



## **Minutes of ISB Gymnastics Club Committee meeting**

**Date: June 5<sup>th</sup>, 2014**

**Present:** Angela Kohl, Candi Smith, Andy Vaughan, Charlotte Staib Hansen, Sibyl Trosse Tantiwongse, Farung Ingkasampan, Kristin Simpson, Sherry Heinecke, Lydia, Justin Wah

### **Committee report since last meeting:**

On Monday June 2<sup>nd</sup>, a new club committee was formed at a general club meeting. The meeting was arranged by Justin Wah/CAO, inviting all parents of club members to attend and engage in the club activities. Unfortunately, not very many people showed up, and the committee hopes that more parents will become active in the future.

The new club committee members are:

Meet coordinators: Sherry, Sibyl, Angela

Coach coordinators: Andy, Farung

Gymnastics coordinator: Charlotte

Uniform and Marketing coordinators: Lydia and Kristin

Camp coordinator: Candi, Angela

An overview of the roles and responsibilities will be made available on the club website when the site is finalized.

On Wednesday, June 11<sup>th</sup>, Kristin Simpson will conduct First Aid training for all our gym coaches.

**Coaches report since last meeting:** None

**Finances:** None

### **Areas of interest discussed:**

We discussed ideas to be elaborated on after school start in August, such as:

Implementation of individual score cards for the gymnasts

Evaluations after each competition, perhaps including the parents in the evaluation

Purchase Ipads for each coach, to use for evaluations, attendance lists, file for each gymnast, filming training for evaluation purposes etc.

We would like to place a few benches along the wall on the right hand side of the gym for gymnasts waiting for their session.

The coaches will be asked to prepare a list of advised level and training days for each gymnast to be sent to the members as registrations open up for next term.

**Decisions made:**

On Monday, June 9<sup>th</sup>, the committee will meet with all the gym coaches to inform them of the new committee members and inform them about plans for more detailed job descriptions, definition of head coach responsibilities.

The training schedule for next term was agreed to remain unchanged, but we will add a Saturday option, a 2 hrs session for the younger and a 3 hrs session for the more experienced gymnasts. Saturday sessions will be compensated as OT by the club, and will no longer be private sessions.

3 weeks before a meet the coaches are allowed to conduct special sessions for competing gymnasts by invitation from the head coach. Expenses will be covered by the club.

We discussed the option of an evening session for the older gymnasts which is to be discussed further with the coaches. This evening session might not be a part of the registrations, but invitational only. To be discussed further.

Farung is working on the new website for the club, [www.ISBgymcats.com](http://www.ISBgymcats.com)

Andy and Farung will look into a structure for a salary matrix, connecting levels of experience/responsibility to salary to provide an overview of salary/bonus/OT and other compensations.

All coaches will have a Krungsri bank account via the CAO for payment of salary.

Andy and Farung/CAO will renew copies of coaches' ID card, resumes, certifications etc. for employee files.

Kristin will present a draft to the committee for a new contract for all coaches to sign.

Charlotte will communicate information to the club members about the new committee.

Charlotte will prepare an annual plan for committee meetings. Preferred time was agreed to be 1 PM and there will be one monthly meeting in general, although there will be meetings more frequently in the first few months to get organized.

Candi and Angela are camp coordinators. Although the new gymnastics training rules are now approved and ready for implementation, there is still need for a parent volunteer or a club committee representative during the camp hours (9-12), in order to ensure a fun and safe camp during the holidays. Kristin will send out reminder to club parents to sign up as volunteers.

Charlotte and Kristin will prepare a written hand over of the registration process for future use and prepare the opening of the registrations for next term. Registration for next term should be able to open up within 2 weeks.

New set of Training Rules were approved and are ready to be implemented.

**Next meeting:**

Overview of finances

Website

Activity plan for 2014-2015

Implementation of Training Rules

Written hand over from Kristin (as much as possible)