

Meeting Summary for ONB - County Championships Working Group - Initial Meeting

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Quick recap

The team discussed the progress to date, roles assigned for the pre-meet roles from March to December, and the need for risk assessments to be done. They also discussed the logistics of collecting and engraving trophies, the process of engraving the trophies, and the distribution of trophies and merchandise for the upcoming events. Lastly, they discussed various roles and responsibilities within their organization, the allocation of roles for the upcoming event, and the challenges faced with various clubs not participating in particular meets.

Next steps

Iain to update the sign-up sheet on swim-meet for volunteer roles.

Paul B to forward Woodchester contact details to Tessa for hat quote comparison.

Gemma to email clubs emphasizing the importance of participation and requesting volunteers for specific roles.

Iain to send out information about trophy engraving and collection to all clubs.

Beverly to coordinate with Chantal regarding trophy collection and management.

Gemma to discuss gifts for officials and volunteers with Sharon.

Kim to follow up with Chantal about the meet treasurer role responsibilities.

Summary

Team Roles and Communication Strategies

Beverly Robertson has volunteered to handle trophies. The team also discussed the roles assigned for the pre-meet roles from March to December, with Susie and Chantal taking the lead. The team agreed to continue communicating and seeking help when needed.

Risk Assessments and Catering Responsibilities

Gemma discussed the need for risk assessments and identified the need for contacts from Maxwell and Oxford. Ayako agreed to provide the necessary contacts and information for Oxford. The role of meet treasurer was identified as a gap, Kim from 4 Shires is possibly taking on the role. Steven and Gary were confirmed as sharing the role of technical director. Alex was assigned the role of catering, with Paul B offering to provide guidance. There was a discussion about the payment process for catering, with Iain suggesting a card for upfront payments. Paul B also suggested using Morrison's for cost-effective catering. The catering responsibilities for the Blackbird Leys weekends were discussed as Oxford looked after it last year. Ayako agreed to check with Oxford about their willingness to provide catering for them again.

Trophy Collection and Engraving Logistics

The team discussed the logistics of collecting and engraving trophies for the upcoming events. They agreed that it would be more efficient for each club to collect their own trophies and have them engraved, rather than relying on one person to handle the task. The plan is for the clubs to bring their engraved trophies to collection meets

1. For the events in the first 3 weekends, these will be collected at the Maxwell Last Chance Gala in December.
2. For the events in the main weekends, these will be collected at the first 2 championship weekends in January.

Chantal suggested that the clubs could liaise with each other to ensure the trophies are delivered to Beverly. The team also discussed the need for a list of winners to be shared with the clubs, which Chantal agreed to provide and Iain to circulate.

Merchandise Plans

Tessa informed the team that they had ordered hats from a supplier, with a unit cost of £6.25 for 100 or more, and a turnaround time of 5 weeks. The team agreed to have the information about merchandise needs by the end of the month. Iain volunteered to contact all the secretaries to gather this information. Paul B provided details of an alternative supplier that we use and the price for single colour printing provided by Woodchester against what the county pays and inform the team. Tessa and Gemma discussed the merchandise for the upcoming event, including adult and children's hoodies and t-shirts in a sapphire blue colour. They also discussed the official's polo shirts. Paul B. raised a concern about the devaluation of county colours if everyone could buy the same colour shirt that is used for county teams and selection, but it was left as a consideration for Gemma and Tessa. Iain offered to help with the artwork and Tessa agreed to send him the necessary details. Gemma suggested doing a colour comparison. Paul B. also offered to forward the details of Woodchester for a quote.

Roles and Responsibilities Discussion

In the meeting, Tessa, Gemma, Iain, Chantal, Paul, Kim, and Heather discussed various roles and responsibilities for the Championships. Iain offered to handle communications, while Chantal took on social media duties. Paul agreed to continue his role as Volunteers Coordinator, with Kim potentially assisting him. However, it was decided that Whitney would take over Paul's role on the day of the meets. Kim expressed interest in the treasurer role, and it was agreed that she would discuss this further with Chantal. The focus is on filling the essential event-day roles like promoter, admin desk, and results table. Gemma will inventory the supplies and share details with Anna, who is responsible for stationery. Chantelle is the warm-up coordinator and will work with Emma on that later.

Role Allocation and Club Strengths

In the meeting, Paul and Chantal discussed the allocation of roles for the upcoming event, emphasizing the need to factor in the roles that have been filled in advance to avoid overburdening certain clubs. They also discussed the importance of clubs identifying their strengths and volunteering for roles they are best suited for. The team agreed to send targeted emails to specific clubs to encourage them to volunteer for roles they are strong in. A follow-up meeting was scheduled for the third of December to ensure the daily roles are filled. Gemma discussed the importance of everyone contributing. Kim raised concerns about smaller clubs potentially not having accepted entries until later. Paul reminds about reminding clubs of codes of conduct regarding swimmer behaviour towards volunteers.

Guest Officials, Relay Teams, and Escalations

Gemma agreed to speak to Sharon about the gifts for officials. Helen requested advice on managing a smaller club's relay teams, and Iain offered to connect her with Chantal for guidance. Paul Gration inquired about the escalation process for non-cooperative clubs, and Gemma promised to individually reach out to them. Iain highlighted we needed to have an organizational license for meet manager, and Gemma mentioned starting discussions with the welfare team about coverage. Kim questioned the role of the ONB welfare Panel in counties, and Iain clarified that there was no expectation for them to be involved. It had been previously agreed in the SGMs earlier in the year that the role of Welfare Officer at the County Galas would be filled by clubs taking part. The team agreed to continue their work and thanked each other for their efforts.