

**Petawawa Predators Swim Club
Executive Meeting
Date 6 January 2025
(In-Person at Dundonald Hall Conference Room)**

Attendance: Jesse Knockleby – President
Sarah Voisin – Vice President
Victoria Kloos – Registrar / Officials
Debra Merrick - Fundraising Rep
Amanda Burrows – Marketing Rep
Natasha Collins – Communications
Kate Quirt – Secretary
Chela Breckon – Head Coach


Regrets: Amanda Grenier – Equipment Manager
Liz Morton – Volunteer Coordinator
Lindsay Donahue – Treasurer
Roman Nahachewsky – Swim Meet Manager


Item	Discussion	Action
I	Meeting called to order at 1845hrs	Info
II	<p><u>Previous Business (Open Action Items):</u></p> <p>a. Action Item – Organize and refine the PSP kit shop. A list will be compiled of useful items to sell on the site such as snorkels, warm up jackets, towels etc. Once this list is compiled, the club will reach out for quotes from various companies. Based on quality and cost, the club will take their preferences to PSP for approval. It was decided that this action item will be closed because families do not seem to face any barriers to purchase the swim items they need for their swimmers on their own. The club will reconsider opening it for next fall season 2025. Status: Closed</p> <p>b. Action Item- Head Coach will look up Swim Canada/Swim Ontario guidelines on how to change the name of the club. Head Coach has sent an email to Swim Ontario and is awaiting their response. Status: Ongoing.</p> <p>c. Action Item – President and Vice President will confirm when training will resume following the winter holiday break and ensure pool is booked. Status: Complete</p> <p>d. Action Item – President will personally reach out to each family who has not registered to inform them they must</p>	<p>Amanda Grenier</p> <p>Chela Breckon</p> <p>Jesse Knockleby, Sarah Voisin</p>

	<p>complete their registration before Saturday November 9 2024 or they will not be able to participate in swim practice or meets. He will notify the Head Coach of these swimmers. Status: Complete</p> <p>e. Action Item – Registrar will create a plan for an opt-out registration process for next session and bring it to the next meeting for discussion Status: Complete</p> <p>f. Action Item – President to review with the executive the code of conduct and letter of expectation, answer any questions and sign and forward this letter to PSP Status: Complete</p>	<p>Jesse Knockleby</p> <p>Victoria Kloos</p> <p>Jesse Knockleby</p>
<p>III</p>	<p><u>Coaching Update:</u></p> <p>a. The Peebles family has kindly expressed their wish to donate funds to create a trophy for a 12 and under age group swimming award. The coaching staff will establish the criteria for this award and are currently exploring themes such as leadership.</p> <p>b. Action Item - Head Coach expressed her desire for the club to purchase two digital pace clocks. She will research the options and then present her preferences to Equipment Manager and the executive next meeting.</p> <p>c. Head Coach will be advertising for an adult apprentice coach this year. She is seeking two new hires for an 18month contract and 6 month probation period. New hires will complete necessary requirements through Swim Canada.</p> <p>d. Head Coach updated club that there are now 4 deck compliant coaches for the 2nd session. Coach Alice has been promoted to pre competitive lead coach. Coach Kieran attended the Para Training camp and will bring the para skills he learned to the coaching team. He will also take a more active role in assisting head coach during swim meets for the younger age group sessions</p> <p>e. Head Coach raised the idea of increasing the swim skill standards for athletes to enter the club. For example consider a try out entry process, raising the age for swimmers to join Fundies to 8-10years of age.</p>	<p>Info</p> <p>Chela Breckon</p> <p>Info</p> <p>Info</p> <p>Info</p>

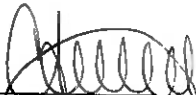
	<p>f. Head Coach raised the idea of collaborating with Capital Wave swim club and hosting a joint club swim skills session Feb 7 2025. The invitation would be for Jr and Sr competitive swimmers.</p> <p>g. Action Item – Vice President will reach out to see if a second lifeguard and rental of the full pool is possible for WAVE/PPSC joint club session</p> <p>h. Action Item – Head Coach will present a price cost estimate to the club for her travel to Halifax for the East coast championships (scheduled end March 2025).</p> <p>i. Action Item – Head Coach will see if Coach Jan is available during the East Coast championship to avoid practice cancellations during this time for remaining swimmers.</p>	<p>Info</p> <p>Sarah Voisin</p> <p>Chela Breckon</p> <p>Chela Breckon</p>
IV	<p><u>2025 Season Planning:</u></p> <p>a. 2025 Schedule Summary:</p> <p>11-12 Jan - Belleville Meet 30 Jan – last day of fundies/pre-comp session 1 31 Jan – last day of Jr/Sn session 1 31 Jan – 2 Feb Eastern Regionals SC 3 Feb – first day Jr/Sn session 2 4 Feb – first day fundies/pre-comp session 2 8 Feb – Cabin Fever Meet 1-2 Mar – GO re march break invite 9-15 Mar – swim practices cancelled for march break 27-30 Mar – East Coast Championships (Halifax) 28-31 Mar – Practice cancellations 6 Apr – OYO LC invitational 3 May – PPSC home meet 9-11 May – NKB Festival of spring 31 May – 2 Jun – Eastern Regionals LC</p> <p>b. Action Item – Vice President will notify the pool of swim practice cancellations for 1 Feb (Eastern Regionals), 1 Mar (GO Meet in Ottawa), March Break, and 28-31 Mar (East Coast championships).</p> <p>c. Action Item – Vice President will confirm with pool if able to run practices Feb 15 and Feb 17 over the Family Day weekend</p>	<p>Info</p> <p>Sarah Voisin</p> <p>Sarah Voisin</p>

V	<p><u>Other Business / Routine Updates:</u></p> <p>a. It was decided to continue the current practice of refunding swim fee registration based on the date of 1st request by the family.</p> <p>b. Programs are all full for the 2nd session and the deadline to pay invoices is 31 Jan 2025. If invoices are not paid by this time, the swimmer's spot will be opened to the waiting list.</p> <p>c. Motion – Fundraising Rep made a motion to add \$30 to registration fee to cover the cost of adding a PPSC T shirt with each registration. Motion was seconded by Communication Rep. All present voted in favour and the motion was passed.</p> <p>d. Motion – Vice President made a motion to have a \$400 budget for the canteen for the Cabin Fever Swim meet. Motion was seconded by Registrar. All present voted in favour and the motion was passed.</p> <p>e. Motion – Vice President made a motion to have a \$400 budget for official's food and hospitality for the Cabin Fever Swim Meet. Motion was seconded by Registrar. All present voted in favour and the motion was passed.</p> <p>f. Discussion was had around hosting a qualifying invitational meet open to only small town teams. The incentive would be to provide regional experience to swimmers who cannot meet the high standards in current regional meets. Exploring where to host and time of year was discussed.</p> <p>g. Motion – Vice President made a motion for the club to pay for Swim Ontario name tags and Level 3 pins for Officials who have achieved this certification (overall cost less than \$50). Motion was seconded by Registrar. All present voted in favour and the motion was passed.</p>	<p>Info</p> <p>Info</p> <p>Vote</p> <p>Vote</p> <p>Vote</p> <p>Info</p> <p>Vote</p>
VI	<p><u>Next Meeting:</u> 4 Feb 1830 hrs at DDH conference room</p>	<p>Info</p>
VII	<p><u>Adjournment:</u> Meeting adjourned by PPSC President at 2011 hrs.</p>	<p>Info</p>


 Jesse Knockleby
 Club President
 Date: 22 January 2025

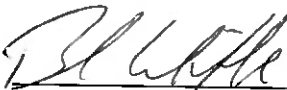

 Kate Quirt
 Club Secretary
 Date: 22 January 2025

COMMENTS:



Caeley Stevens
Recreational Coordinator

Date 28 JAN 25



Brendan Cunliffe
Manager Community Recreation

Date 30 Jan 2025

RECOMMENDED/NOT RECOMMENDED

Nathan Lane
Senior Manager PSP

Date

APPROVED/NOT APPROVED

LCol N.B. Forsyth
Deputy Commander 4 CDSG

Date