

Birmingham Marlins committee meeting minutes.

20th May 2020

Venue: Online.

In Attendance – Dave, Karen, Steve, Pam, Manish, Alex, Mike, Rachel, Joshua, and Judy.

Apologies – Georgina.

Matters Arising from previous minutes –

Some membership issues due to COVID-19 and uncertain times. Alex will update spreadsheet with current members and return to Karen, so those not joining can be removed from the documentation and club listing.

Lifeguarding – addressed within these minutes

Treasurers Report-

Approximately £5200 in the bank.

Some queries over membership fees and monthly training fees not paid due to March's enforced closure.

KE Girls Pool invoice still outstanding due to school closure. Expected Mid-June when school perhaps reopens. This is the only invoice still outstanding from March- all other invoices have now been paid.

Deposits for Llandudno started to be received. Alex would prefer as many payments via BACS (if possible) as everything easier to track and record digitally.

Karen asked Alex to keep a record of Llandudno payments so that her list should tally with treasurer list.

Coach deposit paid. Hotel deposit not paid or due yet. Hotel deposit due in September. Pool hire usually paid for just before February.

Head Coaches Report-

Karen emailing out weekly newsletter with updates and motivation for swimmers.

Lots of videos with members exercising and some fantastic drawings all updated regularly on the website and social media Facebook page.

No club activity

No event calendar available

Health and Safety-

Health and safety officer needed by Marlins. Dave was asked and he kindly accepted position.

Dave appointed as Health and safety officer- website to be updated.

Incident and near miss reporting-

New form to be designed by Dave for Karen and other coaches to report incidents via email. Where possible using paper will be avoided and Dave will keep encrypted electronic copies of any reports.

Notification to insurers-

Anything deemed appropriate will be reported to insurance company that may lead to a claim being made.

Inappropriate wording of Girls pool NOP/EAP-

Current procedures only cater for school use and for when the school is open.

For example, Emergency vehicles would not be able to gain access through coded locked gate.

Fixed phone line telephone is in the locked office. Mobile phone signal can be erratic.

Karen has sent an email with these problems and issues, but it is unlikely to be read until school reopens after lockdown. Karen will update when school reopens.

Lifeguarding-

Karen has an extension on her license until Oct 2020.

Further extension may be needed due to uncertain times and cancellations and availability of courses due to lockdown.

Online CPD completed by Karen already and she has done everything she can until lockdown is finished.

New lifeguards - Jamie Markall has replied through newsletter his interest and has set himself the challenge to pay for himself and gain the qualification. He has completed his safeguarding course and his DBS is in progress. Well done Jamie. Karen will support Jamie through this course.

DBS

Dave and Steve's DBS have been renewed this month. Karen's not due for renewal until next year, March 2020, Georgina's was renewed in February 2020.

Championships-

All booked at the Morris Centre and paperwork completed by Karen and in place ready for championships.

Quotes needed for medals and rosettes. (Rachel and Joshua will try to get some quotes).

Approximately **100 rosettes** and 200 of each category of medal needed - total **600 medals**.

(Cheaper to buy higher quantity than required and stored for later events).

1 rosette per swimmer for participation and for each event first, second, and third medals awarded on achievement based on classification points system.

Karen and Dave will decide on the classification for those not yet holding classifications and fair inclusion of all swimmers, including mainstream swimmers.

Stronger Affiliation-

Needed by Swim England.

Quality control that all clubs must have to access Swim England funding and qualifications and is mandatory for clubs to have. Otherwise no insurance.

Rachel has kindly stepped in as Welfare Officer until Georgina is able to re take on the role.

Rachel has online courses booked, but one-part classroom based cannot be completed yet due to current conditions. Karen has emailed SE to try and find a way around this.

Rachel will send Dave her safeguarding certificate when completed.

Some ongoing issues with Cat 3 Swim England Memberships not unfortunately all being switched over from Orion to Marlins. Karen is in the process of trying to complete this. Proof is needed of payment of each membership and some membership numbers are unknown, due to current conditions again this is very time consuming and difficult.

Stronger affiliation cannot go through until this is completed.

Workforce document is still a problem also. This is mainly due to cat 3 issue, but also some staff certs are not uploaded to the OMS.

Original timeframe for completion given before COVID-19 and lockdown June.

Is June a realistic timescale? Not with current uncertain times. Rachel's course if goes ahead is not until June.

We have some leeway due to pandemic, Dave to confirm with Swim England.

Funding Application-

Dave has applied for the Swimathon Foundation COVID-19 Relief Fund £500.

Judy has put in an application to The Jazz Apple Foundation. Awards are selected on the first Monday of every month, if successful the maximum award is £500.

Judy has applied to the Tesco Bags of help application Fund. If successful maximum award is £2000.

Easy Fundraising is now up and running and details of how to easily sign up for free and raise money by online shopping are on the website and Facebook page.

Karen asked Dave if the Sandwell funding had been applied for, Dave said he would check.

Swim Camps- (subject to lockdown conditions)

Sheffield – October 2020.

Hotel and pool time booked. Currently 10 attending. 2 places left only for training squad members. Karen and Dave are the coaches named for this camp.

Llandudno – February 2021.

Approximately 34 accepted replies from invitations and some deposits already paid.

Some invitations need chasing although deadline given was July 2020 for replies.

Everything that can be completed for the camp, coach, staff, pool time have been booked and is on schedule.

Donation of floats and Pull buoys-

A large donation has been received and is currently at Dave's house.

Thank you sent and donation acknowledged. Karen has also sent a personal letter of thanks.

AOB-

Due to lockdown we cannot have an AGM meeting this year. Dave will write a paragraph to send out in weekly email. We have not been running a year so should not be required to have AGM until 2021.

How are all swimmers coping through this difficult time? Small discussion took place amongst the committee sharing opinions and ideas as to help supporting with lockdown.

Weekly updates and motivation to keep going with land training until we can resume training in the pool.

New land training equipment has arrived.

Date of next meeting date – 19th August 2020 – 18:00

Meeting called to a close by Dave.