**Okehampton Otters EGM 01.02.24**

*Held via Zoom*

**Present:** Allyson Bales, Kat Barlow, Nick Bowles, Craig Boxall, Jude Boxall, Carl Brazier, Jo Burrow, Phillipa Daw, Jo Dymond, Matthew Ffooks, Avril Fouache, Amanda French, Kerry Friend, Claire Graves, Matt Henry, Nicola Hooper, Zoe Horrell, Lucy Marrison, Claire Simmons, Anna Telling, Mark Webster

**Apologies:** Alison Young

**Chair’s Welcome**

* Mark Webster (‘WB’) welcomed everyone and ran through the agenda
* MW updated on changes to committee since Autumn 2023
* MW updated on the team running the club at present: MW (Chair) / Jo Dymond (‘JD’) (Secretary) / Lucy Marrison (‘LM’) (Committee Member) / Claire Simmons (‘CS’) (Committee Member) / Matt Henry (‘MH’) (Head Coach) / Allyson Bales (‘AB’) Welfare Officer
* MW thanked outgoing Treasurer, Alison Young, for her hard work especially after her son stopped swimming with the club
* WM confirmed out affiliation with Swim England and the ongoing support we receive from them

**Head Coach Report**

* MH talked through his plans and aims for the club - he wants to give every swimmer opportunity to swim and race and perform to the best of their ability
* MH commented that the club has great facilities, a popular masters session (which could be increased) and should be aware of opportunities to welcome para swimmers as part of our inclusivity
* MH reported that training is speed orientated. Technique is the most important factor with less emphasis on the ‘workout’.
* MH noted that the club currently offers a maximum of 6 hours. British Swimming recommend that that competitive teenage swimmers spend 16-20 hours in the pool
* MH has adapted his training to require around 12 hours and he would like to increase pool time as much possible, especially for high performance swimmers on the basis that the more days you can swim, the better you will be. MH recognised the importance of recovery days too
* Swimmers currently train at 50, 100 and 200 meters. It is hard to provide competitive training for those looking to race at 400 meters due to pool time. It is possible to swim these distance but not train for racing
* MH would like to focus on the importance of the racing process so swimmers know what they need to do on race days
* MH reported good cool down sessions at events but would like to implement stretching pre and post pool sessions.
* Ideally, MH would like swimmers to continue to train through all school holidays except summer (especially competitive swimmers) but recognised some swimmers will have holidays (he is happy to provide training plans)
* Kit Bag: This should include Kick Board, Fins, Snorkel, Pull Buoy, Hand Paddles (over 12 yos), spare Hat & Goggles, Drinks (swimmers should be drinking good amounts of water through training)
* Amanda French (‘AF’) asked how the club gets to where MH would like us to be, and what he needs to do that
* MH replied that it requires baby steps to get everyone used to changes. Increasing pool time would be the priority.
* MH is very happy with many aspects of the club, especially the good pool facilities
* Kat Barlow (‘KB’) asked whether land training would be reinstated and whether this is important to swimmer development
* MH replied that his is a qualified land trainer and there is possibility for this, especially if pool time cannot be increased
* Kerry Friend (‘KF’) asked about possibility of increasing Master Sessions
* MH agreed another session would be good.
* KB asked about reinstating morning sessions
* MH replied that it was a possibility but the restriction of a single hour made this less attractive
* Claire Graves (‘CG’) added that Parklands have been resistant because we have only used one lane within the pool in the past but if we could fill the pool this might be more attractive to them
* KF suggested Masters may also like to do morning sessions

**Welfare Officer Report**

Allyson Bales (‘AB’) reported that WavePower policy updated in January 24 and ran through the main updates in this:

* Adult safeguarding has been included for the first time, replacing previous prevision for vulnerable adults. This now applies to all adults.
* Following high volume of reports of inappropriate filming, mobile phones (children’s and adult’s) should not be visible in changing areas and should be kept in swimmers bags at all times (unless required for medical needs). No one should be videoing in changing rooms

This needs to be communicated to the club and signposted at Parklands

It was recognised that adults need to have phones poolside for register and videoing training

CG reported that there is already a sign up at Parklands, stating no phones in changing areas, and that to add any more we would need their permission

* Approved Training. All safeguarding training now needs to be done through Swim England who have created swimming specific courses for this
* Safer Recruitment. We need to have formal procedure for all new paid employees. MH is our sole current paid member
* Code of Conduct. Swim England have produced a new Code of Conduct which we will need to get everyone in the club to sign. AB is working on a way of doing this electronically
* CG mentioned that the Committee is considering using a software program similar to Team Unify which might help manage this

**Committee Appointments**

MW reported that details of proposed committee members had been circulated by JD. The following were appointed to the committee with nominations and seconders provided as noted

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Nominated** | **Proposed** | **Seconded** |
| Chair | Carl Brazier | Claire Graves | Claire Simmons |
| Vice-Chair | Mark Webster | Jo Dymond | Lucy Marrison |
| Secretary | Jude Boxall | Claire Graves | Jo Dymond |
| Treasurer | Jo Burrow | Claire Simmons | LM |
| Fundraising and Finance Officer | Phillipa Daw | Claire Graves | Jo Dymond |
| Membership Secretary | Kat Barlow | Mark Webster | Jo Dymond |
| Competition Secretary and Club Records | Claire Graves | Lucy Marrison | Jo Dymond |
| Coaching Coordinator | Claire Graves | Mark Webster | Jo Dymond |
| Communications Secretary | Jo Dymond | Mark Webster | Claire Graves |
| Masters Representative | Kerry Friend | Jo Dymond | Nick Bowles |
| Kit and Facilities Officer | Craig Boxall | Mark Webster | Lucy Marrison |
| Social Secretary | Amanda French | Jo Dymond | Mark Webster |
| Sitting Committee Member | Lucy Marrison | Mark Webster | Claire Simmons |
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JD commented that it was great to see search a large committee in place and thanked everyone for coming forward

**Club Support roles**

* MW asked for anyone to come forward who may wish to get involved in Team Manager, Poolside Helper, or Officials roles
* KF said she has a Level 1 Teaching qualification and would be keen to gain coaching qualifications
* Craig Boxall said he was keen to develop further timing keeping qualifications and potentially coaching down the line
* CG noted that increasing pool time is dependant on having sufficient poolside support. She thanked all current poolside helpers for their time
* CG noted that increasing competitive swimmers would also require Otters to provide more officials at meets. MW would be interested in this opportunity

**AOB**

* MH - We have recently had a para swimmer trial for the club. He is very keen to swim as much as possible but there is an issue around suitable sessions as he is a 30 year old male which has proved uncomfortable for some of younger female swimmers

AB reported that she was looking into guidance on this but it would require some consideration

AF asked this related to Masters swimmers. MH reported that Masters swimmers compete under different rules. Nick Bowles reported that he had recently looked into guidance on mixed pool time for swimmers and Masters. WavePower permit mixed sessions with separate lanes being used

CG suggested having this swimmer DBS checked may help. AB was unsure if this was an option but MH reported that he is a qualified coach so we may be able to explore it

AB suggested a risk assessment be done with further discussion to enable us to make a decision

* Carl Brazier thanked for the Committee for a good meeting
* JD reported that we would work to get the new committee set up with further communication to follow