



PNSC Committee Meeting

Meeting Number: 2022#20

Date/ Time: 05 March 2022 (1800)

Venue: Zoom

Attendees: Laura Bradley (Treasurer), Gemma Clinton (Club Manager), Ryan Clay (Vice-chair/Membership), Marieta Candal-Couto (Chair), Georgina Scriven (Secretary/Swimmark), Lorraine Robinson (Welfare), Andrew Robinson (Governance), Edith Casey (Officials – Meets) and Amanda Booth (Director of Swimming).

The committee welcomed Amanda Booth to the meeting and introduced themselves.

1. Staffing – RC

- 1.1. Amanda Booth has now joined the club as the part-time Director of Swimming
- 1.2. The Junior Gold coach left the club on 08/04/2022. The club has recruited and has appointed a new level 2 coach, who starts on 30th May.

2. Chairs update – MCC

- 2.1 Management Structure - working meeting held to discuss the arrangement of coaches going forward. A draft version of the proposed organisation chart and management structure has been produced. Amanda is meeting with the Coaches on Sunday 8 May to go over the new structure. Amanda will meet with those coaches impacted the most individually.
Action: MCC to distribute the draft organisation chart to the committee
- 2.2 Next Season – Planning for next season is underway, conversations are taking place regarding the meet calendar. Meets taking place between September to December will be ready asap, with the rest of the season to follow.
An early draft of the training timetable is being produced. The club are looking at strategy to provide better resilience within the timetable to be able to cope with any staff absences.
Squad criteria – The current squad criterias are being reviewed and updated ready for any squad moves next season. **Confidential Item.**
- 2.3 Club Kit – Launch of phase 1 the new club kit will be announced in the next newsletter. Meeting with KitKabin to finalise tracksuits and leggings as part of phase 2. All the coaches love the new coach kit which has been trialled at the recent away meets. Proposed that the



club invest this month in providing the coaches with all the kit they require based on their coaching hours and associated meets.

Action – Create a specific kit list for coaches.

- 2.4 Regionals – MCC reported back to the committee how proud she was of all the coaches, Team Manager's and Swimmers who had attended the different Regional weekends. There were long days with 1 day running over by 2 hours. There were some really good swims by our swimmers and the Relay's did really well. Behaviour was good and other teams were taking notice of what we were doing. **Confidential Item.**

- 2.5 Officials – It has become apparent that there is a severe lack of officials, the last 2 years of lockdowns and reduced competitions has caused a gap in the training and recruitment of officials. EC advised the committee that the full training of an official from J1 to Referee can take 6-8 years.

An event for parents is being held on 18 May 2022, EC will aim to go along and talk to parents about the role of officials. It would also be good for the club to be able to arrange a timekeeping course.

Action – EC to investigate running a timekeepers course.

The club also needs to get the coaches to speak to parents about officiating, this will be added as a bullet point for the next coaches meeting

AB stated that at the start of the season there will be a squad meeting for each squad run by the Lead Coach for that squad, this would be a good point to tell parents about officiating. EC stated that she would be happy to attend and explain/answer questions.

Confidential Item

Action – EC to find out how we can train people to become trainers.

3 Constitution – AR

- 3.1 Draft version of the new constitution for when the club becomes a charity is almost ready and will be sent out to committee members in the next couple of days. This will be discussed at the next committee meeting ready to move the conversion process on. The club is aiming to hold an Extraordinary AGM at the end of July.

Action – Distribute draft constitution.

4 Finance – LB

- 4.1 **Confidential item**



4.2 Recruitment of swimmers – Discussion was held surrounding Talent Lane's. In December 2021 we successfully recruited swimmers to the club by holding talent lanes, this may be successful again.

Action – Discuss with LB holding a talent lane at MBC again. Also ask Peter Bealing to potentially talent spot other LTS programmes. Further discussion was held regarding holiday courses to bring in income.

Action - Plan courses for the Summer Holidays

Action – Plan next seasons holiday courses

5 **Swimmark – GS**

5.1 Health check – GS reported to the committee that the club is currently completing the annual Swimmark Health Check. This comprises updating 5 sections. A few points on the personnel report ensuring that all DBS and safeguarding are outstanding, however all the other sections that require action have been completed. Deadline for submission of all documents mid June. Process should be complete by end of May.

6 **Membership – GC**

6.1 Main Club numbers are up slightly from the previous month. Learn To Swim numbers down, however end of term for LTS where it always fluctuates. Jan Baldwin is currently filling the gaps with new swimmers from the waiting list.

Action – GC to distribute the membership numbers

7 **Meets – EC**

7.1 There has been an increase in the number of volunteers coming forward for the May Sprint Meet. There will be 3 referees in attendance. Hopefully this will allow mentoring of trainee officials to take place.

8 **A.O.B**

8.1 Reported that it was good to see coaches working so professionally with swimmers at Regionals despite the long weekend, there was a good atmosphere. A spreadsheet has been created looking at the structure of races, coaches were actioning this at Regionals. They are also looking at race strategy plans, these will be re-evaluated at the end of the training cycle.

8.2 Discussed the need to take on board any learning points from the Easter Meet ready for subsequent meets.



Action - feedback regarding lessons learnt from Easter Meet to be gathered from all sources and analysed.

Date of Next meeting 9 June 2022 @ 18.00