

## Waltham Forest Diving Club

Minutes of Executive Committee Meeting

Waltham Forest Pool and Track,

22<sup>nd</sup> April 2008

In Attendance

Anita Starling (AS)	Chair
Steve Waspe (SW)	Secretary
Debbie Pitt (DP)	Vice-Chair
Dennis Bowman (DB)	President
Jan Barton (JB)	Membership Secretary
Lucy Abbott (LA)	Press Officer
Bryan Davey (BD)	Editor – Newsletter
Bill Johnson (BJ)	Competition Secretary
Sue Peacham (SP)	Assistant Competition Secretary
Veronica Hughes (VH)	Welfare Officer
Teresa Randall (TR)	Trophies Officer
Alan Clark (AC)	GLL
Joanna Calvino (JC)	ASA

**Ref: WFDC 0002-08**

Item	Notes
1. Apologies	<p>None Received.</p> <p>Ahead of the formal meeting AS invited AC from Greenwich Leisure Limited (GLL) to introduce himself and update the committee on potential plans for diving within the Borough and how WFDC may become involved</p> <p><b>See Attachment 1 for bullet point summary</b></p>
2. Minutes	<p>It was noted that there were no previous Committee meeting minutes.</p> <p>The Chair asked the Committee to approve the minutes of the AGM</p> <p><b>DB noted omission of votes of thanks to Anita and Gordon. Minutes so amended and approved</b></p>
3. Treasurer	<p>Gordon Starling (GS) to remain temporary Treasurer.</p> <p>Current Financial Report conforms to Swim 21 requirements showing expenditure against year to date budget</p> <p><b>ACTION: GS to be consulted for clarification where required (ALL)</b></p>
4. Correspondence	<p>AS noted that with the exception of one e-mail no correspondence had been received by the Chair.</p> <p>BJ reported that notification of Competitions had continued and had been actioned appropriately.</p>

5. Coaches	<p>It was agreed that the current Coaching Staff were stretched and it was recognised that recruiting coaching staff had and remained problematic.</p> <p>It was agreed that the situation is in need of review and that changes may be necessary in order to better utilise the limited time and resources available.</p> <p>It was noted that other clubs had re-organised their sessions to the benefit of staff and divers.</p> <p><b>ACTION: Review session structure to assess feasibility of making better use of time/resources available (JC)</b></p> <p>SP stated that consideration should be given to increasing the Coaches allowance in return for them spending extra time with the divers. The additional time could be spent analysing individual strengths and weaknesses and from that developing structured training.</p> <p><b>ACTION: Coaches meetings to be re-instated. (All coaching staff)</b></p> <p><b>ACTION: Begin one to one sessions and identify areas of development (All coaching staff)</b></p> <p><b>ACTION: Composition of diving groups to be reviewed. Divers and Coaches to be re-assigned to new groupings. (All coaching staff)</b></p> <p><b>ACTION: Feasibility of increasing allowance to be reviewed by Gordon (Item 12)</b></p> <p>JC reiterated that funding was available for training and recruitment. It was suggested and agreed that advertising for coaching staff should go beyond the current parent group. SP suggested that part funding for new trainees be made available as an incentive to attract coaching staff.</p> <p>It was noted that there are a number of volunteer schemes and the club should look to establish links where appropriate.</p> <p>BJ suggested that Volunteer Action for Waltham Forest could assist.</p> <p><b>ACTION: Agreed to discuss and progress (BJ/AS/JC)</b></p>
6. Competitions	<p>BJ reported that all entries for the events at St. Albans and Havering had been submitted.</p> <p>SP will look into WFDC competing at the Level 2 competition in Stevenage.</p> <p><b>ACTION: SP</b></p> <p>BJ reported that WFDC had had a good attendance at the recent Cambridge event and that the results had been encouraging.</p>
7. Divers	No issues raised
8. Fundraising	<p>It was agreed to hold a Family Fun event on June 8<sup>th</sup> and the end of term buffet and presentation on July 24<sup>th</sup>. It was agreed that the ticket prices for the event would be £7 per family or £2 per person. Parents would also be asked to contribute food etc.</p> <p><b>ACTION: JB to print Buffet and Presentation tickets</b></p> <p>JC suggested that the club holds a sponsored dive. It was noted that such events had been held previously and had successfully raised funds for the club. The committee agreed that the members should be involved in organising the event in order to give them a sense of ownership of the club.</p>

	<p><b>ACTION: Divers representatives to progress</b> It was agreed that other funding streams should be investigated including the local Borough and the Jack Petchey Foundation.</p> <p><b>ACTION: Seek alternative funding streams (JB and JC)</b></p>
Newsletter	<p>It was agreed that the next newsletter will include:</p> <ul style="list-style-type: none"> <li>• Event dates</li> <li>• Revised session dates</li> <li>• Competition results</li> <li>• Introduction of new committee members</li> <li>• New arrangements for paying fees</li> </ul>
9. Changes to club diving terms	<p>This item was deferred from the AGM. It was agreed that the Club would no longer hold sessions during the Easter Holidays. It was further agreed that the Easter, Christmas and Summer breaks would afford coaches time to plan and structure training for the following term.</p> <p>It was agreed that the club should continue to run during the half term but it was noted that attendance levels at these sessions are reduced. It was agreed that the coaches should establish a rota in order to provide sufficient cover for divers and maximise their rest periods.</p> <p><b>ACTION: Devise, establish and implement rota. (All Coaches)</b> The subject of increasing fees was discussed and it was noted that there had been no increase for several years. Concerns were raised that the club was becoming a cheap alternative childminding service and that this was having a detrimental effect on the club fulfilling its aims and objectives.</p> <p>It was agreed that the fees should increase from <b>September 2008</b> and that they should cover term time.</p> <p><b>ACTION: Undertake a review of current fee structure and present proposals to the next Committee meeting for discussion and ratification. (GS)</b></p>
10. Club Administrator	<p>It was agreed that the appointment of a club administrator was a positive move forward. Initially the appointee would work 2hours per week and subject to review that time be increased as appropriate.</p> <p><b>ACTION: Costs to be included in the budget (GS)</b> <b>ACTION: Job description and person specification to be circulated to the committee (AS to supply electronic copies to SW for circulation with the minutes)</b> <b>ACTION: Job Description and Person Specification to be reviewed and comments forwarded to SW within four weeks of receipt (All)</b> <b>ACTION: To consider target audience for advert and where best to advertise post. (All)</b></p>
11. Coaches expenses	<p>It was agreed that the current allowance of £5.00 was no longer appropriate and that the sums be revised. SP suggested that in order to offer an incentive allowances should be aligned with the coach's qualifications. It was further suggested that Level 1 staff should receive £7.50 per session and Level 2 staff £10.00 per session.</p> <p><b>ACTION: Review implications of raising allowances on Club Income and report to next Committee meeting (GS)</b></p>
12. Purchase of Laptop	<p>AS stated that a laptop was required to assist with the administration of the Club including the recording of fees paid</p>

Computers	<p>and membership. It was also noted that a second laptop with a video camera and the necessary software could be used to analyse dives thus benefiting the training programme especially for squad divers.</p> <p>It was agreed that this matter should be subject to further review and findings presented to the Committee for scrutiny and ratification.</p> <p><b>ACTION: Identify and cost suitable equipment and present report to the committee. (GS and Andrew Starling)</b></p>
13. A.O.B	<p>VH noted the need for all Committee members to have CRB checks done.</p> <p><b>ACTION: Proof of identity documents, passport, driving licence to be brought to next meeting. (All)</b></p> <p>JC announced that WFDC was the first club to be awarded Swim 21 accreditation</p>
14. Date of next meeting	<p>It was agreed that the next meeting would be on Tuesday 20<sup>th</sup> May at 1900hrs at Pool and Track.</p> <p>It was further agreed that meetings would be held on the third Tuesday of every month. This would continue until such times as the Committee felt that work was sufficiently progressed to reduce the frequency of the meetings to bi-monthly or quarterly.</p> <p><b>ACTION: Dates to be circulated to Committee members (SW)</b></p> <p>There being no other business the meeting closed at 21:10hrs</p>

## Attachment 1:

### Summary of Item by Alan Clark, Development Officer Greenwich Leisure Limited

- Expressed thanks to the Club and Anita and Bill for their involvement in the Oceans of Fun programme
- Recognised that partnerships between clubs and GLL was poorly managed
- Objective of this meeting was to begin to improve those relationships and seek new more mutually beneficial ways of working together
- Another objective is to consider ways of improving access to clubs such as WFDC by establishing diving training sessions run by GLL and then feeding students into the club after they had mastered the basics
- Training sessions such as those described above could use existing WFDC coaching and or allow for GLL staff to be re-skilled as diving coaches. The latter resource then being made available to clubs
- GLL would like to review current provision and identify gaps
- GLL would like to develop links across disciplines, gymnastics for example
- GLL recognises the need to improve overall coaching levels and would seek to work with clubs to address this issue.
- It is recognised that the WFDC is inclusive rather than selective but it may have to shift the emphasis more towards serious diving if it is going to compete at a higher level
- Wholesale change may not be necessary to achieve the above but a review of other successful club models may improve diving provision
- Funding was always difficult but bursaries are available and GLL may be open to considering running coaching courses
- GLL are aware of the difficulties with facilities for this but maybe able to resolve this issue through the use of other GLL establishments
- It was noted that the ASA Education and Development Programme had faltered and that GLL and the ASA were seeking to work collaboratively to resolve this matter

#### **ACTION: AC and JC to formulate proposals to be presented to the Committee for consideration**

It was generally agreed that WFDC needed to move on and “up their game” and the Committee noted the potential for improvement should GLL’s proposals be acceptable.

AS thanked AC on behalf of the club and looked forward to meeting and working with him in the future.

## Action Log

Action	Description	Owner	Start Date	End Date	Comments
0001	GS to be consulted for clarification where required	ALL	22-04-08	n/a	Rolling issue
0002	Review session structure to assess feasibility of making better use of time/resources available	JC	22-04-08		
0003	Coaches meetings to be re-instated	All Coaching Staff	22-04-08		
0004	Begin one to one sessions and identify areas of development	All Coaching Staff	22-04-08		
0005	Composition of diving groups to be reviewed. Divers and Coaches to be re-assigned to new groupings	All Coaching Staff	22-04-08		
0006	Feasibility of increasing coaches	GS	22-04-08		

## Action Log

Action	Description	Owner	Start Date	End Date	Comments
0007	Agreed to discuss and progress alternative sources of volunteer support	BJ/AS/JC	22-04-08		
0008	Look into WFDC participating in Stevenage Level 2 Competition	SP	22/04/08		
0009	Print Buffet and Presentation tickets	JP	22-04-08		
0010	Plan and organise sponsored dive event	Divers representatives	22-04-08		Assisted by Committee as required
0011	Seek alternative funding streams	JB/JC	22-04-08		
0012	Devise, establish and implement rota to cover half term sessions	All Coaching Staff	22-4-08		
0013	Undertake a review of current fee structure and present proposals to the next Committee meeting for discussion and ratification	GS	22-04-8	20-05-08	

## Action Log

Action	Description	Owner	Start Date	End Date	Comments
0014	Administrator costs to be included in the budget	GS	22-04-08		Agreement required with regard to level/type of remuneration
0015	Administrator Job Description and Person Specification to be circulated to the committee	SW	22-04-08	28-04-08	COMPLETE
0016	Job Description and Person Specification to be reviewed and comments forwarded to SW within four weeks of receipt	All	22-04-08	26-05-08	Treasurers JD to be used as basis for Administrators post
0017	Consider target audience for advert and where best to advertise post	All	22-04-08	20-05-08	
0018	Review implications of raising allowances on Club Income and report to next Committee meeting	GS	22-04-08	20-05-08	Links to 0006
0019	Identify and cost	GS and Andrew	22-04-08		

## Action Log

	suitable Laptop and allied equipment and present report to the committee	Starling			
Action	Description	Owner	Start Date	End Date	Comments
0020	Proof of identity documents, passport, driving licence to be provide by committee for CRB checks	All	22-04-08	20-05-08	
0021	Dates to be circulated to Committee members	SW	22-04-08	28-04-08	COMPLETE
0022	GLL to formulate proposals to be presented to the Committee for consideration	AC/JC	22-04-08		