



**Committee Meeting
10th January 2020
6.00pm at Bedes**

Present: Craig, Jeanette, Sue, Jon, Caili, Debs, Tracey, Liz, Lizzie Richards

Apologies: Kelly, Vanessa and Nick

Training Restructure and Implementation

- Following the Head Coach's resignation Craig spoke to Phil Osborn with regard to the Head Coach role and he confirmed that he was interested subject to a transition period and then increase of roles and responsibilities over time. Craig has placed a draft contract on Dropbox for committee to view. Phil has received a draft contract to review.
- His title will be Head Performance Coach and he will be commencing on Monday 13 January as we begin implementation of the new training schedule
- Some parents are unhappy about the timetable/swim groups but didn't comment at the consultation stage.

Coaching Staff and Further Recruitment

- It was suggested that we undertake another recruitment drive for teaching/coaching staff for all groups as well as Learn to Swim.
- Craig to deal with hours worked, holidays and sickness to ensure that information is recorded accurately, this will also ensure that any deviations from contracted hours are dealt with correctly
- It was suggested that a teachers/coaches WhatsApp group could be started so that absences and cover can be communicated

Transitory Arrangements and Confirmation of Roles & Responsibilities

- There has been good feedback from Phil's meeting with parents on 9th January.
- Phil has expressed a willingness to come along to committee meetings etc.

Presentation Evening and Publicity

- Event to take place Saturday 1st February 5.30pm to 8.30pm (hall booked 5pm to 9pm)
- The band is booked
- Liz to advise Kelly of the following for publicity: Time and location of evening; all attending to bring own soft/alcoholic drinks and food (but no food containing nuts)
- It was agreed that as time is short and in order to cut costs, trophies will not be engraved this year
- Liz advised that Kelly has begun to seek trophy sponsorship

- The committee agreed to run a raffle to raise funds

Learn to Swim Programme Update

- Learn to Swim sessions are to be worked out to take into account teacher availability with the aim that the Saturday session will be the focus
- Lifeguard coverage needs to be ensured – it was agreed to carry out a recruitment drive for this role too. Sessions required are Tuesdays 5-6pm, Wednesdays 4-5.30pm, Thursdays 5-6pm, Fridays 4-5.30pm and Saturday 9.30-12pm. Jon to ask if Jake Farrell would be available to cover any of these sessions.
- Jeanette asked for someone to take on the recruitment of lifeguards as her workload is already heavy.
- Craig to send out recruitment notices for teachers and lifeguards this weekend.
- It was felt that Stages 1, 2 and 3 will be the most in demand
- There was some discussion as to whether Learn to Swim members should have access to the club Facebook page but it was decided that they should have their own communication platform – possibly WhatsApp.
- Public liability and Institute of Swimming membership is necessary for Learn to Swim. Application has been sent for Hailsham Swimming Club Learn to Swim to be Swim England accredited.
- Debs to start a publicity drive.

Commencement of Communications Action Plan

- Liz, Jon and Sue to meet next week to discuss and start to put together the plan. To consist of bullet pointed short term and longer term/future actions for the club.
- Jeanette has offered to man the Club Desk one Saturday morning per month.

Co-Opting of New Committee Member

- It was unanimously agreed to co-opt Lizzie Richard to the committee in a non-voting role as Assistant Treasurer.

Commencement of Coaching Action Plan

- Issues to be resolved following the consultation which Debs, Phil and Craig will work on, eg competitions, communication, planning, visibility of committee, coaches etc.

Publicity – Instagram Page

- Craig acted on requests from swimmers and has launched a Club Instagram Page which is open to anyone to follow, celebrating achievements, showing training, swim camps etc.

Social Event Organiser

- Committee members were asked if there was anyone who would be prepared to organise social events throughout the year. Sue offered to assist in the role and would look to recruit parents to work with her.

Date for AGM

- It was suggested that this year we should combine a social event for kids alongside the AGM which parents will be encouraged to attend. Club captains, Head Performance Coach and teachers could supervise the children. Possibly bowling at Hailsham Leisure Centre and meeting at the Civic Community Centre.
- The committee agreed on Sunday 19th April at 2pm. Venue to be decided.

Any Other Business

- The annual dual meet and the Mike Pashler Meets were discussed as good ways for the club to raise funds but agreement needs to be reached with Bedes regarding a negotiated rate for a whole days' hire. We discussed which clubs could be invited. A date in June to be decided was suggested for the dual meet
- Liz reminded the committee that a new date for the quiz needed to be decided.
- Liz reported that we have now received this year's application form from Cowbeech Bonfire Society Charitable Trust and it was decided to ask for funding for the Go Pro Camera bundle previously discussed at committee and a new laptop.

Date of Next Meeting

- Wednesday 12th February 2020 6.00pm at Bedes