

## **Marlins Minutes 15/01/20**

### Attendees

Karen, Alex, Dave, Rachel, Mike, George, Shivani, Judy

### Apologies

Dave, Joshua, Steve

### Minutes approved

### Matters Arising

Safeguarding policy is awaiting submission as we were awaiting certificates which have now arrived. Awaiting arrival of DBS check completion evidence for all poolside staff as this needs to be evidenced to SE. H&S policy is incomplete as awaiting info from Morris Centre and Orion. KES policy to be checked to see if it is current. Logo needs to be added to the policies but this is in its final stages of design.

Website is up now but not all areas of the site are completed, This is still a work in progress. Committee requested that coaching staff have a profile page. This will aid our new families, lots of who need to know in advance what staff look like/familiarise themselves with then.

Committee have agreed that discretion can be given for total membership fees for our larger families.

SE - Karen has to submit names and contact details for committee members, Consent is not assumed and must be given. Can be, phone number, email address. All mandatory roles have been filled

Chair - Dave Marsh

Treasurer - Alex Ashman

Secretary - Judy Newton

Safeguarding - Georgina Hartley

### Timetable

Pooltime has been booked and first session is 8/3/2020.

Sunday afternoon timetable needs revising so academy group and development group will then have 45 mins. Training squad will reduce from 1.¼ hr to 1hr.

Orion have asked if we want to share any of their pooltime. This is under consideration.

Karen made it clear that under no circumstances would a current Orion swimmer would be asked to join Marlins.

### Pools and Fees

Allpooltime has been booked until

We have been offered additional pooltime but nothing has been agreed as awaiting numbers and finances. Karen will write to all current helpers to check whether they are still willing to

help out with Marlins. Janie will be joining the coaching staff as an assistant coach and Seth will be beginning his coaching training. Karen is looking at the current group of volunteered. Janie will run sessions in Karen/Steves absence. She will co-Coach learn-to-swim and academy. She is also NPLQ and level 2 teachers Imman is also Level 2. Jasmin is also NPLQ and Level 2. Steve on Sunday afternoons will, hopefully, be monitoring the sessions in the gym and Janie will be poolside.

#### Fees

Membership paid for a year in advance is going to carry on past the initial year. Members who join before March will have to join through Orion. Also if fees are paid for a year, this is non-refundable.

Morris centre have agreed to invoice monthly. Bluecoat and KES are invoicing termly, We have leave to apply for some funding for when the club is established. Other sources of funding require 3 months accounts to apply so this is on hold for a while.

Member numbers are looking promising but no figures will be concrete until the switchover actually happens. Our membership fee does provide an initial cashflow.

Still one free session applies. Membership forms to be filled in on initial session. Form completed and Payment will need to be made to take part in any further sessions. Forms will be available on line and paper.

Dave to ask the Orion committee how best to cancel the direct debit to Orion to ensure a smooth transition. Should a list be provided by BM to Orion.

First payment would be on the 8th March from the direct debit

The bank account should be available within 5 - 15 working days from today.

If the bank account and direct debit system aren't set up time, cash or cheque will be collected.

Shivani will help to collect information poolside, and the membership form will then be emailed to them to complete.

- Swimmers names
- Parents name
- Contact telephone number
- Email address
- Agreement to hold data

Rachel needs a copy of the need membership letter to send out to new members.

Club name is confirmed, logo still to be finalised. Hats can then be ordered

#### Llandudno

- Pool hire and coach hire are yet to pay for, but other finances are paid for
- Room allocation and dining room allocation are still to be done

## AOB

- 12 months given by Swim England to meet the Swim Mark. Ideally this would be met within 6 months as it's required for funding. Karen will find out if we can apply straight away. There is new guidance coming out called "Strong Affiliation" - Dave to find out if Swim England have the criteria available yet.
- Suggestion for a place to keep assets and data digitally in case someone isn't able to provide access.