**Haverfordwest Seals Swimming Club Committee**

**Minutes for meeting on Tuesday 8th April 2014**

**7pm in Sian Fair’s Office, H’west Leisure Centre**

**Attending** – Pauline Louchart (acting Chair), Matthew Lewis (minutes), Nicala Harding, Dave Cooke, Jenny Webb, Ann Girolami, Coral Howlin, Becky Hill, Jo Trueman, Mark Tancock (Swim Wales).

**Apologies** –Debbie Watson, Karen Russell-Stretch, Sue Christopher, Richard Thompson

Welcome to everyone, especially to Mark and Jo, joining us for the first time.

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| **Agenda** | **Points discussed** | **Action to take** | **Completed** |
| **Previous minutes and matters arising from those minutes** | All minutes read through and agreed. Points to take note of below.  New bags and tattoos.  New logo.    Replies to gala invitations / team selection.  Tenby rematch (team gala). ML suggests date of Friday 23/05/14 and this is agreed. Current plan is to have warm up at 6pm for 6:40pm start.  Individual swimmer reports are to be created with swimmer times. DC wants a backup of all DW’s time information to produce times masters which can be circulated to swimmers (all events).  4th July colours gala date is confirmed. 5th is county skills and skills camp.  Lead coaches were voted in at coaches meeting as agreed.  Log books for each squad will be implemented, to include attendance and log of swimmers targets, and to be kept in locked area.  Time to Listen courses. There is a lot of interest in an H’west based course. 1st June is proposed but needs confirmation from Swim Wales. Email will be sent to all clubs. 3 or 4 hour course. Online training for DBS checks may be included.  The ongoing parent complaint will be dealt with in a separate meeting with Mark Tancock. We will try to achieve a positive outcome. | SC to continue working on this.  Some issues with the quality of new logo so ML to ask for improvements and obtain a finished product if possible.  SC to add to newsletter.  ML and PL to coordinate with Paul Haley from Tenby.  DW and DC to arrange. Use Google drive or something similar?  A theme is to be decided.  Results to be communicated.  PL is coordinating.  Club to await email confirmation. |  |
| **Officers’ reports**  Secretary’s Report  County Rep report  Treasurer’s Report  Fixture Sec Report  Membership Secretary’s Report  Head Coach’s Report  Child Protection officer’s Report | This is SC’s final secretary report (read in her absence). AG agrees to fill the role of secretary, forwarding emails and so on but not to write minutes at committee meetings. AG is voted in as new secretary. All in agreement.  MT clarified that dual roles in a club are fine but it depends on the situation. The club needs to have a secretary for insurance purposes.  Timekeepers course is moving.  Tattoos are on hold as are shop items. JoT has offered to help with this and SW (not on committee) is also willing to help with St Brides clothing.  The committee expresses a heartfelt thanks to SC in her absence for all the fantastic and dedicated work she has put in for the club as its secretary.  In discussing the report, MT explains that new quarterly meetings are to be used to improve communication between clubs in the county. Club forums. People involved with clubs meet with each other and with Swim Wales figures.  MT explains that there have been many changes to his role as well as funding for the sport and he talks about the Aqua Passport scheme and the national framework of learn to swim.  Swim Wales is trying to maintain its funding but also help clubs closely as often as possible.  Our desire for coaching CPD was made clear at the county meeting but other clubs did not appear as keen.  The new constitution was discussed. We are not going to rush and change but will aim to do this as soon as possible.  County Championships dates are 27/8 sept.  Next county meeting is May 12th.  £3287 came in for membership. £3300 went out (extra officials).  Hour bank registrations.  Fundraising ideas: Raffle. Cake. A pasta stall! Flapjacks and breakfast bars.  Numerous issues with Swim Swansea meets.  DW has developed a spreadsheet for all meets.  Our poolside cover is improving at meets. The club will make official that poolside helpers need to give all their attention to swimmers (and not officiate also). This is not constitutional but to be communicated to poolside helpers and officials. Poolside helpers can’t officiate too.  The fixture secretary’s report of harassment from an individual parent has been logged.  The committee is very concerned about the actions of this parent and will monitor the situation.  Unnecessary emails are being sent and it is becoming very stressful.  MT explains that should any parent harassment continue, the committee can bring together any evidence and pass to Swim Wales. Swim Wales will support us in this.  109 members 81 swim members  Category 1: 22 Category 2: 59 Category 3: 28  The club has had a request to reimburse another club for Swim Wales fees of transferring swimmers and parents.   Attendance will be recorded in a more flexible way, with swimmers being marked as present for travel, exam study leave, injury, training for other sports etc. This will be on an individual basis but everyone will have the same flexibility offered to them. This will take emphasis away from attendance issues as a more reasonable system.  Late arrivals are often an issue.  PL thanks the older swimmers for their help recently. They have been wonderful.  Swimmer of the month to be clearly communicated in future.  Achievements page to appear on website. Celebrating success is needed in the newsletter (photos and positive points needed).  Squad restructure discussion.  Times are only a consideration point/starting point for a squad. other factors must also be taken into account.  Praising swimmers is important when they achieve qualifying times.  Triathlon club may be a good group to mix with our proposed masters group.  Craig Nelson and Gary Nicholas are happy with our new proposal. It gives our swimmers choice. There is also masters space and the proposal emphasises that we are flexible.  Club shop will return to the balcony on Friday.    Lockable cupboard needed to put log books in.  Nutrition fact sheet will be created re. nutrition before, during and after training.  The club has asked for a website link from PCC website to our site.  Club given clearance to film in LC.  N/A | Committee to take turns writing minutes.  ML to organise a token of thanks to SC on behalf of the committee.  ML to attend the Club Forum meeting on 11th May.  County rep/s to invite coaches to skills camps on Saturday 7-9am. Milford would be eager to share cost if we arrange future CPD.  RT to help with adapting the suggested constitution for us. AG to add to agenda for next meeting.  We will await a list of roles and are happy to help.  Country rep/s to bring up the possibility of Pembrokeshire returning to competition in the Arena League (previously Speedo league).  All volunteers to register with Hour Bank so club is ultimately able to benefit.  JW to develop fundraising ideas ready for report in our next meeting.  JW to ensure bank mandate has been signed by RT.  DW to communicate with county regarding this and warn any future entrants that this may be a ‘problem meet’ if we are to continue to enter it.  DW to ask Craig Nelson for clarification on targeted meets if there is ever any confusion.  Secretary (AG) to disseminate this info. to volunteers through club account.  Committee to monitor and AG to send communication expectations with parents regarding contact with the fixture secretary. Unnecessary emails will not be accepted and will be ignored. Committee to clarify what is acceptable in the email.  Committee to monitor the situation as to whether evidence is to be passed to Swim Wales.  County rep/s to bring up the issue of who pays registration of transferring club swimmers and parent volunteers. We want to ensure this is fair and that there is a clear policy.  Committee to reiterate code of conduct for parents through secretary (AG). SC to add to newsletter too once committee has agreed wording.  SC to add to newsletter.  PL to check.  ML to add a new page to site to celebrate success.  Committee to discuss the way our/county squads are selected in next meeting. AG to add to agenda.  County rep/s to ask about how best to praise swimmers when they reach qualifying times (whether they are accepted into a squad or not).  To be run by JoT and others.  PL is arranging.  PL following up with KH.  PL/committee to follow up by next meeting.  Awaiting agreement with Sian. |  |
| **AOB**  Hour Bank  Tone of our emails/ newsletters  Mark Tancock | We are verifying our hours. Time consuming.  Some concerns received about the tone of some of our communication (pushing parents to support us and volunteer, for example).  Mark expresses that he is happy to hear the committee using the term ‘aquatics’ during discussions, praising our commitment to the idea that swimmers are open to make choices about their preferred aquatic pathway. | See above  Committee to ensure our communication is as welcoming as possible in emails and newsletters although we are entirely dependent on volunteer support. |  |
| **Date of next meeting** | 10th June 2014 | Acting chair and minute taker to be agreed. |  |

Meeting ended 9:27pm

Minutes by ML 08/04/14