



MINUTES OF COUNTY MEETING

HELD ON 23 APRIL, 2016, 9.00am AT HAVERFORDWEST LEISURE CENTRE

Present: Paul Haley (Chairman), Sharon Whalley (Secretary), Gill Orchard (Treasurer), Jenny Llewellyn (Pembroke), Glenda Thomas (Fishguard), Makala Doughty (Milford), Nicala Harding (Haverfordwest),

	Action
1. Apologies – Preseli Panthers	
2. Ph thanked everyone for making the extra effort to attend this short notice meeting. PH advised all present that County Swimming have two very unhappy Coaches at present. Sam Jones had an uncomfortable evening at Pembroke Swimming Club recently, which led the discussions into Communications between Coaches, Clubs and Reps. NH commented that Sam had only recently finished his term with Haverfordwest and that everyone was very happy with the time and input received from him. It was established that a formal route of communication needs to be put in place. It is not acceptable that people have been going poolside in order to speak to either Craig or Sam. It was agreed that both Craig and Sam should allow for 10 minutes after each session to be available for any queries from parents or coaches. PH advised the Committee that Swim Wales had been spoken to with regards to a swimmer being in a room on his own at an away meet, they stated that as long as a Risk Assessment had been carried out, this was acceptable, in fact it frequently happens that there are uneven numbers of swimmers on trips and they have to have a room by themselves.	CN & SJ
3. It was agreed that PH contact Gary Nicholas (PCC) and ask for a Job Description be made available to the Committee for both Craig and Sam. This is required so that an information pack can be delivered to each of the Development Clubs on the County Coaches Roles, the route of communication and information on Committee Members and County Reps and their roles. The information pack to also contain an up to date Development Plan and Competition Calendar for the forthcoming year. Development Plan to include from Stage 1 through to Performance Squad. The Development Plan will be presented to Committee before it can go out to clubs. GO stated that it has been 2 years so far and the Committee are still awaiting the Development Plan, this is not acceptable. A timetable of delivery to Committee of 19 May was agreed as it needs to be presented to Clubs by June if it is intended to go live in September. It was agreed that Craig has to deliver a structure that he believes will work, if it is only in draft format by 19 May that will be acceptable.	PH, GN CN
4. A central e-mail address was suggested for all communications to be directed to, instead of going direct to Craig as he received a lot of e-mail that should be dealt with by the Committee. A number of the Committee did not think this was a good idea and felt that all coaching queries should go directly to Craig and a central e-mail address would be available for any other County matters. These would be picked up and dealt with by the Chairman (PH) or if necessary he would redirect e-mails out to County Reps or other Committee members as appropriate.	CN & PH



5.	Roles within the Committee was briefly covered however, it was decided that this would be discussed at the next Committee Meeting.	Mtg 19 May
6.	PH commented that LTS has a structure in place that works well. County Swimming needs to look at the whole of the swim pathway, the direction and branding. Each club should have a pull out banner in reception highlighting the whole of the Swimming pathway from Stage 1 – Performance Squad, with the Club insignia and the County badge. PCC should look at covering the costs for this as it will bring more money in for them; each banner will cost approx £50.00. JL asked whether it is okay for Club members to go into schools to try and encourage more swimmers, everyone agreed it was a good idea, in fact Milford Haven are already in the process of making arrangements to do so.	PH, GN
7.	SW asked that the swimmers entry list be made available to parents prior to attending meets to ensure that if there are any problems with the entries, there is plenty of time to correct them. There were a number of incorrect entries for the Bristol Meet, this was not apparent until the evening before the trip when it was too late to do anything about it. GO was asked whether payments for entries could be made electronically direct to the County Account instead of sending money in to Craig to then be passed on to GO. GO agreed this was a good idea and would make this information available for the next meet, SW pointed out that not all parents would be happy paying using this method and would still prefer paying direct to Craig.	GO
8.	It was agreed that decisions about County Swimming are made by the Committee this also includes spending and refunds, unfortunately, there is now a £100 loss due to a large bus being booked for the Plymouth meet, which is now no longer required. Definite numbers are required before making bookings or putting down deposits.	
9.	PH thanked everyone again for their attendance, the meeting closed at 10.15.	