



Gloucester City Swimming Club Limited

## **Minutes of GCSC Committee Meeting**

**at GL1 15<sup>th</sup> December 2015 from 6.30-8.00pm**

Present: Jenny, Rich, Andy, Brian, Gavin, Bea, Vic, Flavia

Apologies: Carolyn, Sue, Bernice, Mark

### **1. Review of Previous Minutes**

The November minutes were approved for publication.

### **2. Chairman's Summary**

A lot of activity going on again. Particular thanks to Sarah for progressing Swim21 input, Flavia for keeping a tight rein on finances, Andy and the coaching team for ensuring the swimmers have the right competition opportunities.

The club still requires a Welfare Officer, any volunteers to be encouraged.

Swim21 accreditation this year will still be at 'Essential' level, but we should look to develop Network status, sharing resources and best practice and giving swimmers more flexibility. Emily Taylor (SW Development Officer) will be able to help. This could allow a Level 4 meet between Cirencester, Cinderford, Soundwell and ourselves.

Thanks to Jacky and the Young Volunteers for arranging the Christmas Gala on 20<sup>th</sup>. The Swim Bags that were donated (currently in Twyver Office) can be given out at the event.

### **3. Coaches Report**

We are no longer able to use CLC on Tuesday evenings, so suggest Club 6 use the full 2 hours on Saturday morning.

Various activities arranged over the holiday, with a focus on land training. Details published.

Support at para events needs to be reviewed, balancing financial limitation with swimmers needs. Meeting to be arranged between Andy, Josh and Gavin [**Gav**].



Daisy, Dan and Mark are ready to convert their Teaching qualification to Coaching.

The Honours Board needs updating, with recent British Records (Dan Bennett x 2, Para Girls Relay x 2), British champions, Commonwealth Games qualifiers and Modern Pentathlon national champions.

An updated competition calendar will be published shortly [**Andy**]

GL1 need to repair some equipment, including lane 4 block in Twyver. Ideally this should be replaced with a wedge block and include a backstroke ledge. Maybe opportunity for sponsorship.

Following a recent poolside incident, the risk assessment was reviewed and all coaches and team managers are to be reminded that minimum requirement is 1 coach, providing they are Teacher Rescue qualified, but always useful to have a second helper.

Coaches are considering a summer activity.

#### 4. Financial Summary

Camp fundraising to be provided, require bank account details to make transfers.

A 4-year budget has been provided for Swim21 input which shows break-even. However, note that the club is almost full, so minimal additional income, yet pool hire will increase year-on-year.

Involvement with our own swim school / partnership would potentially provide good income.

Open Meets remain vital to our financial stability.

Opportunities for fundraising or sponsorship should be actively pursued.

Regional funding is available for appropriate requests. We can get £950 towards non-regular activities such as long course training and possibly towards the backstroke ledge.

#### 5. Communications

A bigger effort is required to publish achievements and 'sell' the club, through newspaper and TV channels. Article to be written for publishing [**Andy**]

### 6. Membership

No significant change, with 1 leaver and 1 new member.

Only a handful of membership renewal forms have been completed, a reminder to be sent via comms [**Mark**].

The annual membership fees are proving difficult to chase, with some members paying to wrong account or omitting reference details. An updated list is required to identify true debtors, who can then be sanctioned in line with Constitution. Hartpury are being progressed separately [**Mark**]

The update version of the Fees document (including joining fee) needs to be published on the website [**Flavia**]

Need to review the Uni squad timetable, to ensure it is line with payment.

### 7. Welfare

Marion Britton continues to provide welfare support, but a permanent Welfare Officer is urgently required. Bea will continue to be internal point of contact.

1 issue has been dealt with, 1 is ongoing and 1 has self-resolved.

All coaches reminded of importance of pre-session risk assessments and note that Team Managers file is held in the Twyver Office. Review of keyholders to ensure that a coach at each session has access [**Flavia**]

### 8. Workforce

Suggested working parties for key events, such as Club Championships, Presentation Evening. List to be created [**Vic**]

A SwimSkills parents meeting has been set-up for January with a focus on volunteering.

### 9. Open Meets / Competitions

Agreed to purchase a Team Managers phone and define the rules for use (i.e. 24 hours before an event) [**Rich**]



Noted the importance for the coaches / chaperones to be a 'team' responsible for the swimmers at events, without parental interference.

Open Meet conditions have to include the requirement to sign-in, but noted that warm-up can only be 'advice' not mandatory. All coaches / team managers to encourage swimmers to comply.

### 10. Fundraising

Potential sponsorship opportunities with Beetroot Juice supplier and Bristol Street Motors.

### 11. Volunteer of the Month

Jacky Dickson for co-ordinating the Christmas Gala and Carolyn Bissett for stepping to cover coaching whilst Andy was ill

New awards to be obtained [**Vic**]

**Next Meeting:** Wednesday 20<sup>th</sup> January 2016 at 6.30pm