



Gloucester City Swimming Club Limited

Minutes of GCSC Committee Meeting at the Pint Pot 14th June 2017 from 6.30-8.00pm

Present: Gavin, Sarah, Brian, Flavia, Andy, Andrea, Emma

Apologies: Clair

1. Coaches Report

To be covered during the AGM.

Teacher Rescue renewals waiting confirmation from Georgina, however James is doing his at GL1. Liaise with Tewkesbury School as an alternative [**Andy**]. Note that the course is 1 day for renewal, but 3 days for new. Andy's expires in September, Josh's has already expired.

2. Financial Summary

To be covered during the AGM

3. Open Meets / Workforce

Volunteers

Some new volunteers come forward following the parent's information evening and involvement in Club Championships.

Rachel Levay has volunteered for Para Liaison. Still gaps for Welfare, Fundraising, Social and Medals & Trophies – to be re-advertised after AGM.

(Andy volunteered) Sue and Brian have offered to support the DBS on-line applications. Need to liaise with Vic to transfer logins [**Brian**]

Team Managers

Successful course, including some from Tewkesbury (£25 contribution in shop kitty) and 5 more volunteers pending another course.

Need some experienced TM1 to progress to TM2, to cover overnight stays. Ask Marion when/where a TM2 course could be held [**Emma**]

Officials

6 attended recent J1 course, including 2 from Cinderford and 2 from Cirencester. Still need to boost the number of GCSC officials.



Open Meets

New Hy-Tek will solve internal payments (pay on entry) for Open Meets, but still chasing some external club payments from April. Suggest including a 10% increase for late payment in future meet packs and investigate debt recovery options [**Flavia**]

15/16 July 2017

97 GCSC swimmers entered. Some offers coming in for July. Specific box on entry form has helped.

17 Sept 2017

Approx 75 GCSC swimmers at internal closing date, but some still coming in.

6/7/8 October 2017

License and meet pack for October Meet is urgently required. Short Course Nationals this year are long course (because of Commonwealth Games next year), so appropriate to use 'faster' times similar to September meet.

Andy is chairing a regional sub-committee to ensure big clubs don't dominate dates and ensure an appropriate gap between the top/bottom of Level 1/3.

Neil Harper cannot ref October Meet. Brian is seeking support from Sue Jones, Helen Rogers, Philip Kendal and Julie Breakspear.

6/7/8 April 2018

GL1 booking changed to 6-8th April (previous booking clashed with Easter). Need to get County calendar changed [**Gavin**]

4. Competitions

Continuing to chase payment for Millfield Super Series (March), Spring Open Meet (April), Weston (April), Regionals (April/May), Club Champs (May) and Cardiff (May). Most are resolved, advise coaches of remaining issues [**Sarah**]. New Hy-tek will resolve Open Meets (pay on entry), but still need to solve external competitions.

Still don't have on-line delegate access to bank accounts (complaint ref: 11549644 ongoing), so reluctant to enforce "no-pay, no-swim" rule. To be discussed further once access is sorted. Need to add date to payment reference on internal entry forms, to help locate payments (several people don't update reference, especially if paying by smartphone).

New Hy-tek Swim Manager ready to be set-up, needs contact emails added, so that parents have link to populate details. Once swimmers are set-up, investigate importing previous zip files, before committing to manual re-entry.

Competition Calendar for next season drafted, to be reviewed and sent to Sarah [**Andy**]



5. Membership

Club is full with a waiting list.

No outstanding payments, except some standing order changes following squad moves.

Andrea is now able to make adjustments directly to OMS (i.e. new members), but, will continue to work with Siobhan for renewals. A full list of eligible members has been downloaded for AGM.

6. Welfare

Ensure all coaches are aware of location of emergency contacts file [**Andy**]. Note this is separate from Team Manager file, which is often off-site.

Reiterate need for Welfare Officer at AGM and re-advertise.

7. Communications

Lisa has confirmed she is happy to continue managing emails.

Nikki has recommended a review / rebrand of the website including a 'members only area', but is seeking 'creative assistance' and would be happy for someone to take it over. Some of the new volunteers may have relevant background, perhaps include update as part of the new Hy-Tek setup.

Some concern over what goes as email / website / noticeboard. Suggest a review between all involved.

Spare labels (and blu-tac) for noticeboard are in bottom-left, so re-use as necessary.

8. Fundraising / Sponsorship

No current activity.

9. Policies

Fees policy requires update to reflect restructure and clarify holiday / ad-hoc training. Also need to clarify payment timescales for competitions and open meets.

Need to review all policies, suggest a bi-annual cycle.



10. AGM

Nominations for all roles except Vice Chair and Open Meets.

Some proxy votes received, deadline is Friday.

List of questions received were discussed and answers provided for reply at AGM.

Due to having no current Chair, agreed that agenda should include an Overview of the Year, rather than Chair's report. Gavin has asked Rich to prepare a summary, since he was chair for the majority of the year, but agreed it will be less contentious if it is delivered by Flavia or Gavin.

Andy will outline restructure, but details of coach allocations not confirmed yet. Beaufort terms are now agreed.

11. Any Other Business

PRESENTATION EVENING

To be arranged for early in new season, ideally Saturday 9th Sept, or Friday 8th if can't get good rate on venue [**Gavin**]

Agreed to go with similar format to last year, including a Quiz.

Club Champs results required from Daisy by age group / event.

END OF SEASON SOCIAL

Captains reviewing options, including theme park or barbeque. General preference to keep it local and accessible for more members – suggest Croft Farm or Lido. Encourage Captains to finalise details [**Andy**]

SHOP

Some parents may be willing to take this on, perhaps monthly.

Trutex are keen to support revising or expanding our selection of club kit (i.e. zipped hoodies). Potential for parents to buy/order directly from them (like school uniform) to be checked [**Emma**]

Next Meeting: Thursday 13th July, 6.30pm at the Old Pint Pot