



**Haverfordwest Seals Swimming Club**  
**Minutes of the Committee Meeting**  
**13<sup>th</sup> January 2015 – 7pm**

**Present**

Jenny Webb	Treasurer & Parent Liaison
Ann Girolami	Secretary & Child Welfare Officer
Nicala Harding	Committee Member
Geraldine O'Donnell	Membership secretary
Pauline Louchart	Head coach/TM
Sue Christopher	County Rep & new Swimmer Coordinator – Acting Chair of meeting
Becky Hill	Parent Liaison Officer

**1. Apologies**

Joanne Trueman, Debbie Watson, Dave Cooke, Matthew Lewis, Karen RS

**2. Minutes of previous meetings & Matters arising**

Minutes of the previous minutes were discussed and agreed.

- Gerry co-opted in as membership secretary taking over interim of Nicala & Sue
- AG to edit the minutes for publication on the website. **Action: AG to email JoT to edit November minutes.**
- SC timekeepers: issue with confirmation of timekeepers course. Next course to be organised on a swimming night but not consecutive nights. SC to query on who would take the course **Action: SC to ask DW to speak to Ann on matter**
- Presentation evening: £50 deposit paid but not cashed in so we have only paid for hire of the hall. £45 for food. JW needs an invoice for Hwest Rugby Club food. **Action: NH to advise Sarah that she needs to produce an invoice before payment.**
- Presentation: thank you to all volunteers and parents + committee noted. Presentation was a success. **Action: JW to do thank you card + £15-£20 voucher for NH parents who helped with catering.**
- New Swim shop – up and running. Former supplier owes £279.50 – JW to chase
- Hats with names: SC to advertise on newsletter /Facebook– minimum order of 25 – SC to price it and collect money before sending order through. Likely to only do surname. **Action: SC to advertise Hats with names**
- Changing room: AG sent email and action complete. Email sent out to parents to advise of the changes.
- Behaviour in the changing room. Action: Committee member with child and parent to have a quiet word – Update – child has since left the club – Action complete.
- Complaint: Actioned - no ground to proceed with the complaint AG to edit. Complaint closed and dealt with Swim Wales. All committee members had email circulated from Swim Wales

- Complaint with regard to child's behaviour handled by Sue & Becky. The parent raised issues with handling of complaint and was apparently unaware of previous warning. All warnings issued to children and parents to be followed by written email as audit trail : **Action: AG to put Swimmer complaint under disciplinary**

### 3. Officers Report

#### Fixture's Secretary via email

Swim Wales Relays – complaint to Swim Wales for changing the rules after deadline with short return timeline. Little time to make decisions on entries and no time to confirm availability for relays therefore limited relays' entries. **Action: SC to ask DW to voice our discontent.**

DW highlighted issue where she accidentally missed a swimmer's entries to sub regionals as this was one of the busiest period of the year. Parents were extremely polite and understanding. As an apology and thank you for their attitude, the club provided free tickets to presentation. The committee members also wanted to reassure DW that it was the first time this ever happened despite singlehandedly managing the huge workload of gala entries. DW is extremely efficient and reliable in her role and members refused to take further actions. Parents have also been reminded to look on website to check entries after emailing them through. **Action: SC to leave the mention to check entries on the website permanently on the newsletter**

DW has been approached by parent to assist in the role of fixture secretary and requested if she could be nominated as deputy Fixture secretary. Group Agreed. DW nominated and SC seconded. **Action: DW & SC to progress**

#### County Meeting Update

Minutes of county meetings are to be published on the website. Main Issues arising:

- County Dragon Mark – still issues and does not fit requirement for county set up
- Amendments to the constitution brought by MTancock - Indemnity
- Complaint about the website put by SC
- WASA fees rise. PCC membership Prices to go up. Tier 1 from 16 to 16.50, tier 2 from 21 to 24. Tier 3 from 27 to 28.50 skills and 8.5 hrs. tier 4 – potential development and link £31 and tier 5 is £37.
- 427 swimmers in the county
- Level 1 coach- **AG to confirm dates with Melanie in Tenby.** 5 coaches. Could be dates available in Pembroke. Need commitment from people – if they leave the club then they will have to contribute towards cost.
- Phil Thomas wants a club to take the county champs as leader. 26<sup>th</sup> and 27<sup>th</sup> September – Need to get the pool booked in. Will depend on AGM decision. Next meet on 9<sup>th</sup> March. Will provide guidance to pass on the flag. Need a name for the gala by 9<sup>th</sup> February – NH & PL to be Seals representatives but not to lead as it is a busy time of the year for club.
- £4000 in the bank

## **Treasurer**

JW – bank balance £5907 which includes £3000 from the community chest. Medals for engraving cost covered by donation.

## **Head coach**

RT & KRS have left. Tom Owen covering the Thursday morning. Short on coaches.

Sam Jones, assistant development coach will be with us until Easter on a Wednesday and Friday nights. Very positive influence, very helpful and children like him.

Email sent to all parents re squad allocation changes. PL highlighted need to revisit squad criteria allocation but time not on side.

## **Membership**

95 + swimmers despite some of the youth swimmers leaving. We have new trials which started week prior.

### **4. AGM**

AGM has been advertised and a poster displayed on the notice board since start of December. Nominations for the AGM were discussed and signed. All nominations have to be in to secretary by 21<sup>st</sup> January. So far AG has not received any nominations or contributions for agenda item

**Action: Agenda: AG to send out agenda and paperwork by 28<sup>th</sup> January.** JW pointed that her treasurer's report will not be sent out in advance due to accounts being with auditors at the time.

### **5. Swim Wales Constitution**

SC discussed the new constitution and has highlighted a number of areas of disagreements. Due to time constraints and length of document, the committee could not discuss it in details. **Action on SC to circulate new constitution to committee members via email as unlikely to be time for another meeting and discuss amendments with Zita Cameron.** Aim is to submit new constitution to AGM for approval/vote pending a couple of amendments.

### **6. AOB**

Request to submit a complaint to Swim Wales with regards to parent's behaviour, gross misconduct and harassment on behalf of committee.

**Action: PL to take this forward with Swim Wales.**