



# Dingwall Amateur Swimming Club

## Minutes of Committee Meeting held on 2<sup>nd</sup> November 2016

**Attendees:** James McPake (Chair), Melissa Maclennan (Treasurer), Gordon Lyall (Management Committee), Neil Robinson (Management Committee), Andrew Clark (Head Coach), Jordan MacDonald (Coach), Emily Finlayson (Coach), Erin Robinson (Club Captain)

**Apologies:** Claire Connelly (Parent), Rhona Morrison (Membership Secretary), Ellie Souter (Club Captain), Aileen Mackay (Parent), Nicola Mitchell (Parent)

Item	Discussion	Action
1	James welcomed everyone to the meeting.	
2	<b>Apologies</b> were received and noted above. Please notify a committee member or Andrew if your name has been missed from the Apologies or Attendee list.	
3	<p><b>Squads</b> – It was agreed that Squads should be implemented fully from January 2017.</p> <p>Committee and coaches agreed that although some swimmers may initially end up having to go to less sessions than they currently are, the sessions after the New Year will be more focussed and less crowded.</p> <p>In order to break even each month a discussion was had regarding fees and the hourly rate for coaches.</p> <p>Treasurer, Melissa Maclennan, provided a proposed pricing structure that the Committee deliberated on and amended. All committee members and coaches present agreed on the following:</p> <p><b>Coaches Hourly Rate:</b> Head Coach - £12.50 an hour Assistant Coaches – £10 an hour</p> <p><b>Memberships Fees:</b> The fees were discussed and it was agreed that new squad fees would be as follows: Development: £10 per month C Squad: £12 per month B Squad: £18 per month A Squad: £24 per month</p> <p>It was agreed that the new fees are specific to each squad, irrespective of sessions attended. For example: B Squad – two sessions per week - £18 irrespective of swimmers only attending of the sessions or both session.</p>	<p><b>Melissa Maclennan (Ongoing Review of fees)</b></p>

	<p>This will be reviewed going forward on a regular basis.</p> <p>Andrew highlighted that although the A and B Squads will initially train for the same duration from January 2017, plans will be put forth to increase the A Squad pool time from 2 hours per week to 3 or 4.</p> <p>Andrew to email out information to all parents regarding new pricing structure and training structure from January 2017. It was proposed that a letter be sent to all parents and swimmers detailing which squad, what times and the price for each swimmers. The letter will have an area for a parent signature overleaf which swimmers must return to ensure all have read and understood the changes.</p>	<p><b>Andrew to discuss with committee and approach Leisure Centre Manager</b></p> <p><b>Andrew to distribute and collect letters by December 11<sup>th</sup> 2016.</b></p>
4	<p><b>Coaching Structure –</b> Grace Tonner will be assisting poolside for the remainder of 2016. This period will act as a probationary/trial period to allow Andrew, Jordan and Emily to assess whether Grace is the right fit for the Club.</p> <p>A 4 – 6 Probationary Period was suggested and approved before the Club makes any final decisions regarding a new coach.</p> <p>Andrew highlighted that Erin Robinson, Jemma Logan and Chris McPake have recently passed their National Pool Lifeguard Qualification and wishes to see them put through their Level 1 Teaching Qualification.</p>	<p><b>Ongoing review by Coaching Staff</b></p>
5	<p><b>Club Awards Evening –</b> Andrew suggested that following the success of this year’s Club Championships it would be a good idea to host a Club Awards Evening to allow coaches to award trophies and shields to all swimmers but to also allow swimmers to socialise and interact with one another out with training. It was agreed that following the 2017 Club Championships that a Club Awards Evening would be held towards the tail end of 2017 or in the beginning of 2018. It was proposed that it could also tie in with our AGM to allow for more interaction from parents and swimmers. Andrew proposed a Ceilidh Dance type event, with food and drinks. It was agreed that the Committee should undertake planning for this event in March 2017 to allow time for booking halls etc.</p>	<p><b>Committee to plan in March 2017.</b></p>
6	<p><b>Any Other Relevant Business –</b></p>	<p><b>Ongoing</b></p>

	<p><b>Squad Criteria</b> - Andrew has detailed the criteria for the new Squad Structure and is meeting with the coaching staff to agree on time elements for each squad based on kick time, swim time and averages. This will not be an entry requirement but will be something for coaches to look at to assess swimmers readiness for the next Squad.</p> <p><b>Wrightsport Kit Order –</b> A new order of Club Kit will be placed in the beginning of 2017 to purchase t-shirts and hoodies for new members of the Club. The Club will also look at other items of Club Kit such as towels etc.</p> <p><b>Newspaper –</b> A brief report was placed in the Ross Shire Journal detailing the success of the Club Championships in October.</p> <p><b>Level 2 Coaching Swimming –</b> The committee have agreed to reimburse Andrew £221. This is to cover the cost of accommodation that Andrew paid for over the three weeks of his Level 2 Coaching qualification in Perth. Andrew will cover the cost of fuel and food.</p>	<p><b>review of Squad Structure by all coaches.</b></p>
<p>10 &amp; 11</p>	<p><b>Date &amp; Time of Next Meeting:</b></p> <p><b>Wednesday 1<sup>st</sup> of February 2017 – Dingwall Academy Meeting Room 7pm – 8:30pm</b></p> <p>James closed the meeting and thanked everyone for attending.</p>	<p><b>Andrew to book room.</b></p>