**Location: Zoom Date: 17th February 2022**

**Present**: Jon Wills, Emma May, Matt Chubb, Emma Dodd, Donna Hussey-Yeo, Lisanne, Fi West, Louise Lowman, Ashley Barnett, Helen Mills, Sue Long

**Apologies:** Sarah

**Agenda items:**

1. Welcome, Updates & News – Sarah Taylor
2. Treasurer Update – Matt Chubb
3. Welfare Update – Stuart/Fiona
4. Head Coach Update – Jon Wills
5. LTS Update – Emma Dodd
6. DBS Checks
7. Coach Recruitment
8. AOB

**Actions from previous meetings**

1. **Recruitment of a new member who can take over the Hosting Role**
2. **Cupboard keys!!**

**Key Discussion Points from 17.02.2022**

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| **Ref** | **Key Discussions** |
| **1.** | * Emma Welcomed the meeting on behalf of Sarah
* Emma advised of a kit update: Sarah has ordered a sample kit – this will be taken to pool side to share with swimmers/carers
* Embroidery can be done – 100 Tshirts
* We will prob not be able to get this organised for Open Meet at End of March
* There are no costings yet as this will depend on the bulk orders
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| **2.** | * Treasurer Report – Matt Chubb
* Matt Shared an Excel Spreadsheet with up to date accounts for the Committee to view
* We had a big month in Jan due to ASA Fees – Thank you Sue Long for organising
* £6k ASA Fees
* We received a lot of money for Camp (£6K)
* Due to above, bank balances look inflated
* Squad Numbers have increased by 3
* Academy dropped by 5 but there has been lots of new starters to counteract this
* Matt would like to know if it is possible to get the shop back up and running to help our income, However we would need volunteers to sort this
* Water Bottles were popular – do we have any left?
* Possible run Sun & Weds
* There is going to be a fee increase to Kingswood Fees – we may have to look at passing this cost on
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| **3.** | * Welfare Update
* No new welfare concerns or issues

(DBS a separate agenda Item) |
| **4.** | * Head Coach Update – Jon
* Last 3 weeks have been endurance
* Jon thanked everyone for keeping the club running while he was away training
* Next week Jon will swap with Ashley to see how his squad are doing – if there are any moves.
* 5 swimmers were trialled – 3 offered spaces
* More trails booked for next week
* First week of counties went well – lots of PBs – Good Skills & County Times
* Lots of kids are managing to swim fast in heats gaining PBs
* Less known young swimmers are coming home with medals
* Jon felt that camp was beneficial and thanked the club for allowing him to do it. Bath meet has been arranged to pass on skills learnt
* Jon thinks we are struggling to get commitments from some children as going from LTS ½ hour to club 3-4 hours is a huge jump in commitment with other clubs etc
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| **5.** | Emma Dodd gave an update on LTS:* All sessions are ticking along
* We have lost a few naturally due to the cycle of swimming
* Rejig In the big pool – get new starters on board and fill the gaps
* Still working to an 8 week cycle followed by an assessment
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| 6. | * DBS – Raised by Ashley
* A number of parents came forward saying they would volunteer within the club with various roles but still no DBS and worried that if we do not keep them on board we may lose them
* There has been a delay on DBS checks but some are now verified
* Fi confirmed who have DBS back, who still need to do paperwork details and who need to start application and/or provide ID
* Swim England are back to pre covid times frames – 24 application process and 10 day turn around
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| **7.** | * Coach Recruitment
* How can we recruit? Can we organise a coordinated drive?
* Emma D Sarah and Lisanne to meet and put plans in place for active recruitment
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| **8.** | AOB* Attended National Chairs Forum – Disputes/Resolution/Complaints raised
* Open meet – 2 Entries received and 3 in the pipeline
* Full Risk assessment of Hutton Moor
* Unknown about spectators until nearer the time as well as details for volunteers
* Balcony is now busier at the pool – put a list up on the board where parents can put their names down to assist on meet day
* Double up on roles so we can have people shadowing to train for future events
* Arrange a New Parents meeting to explain competition etc to the new swimmers
* Remove Stuarts name from Welfare as he has stepped down
* Notice period to swimmers who wish to leave
* 1 months notice in writing
* Parents would not be able to remove cards from Team Unify for the last month before we chare the fees due
* Matt will check policies and put this in writing to parents (to be added to next agenda)
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**Date and location of next meeting: Thursday 17th March 2022 @ 7.30pm via Zoom**