of date so GB will spend some time fixing that. Behaviour within the squads is generally good. Need to follow up on letters sent to DS2, get them signed and returned then follow up with all squads.</p> <p>It had been highlighted about swimmers finishing early by coaches concerned about swimmer safety as they are away from poolside possibly without adult supervision. This was discussed and agreed by the Committee that if a swimmer wishes to finish early a parent should be visible to pick up and collect – if no parent is there, the swimmer should remain poolside so coaches know they are safe until collected by a parent. It was agreed that an email would be sent out to all parents advising them of this. ACTION 2: GB to send advice out in an email to all members re early finish/collection of swimmers.</p> <p>Lots of swimmers coming for trials in Feb/March.</p> <p>We have gained two coaches but lost two. For personal reasons two coaches have had to stop coaching. The Club welcomes Jayne and Leah who will be assisting DS1. Slight changes with DS2 coaching too and still in the middle of these changes. A new coaching timetable will be sent out soon for the web. Also a new Squad List will be on web soon, just sorting Water Dragon swimmers who have completed Wave 7 for Fridays.</p>	GB
<p>4. <u>Changing Room Incident</u></p>	<p>It had been reported by several swimmers that (on more than one occasion) a member of the public had been seen unclothed and behaving inappropriately in the public shower area of the Village changing room. Swimmers reported this to Seals coaches, who reported it to the Leisure Centre. This has been investigated by Leisure Centre staff and they are monitoring the situation. Parents were also informed.</p>	
<p>5. <u>Club Kit</u></p>	<p>It has been requested to consider a revamp of Club kit to update it and make it more interesting. It was suggested that this could be opened out to the wider club members/parents to come up</p>	

	with ideas. ACTION 3: GB to send an email to parents, asking for ideas/suggestions re new Club kit.	GB
6.	<p><u>Club Anniversary</u></p> <p>JW showed the Committee a mock-up photo of the new 50th anniversary swimming hat, designed by a swimmer. It was previously suggested to buy a hat for each swimmer as part of the celebration year, which was agreed. JW will buy 150 as this provided enough so swimmers could also buy additional/spare hats, if they wanted. The new design is navy on a silver hat.</p> <p>The Committee also discussed an anniversary party/celebrations and what options were available, including an all-day barbeque/games day for all current and past Seals members, and an evening dinner dance. GB will research some options and report back at the next meeting. ACTION 4: WB add the anniversary celebrations to the agenda for the next meeting.</p>	WB
7.	<p><u>Christmas Party</u></p> <p>The Christmas Party and award presentation evening went well. The food was ok and more importantly there was enough. It was suggested that this was more expensive so the committee will consider other options, including looking elsewhere and maybe even a basket type meal instead for next year. ACTION 5: WB to add Christmas Party to next agenda.</p> <p>The Social Secretary team were praised by the Committee for their hard work in facilitating such a successful raffle (including pre-ticket sales), raising £756 which really helped in keeping the deficit low for the Christmas party. This was supported by money raised through sale of the Seals Christmas tree decorations crafted and donated to the Club by the H family. A big thank you to all who contributed to make the night so successful both leading up to and on the night.</p>	WB
8.	<p><u>Easter Bingo</u></p> <p>Dates were discussed for an Easter Bingo fundraising event. A possibility is Friday 13th April. GB will look into dates and venues and report back to the Committee at the next meeting.</p> <p>ACTION 6: GB to report back on possible dates/venue for the Easter Bingo.</p>	GB
9.	<p><u>Volunteer Leavers</u></p> <p>There are two volunteer coaches leaving this month. It was agreed to acknowledge the Committee's thanks for the volunteers' time spent with the Club with a card and small gift.</p>	
10	<p><u>GDPR Update</u></p> <p>It was noted that privacy information (how we manage our club members' information) is on the website. WB advised that this</p>	

	<p>information should also be given to out with the 'New Members' pack. ACTION 7: WB to send privacy info to GB.</p> <p>It was noted that JW/JA and AN have yet to complete their information mapping spreadsheets. WB asked that these were considered asap and offered support, if needed. Once complete, WB will keep a record of what information we hold/process on behalf of the club.</p>	WB
11	<p><u>AOB</u></p> <ul style="list-style-type: none"> • PCS has requested some background information on each Pems club for their website. They are also running a club development programme for coaches – GB will respond directly re these requests. • It was raised that the issues preventing the variable pool to be lowered has impacted on Masters' training as swimmers are unable to carry out competitive dives in shallow water. It was discussed whether there was a minimum depth for competitive diving within HWLC or given by Swim Wales. ACTION 8: ML will look into the min diving depth issue. 	ML
12	<p><u>Dates of future meetings</u></p> <ul style="list-style-type: none"> • Tues 12th March at 7.00pm <p>The meeting ended at 20.27 (1hr 19mins)</p>	

ACTION LOG from 22nd January 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:				
	JA/AN/JM to send photo to GB for the website by the next meeting.	Jenny Allen / Angharad Nichols / Jan McDonald	ASAP	<i>Requires update</i>
	WB/ML to ensure roles feature on the Newsletter to raise the profile of the Committee.	Wendy Butcher / Matthew Lewis	October 2018	<i>On agenda</i>
	JA/AN/JW to complete the data mapping spreadsheet and forward to WB for compiling into a club information processing report compliant with GDPR	Jenny Allen / Angharad Nichols / Jenny Webb	November 2018	<i>Requires update</i>
New Actions from this meeting:				
1.	WB to add no pay, no entry policy to the next newsletter	Wendy Butcher	March 2019	<i>On agenda</i>

2.	GB to send advice out in an email to all members re early finish/collection of swimmers.	Gareth Bennett	February 2019	<i>On agenda</i>
3.	GB to send an email to parents, asking for ideas/suggestions re new Club kit.	Gareth Bennett	February 2019	<i>On agenda</i>
4.	WB add the anniversary celebrations to the agenda for the next meeting.	Wendy Butcher	March 2019	<i>Complete</i>
5.	WB add the Christmas party to the agenda for the next meeting.	Wendy Butcher	March 2019	<i>Complete</i>
6.	GB to report back on possible dates/venue for the Easter Bingo.	Gareth Bennett	February 2019	<i>Complete</i>
7.	WB to send privacy information to GB	Wendy Butcher	February 2019	<i>Complete</i>
8.	ML will look into the min diving depth issue.	Matthew Lewis	February 2019	<i>Requires update</i>

APPROVED