



Gloucester City Swimming Club Limited

Minutes of GCSC Committee Meeting at Old Pint Pot 21st Feb 2017 from 6.30-8.30pm

Present: Rich D, Gavin, Clair, Andrea, Sarah, Flavia

Apologies: Andy, Vic, Brian

1. Minutes of last meeting

Approved for publication. Actions reviewed under relevant topic.

2. Coaches Summary

Comms via email only at present. Problems with pool temperature. Another Level 2 course running, but not using GL1. Staffing problems at Hengrove have limited lanes available for LC training. Some issues with communication over para sessions. Ongoing discussions over restructure, especially land training.

Continue working with Uni and good performance at BUCS. Competitions dominated by Counties and despite demographics and CoB restructure, still leading points, so huge congratulations to everyone involved. Strong relay representation. Concern over swimmers entries to recommended competitions, particularly in the Nationals 'window'. Seeking L3 opportunities and progressing our own in July.

James is leading Gloucestershire's England programme, including a camp for 11yrs.

3. Chairman's Summary

Keep up the good work, onwards and upwards. Specific items covered below.

4. Financial Summary

Running under budget, with savings on pool hire and land training costs (although Athlete Academy invoice outstanding).

Still need to replace the Twyver land training kit box, wall bar vinyl covers. A second microphone for the PA system is also required. If there is predicted to be sufficient available, the fourth block in Twyver still needs replacing (and Aspire won't do so), so investigate obtaining a racing start block with backstroke ledge [**Gav**]

New bank account visible on-line (except to Flavia), but still unable to pay-in. A fourth mandate has been received by Flavia with the same information that has already been submitted 3 times. Progress complaint to finish set-up and get additional access for Competition account.



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More money has gone missing from Twyver Office, so Rich has provided a lockable letter box. Arrange fitting to wall [**Rich**]

5. Swim 21

Thanks to everyone who contributed and Sarah for co-ordinating.

14 aspects have been approved. Waiting for confirmation that the on-line course evidence that Josh provided (as described in the requirement) is acceptable.

6. Open Meets / Workforce

Counties

Very well run on our lead weekend of 28/29 Jan. Obligation from supporting clubs was for 3 volunteers per session, but less than required from Cheltenham, Tewkesbury and Henleaze. Cirencester support was appreciated, with Carry flexing volunteers as needed.

Concern over marshalling inside the 'cupboard' on the following weekend. One of our swimmers was injured and only noticed at the blocks. Too crowded for activity such as stretching. Also concern over swimmers congregating in changing village.

Need to advise GCASA of problems [**Clair**].

April Open Meet

Sign-up list will be posted after closing date, noting who has already volunteered on entry forms. Include changing village monitoring. Concern over Friday night long distance, due to fewer entries. Flavia will delegate Promoter responsibility to Rich on Friday, so she can officiate. Determine how many lanes could be run, based on Officials [**Brian**]

Team Managers were allocated between those available on the day(s) during Counties. Need to know if Rich G is still continuing in the role of Lead TM [**Rich**], to prepare in advance. Emma Blakelock is willing to become a TM1 Trainer (would need assessment by Marion) and support Clair in creating a combined volunteer / TM workforce listing.

Swim Path shop to be arranged [**Rich**]

Discussed alternatives for marshalling, including white seats, but concern over having to walk all round the pool to blocks. Also considered rows of chairs in front of changing village, but concerns over access. Agreed to continue using cupboard, but include notes about strict discipline in future meet conditions.

Potential of using white seats for some visiting clubs who ignore 'do not cross' instruction, may be limited by the size of the clubs. Seek assistance from Aspire in marshalling the barriers [**Rich**]

Last minute entries from some large clubs are offsetting the original concerns, now approx. 90% full.



7. Competitions

Co-ordinating entries and payments is very challenging currently, with so many meets very close together. Concern over lack of Level 3 opportunities, especially since there will be no 'gaps' at April Level 2.

Regional Para champs at Horfield on 12th March, assume Josh has arranged poolside passes.

25 entries for Millfield Super Series, with 1 coach pass.

National Coach passes now available, but have to be purchased by individual coaches [**Andy**]

5 entries for Exeter / Taunton Deane, but noted that same weekend as Welsh Spring meet.

Club Championships now arranged for 6th May (need to delegate Promoter, since Daisy is away)

British Para Swimming International Meet 27-30 April, need 2 passes (check if Josh has already obtained them) [**Sarah**]

Information for Regionals will be circulated soon [**Sarah**]

8. Membership

1 outstanding monthly training fee (2 months late) being chased [**Andrea**]

1 new starter and planning trials in March.

ASA renewals have been processed, removing a lot of names with no payment traceable. Total cost of approx. £5k invoice not received. Note that ASA cost has increased this year, so Uni fee no longer covers the Cat 2 cost of £32. Annual membership increase to be proposed at AGM [**Andrea**]

Fees Policy Document to be reviewed to ensure Boarder / holiday training terms are clear and fair. Delay in registers causing problems invoicing visiting swimmers. Potentially introduce a flat 'visitor' fee to cover a number of hours over the holidays [Flavia]

There are a small number of SSK9-TTC12 Bridge sessions currently.

9. Welfare

Andy has followed up the County incident with GCASA and it has been dealt with.

Need to review the coaching allocations to ensure there are no sessions without level 2 cover and using volunteers to provide a second responsible adult poolside [**Andy**].

Check latest record, that all coaches and poolside volunteers are DBS cleared [**Vic**] any gaps must be initiated by the individual.



10. Camp

Confirmed that Sprint Meet was included in the 2016/17 budgeted income to break even, so to use exclusively for Camp, would need a budget increase in April. Therefore agreed to progress camp with original costing, fully funded by swimmers (potential for own fundraising to offset). Noted that any involvement from other clubs would have to be with their own chaperones. Go ahead with meeting to discuss with interested families to confirm interest and define TM, coach needs [Rich]

11. Communications

Hy-tek extended system provides a method for on-line entry against recorded times (i.e. can only enter if qualifier) and requires payment at time of entry (3% fee). Can only be linked to one bank account, so would need to use Open Meets (and transfer back to Competitions) – or link to Competitions and require manual payment for Open Meets. Check with accountants [Flavia]

Potential to handle Sport Systems files better, but still require some manipulation.

Includes a parent portal to update details, online membership forms (could retain standing order for annual fee). Need to check about 'inactive' members (rather than delete and reinstate).

Includes email groups, but not SMS, so no more than current method.

Generally agreed that whilst there will be a big set-up effort, there will be benefits to competitions and membership. Since this was budgeted this year anyway – agreed to go ahead. Also progress discussions with other clubs that are already using the system (N. Wales?) [Flavia]

12. Fundraising / Sponsorship

County Funding of £900, plus para funding £500 (to match CoB) applied for.

13. Any Other Business

Captains

Note that Abbie may be leaving after Counties. If confirmed, agreed to open invitations for a replacement. If none interested, noted that Callum had previously applied, so could have 2 male senior captains.

Website

In Nikki's absence, all communication will be via email only.

Next Meeting: Wednesday 15th March, 6.30pm at the Old Pint Pot