

Soundwell Swimming Club Committee meeting minutes

Location: Kingswood leisure Centre

Present: Rhona Phelps, Jon Wills, Darren Stone, Paul Woodruff, Jackie Weatherall-King, Andrea Hobbs, Alison Williams, Rachel Rogers, Michelle Johnson, Mike Smith, Louise Foster, Sadie Johnson and Theresa O'Donnell (Tree).

Apologies: Denise Phillip, Jenna Britton-Cooper and Dave Clements.

- Agenda items:**
1. Actions from previous meeting
 2. New Appointments
 3. Head coach report – Jon Wills
 4. Academy / Learn-to-swim report – Denise Phillips
 5. Camps – Louise Foster
 6. Health& Safety / Child protection - Lou Foster
 7. Swim 21
 8. Finance – Andrea Hobbs
 9. Coach Development agreement – Andrea Hobbs
 10. ASA Fees – Alison Williams
 11. Open Meet – Changes to conditions for 2017
Licence Application
Who will be promoter (required for licence)
 12. A.O.B

Actions Carried Forward From Previous Meetings

	Action	Owner	Date	Status
2.1	Back stroke start to be sourced and insurance to be looked in to if necessary. Update – Jon had purchased a portable back stroke start which can fit in both Bath and KLC. The cost was around £200.00, Andrea confirmed that we could purchase more if necessary.	JW	09//02/17	Closed
2.2	A suitable activity needs to be found for Cardiff camp. Replacement foreign camp location and costings to be compiled. Update – please see key discussion 5.	LF	09/02/17	Ongoing
2.3	Concern raised regarding allocation of clubs to run door / desk at Blocks as Soundwell was allocated Distance where there were a limited number of Soundwell Swimmers – to be raised at next Glos ASA meeting. Update – Meeting to be held Monday 13 th March. In addition Rhona will also ask about insurance required for being a County club and the whereabouts of the missing medals.	RP	09/02/17	Ongoing
2.4	As there is no replacement yet for Darren, RP to hold a meeting with parents to ask for support. Update – Please see key discussion 13 and action 3.9	RP	09/02/17	Closed
2.5	RP to discuss new gym arrangements with JW prior to next meeting. Update – Please see key discussion 2	RP & JW	09/02/17	Closed
2.6	Can Committee meeting minutes be put on the website. DS and JW to be consulted. Update – Darren is happy to put the minutes on the website.	RP, DS & JW	09/02/17	Closed

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Actions from this meeting

	Action	Owner	Date	Status
3.1	Tree to compose and send email to parents re zero tolerance for bad behaviour from swimmers during land training sessions. Rhona to review and approve.	Tree & RP	09/03/17	New
3.2	Lou to book Chrystal Palace.	LF	09/03/17	New
3.3	Lou to confirm etiquette course costings with Andrea.	LF	09/03/17	New
3.4	Rhona to review and compose confirmation regarding the responsibility of swimmers at the pool and at gala's.	RP	09/03/17	New
3.5	RR to bring Swim 21 requirement info to next meeting. Also to discuss the business plan with Jon.	RR	09/03/17	New
3.6	Rhona to send off documents re new bank account.	RP	09/03/17	New
3.7	Tree to look for commitment letter regarding new swim teachers / coaches.	Tree	09/03/17	New
3.8	Alison to provide list of unpaid ASA fee swimmers to Jon and squad coaches.	AW	09/03/17	New
3.9	Rhona to advertise for and set up a working group for the Open Meet. Darren to email Tree the changes to the Open meet conditions for circulation and review. Darren to email promoter details to Rhona. Darren and Rhona to look into Team Unify demo. Rhona to ask Paul Laughey and Ashley to speak to parents re helping with mini series.	RP, DS & Tree	09/03/17	New
3.10	Andrea and Jon to liaise regarding cancelled session refunds	AH	09/03/17	New
3.11	Matt Swannell and Luke Height to be DBS checked and ASA registered.	LF & AW	09/03/17	New
3.12	Rhona and Tree to liaise regarding email to parents and info provided on the website. Then to advise Darren of what is required to go on the website.	RP & Tree	09/03/17	New

Key Discussion Points

Ref	Key Discussions
1.	<p>Rhona welcomed everyone to the meeting and Theresa O'Donnell's appointment as Secretary was formally acknowledged.</p> <p>Rhona confirmed that the results from a Doodle Poll showed that Tuesdays and Thursdays were the best days for Committee meetings moving forward, however, as Tuesdays were not good for Andrea and Thursdays were not best for Jon it was agreed that we would alternate Tuesdays and Thursdays every other month. Tree and Rhona to look in to this once it is confirmed who is taking land training to cover Alex's absence.</p> <p>Actions from the previous meetings were discussed, please see updates above.</p>

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2.	<p>Jon explained to the Committee the reasons behind the older swimmers attending separate gym sessions. Historically there has always been a split between the older and younger swimmers, with the older (15+ years) swimmers being given the option to attend gym sessions. Jon started doing this when he began working for the club. He has structured these sessions to be similar, but at a cheaper and better equipped gym -Xercise4Less 2 hours on a Wednesday and 1 hour on a Thursday.</p> <p>Concerns were mentioned about the costs being a fixed £20 per month, whereas previously they had been pay as you go. Jon explained that this was because it was optional. It was agreed that the swimmers who currently go to the gym would not want to return to land training.</p> <p>Alternative gyms were also discussed, eg the KLC gym, however children can't go to the gym after 16:30. It was agreed that the current gym offered value for money and there was adequate space.</p> <p>The issue of Jon driving swimmers to the pool was discussed as all guidance on this matter is against this. It was suggested that parents of swimmers being driven by Jon, or another adult, sign a form giving their consent, and that Jon, or the other driver, also signs the form. However, as Alex is due to leave at the end of April Rhona suggested that we continue as is for now and review again once we know if there is a replacement.</p>
3.	<p>During the above gym discussion, land training queries were raised and I have summarised these below.</p> <p>It was confirmed that the land training post is financed by the club. Jon also confirmed that having observed the sessions, the content is appropriate, however some poor behaviour from some of the swimmers was also observed and this can result in the sessions being difficult to manage. It was noted that the swimmers were asked to purchase equipment, plus there is other equipment, however the equipment was rarely used.</p> <p>Jon confirmed that Alex will be leaving for a few months to travel at the end of April, and in the meantime, it was agreed that we needed to introduce a zero tolerance stance on poor behaviour, eg no warning, asked to leave straight away. As this is outside the current club policy, Tree would email the parents advising them of this new stance, Rhona to review and approve wording prior to email being sent.</p>
4.	<p>Jon then briefly went through the Head Coaches report. He clarified that Jon and Lyndsey are looking at names of swimmers to attend County Skills camp at Badminton. Jess Clements will be attending as Coach and Lou will be there as Team Manager.</p>
5.	<p>As Denise was unable to attend the meeting, her LTS report will be sent out with the minutes.</p>
6.	<p>Camp Summary – as yet there is no activity for Cardiff camp, Lou will be contacting Mojo Active. Andrea confirmed that we could fund the activity from the grant.</p> <p>Lou has contacted a total of 19 pools and with costings and availability she has narrowed senior camp down to Mount Kelly's and Crystal Palace. Both have a similar set up (accommodation, pool gym, food in the same place) and the price difference per swimmer is £20.00, - £371.00 for Crystal Palace and £349.30 for Mount Kelly.) Staff costs are incorporated, however Andrea said that we do have enough funds to pay for this and / or to subsidise an activity. Cost comparisons were circulated prior to the meeting and will be circulated again with the minutes.</p> <p>Considering the options available at Crystal Palace, inc an opportunity to swim at the Olympic pool, it was agreed that Lou would book Crystal palace for 30 swimmers plus 5 adults.</p> <p>At this point Jon left the meeting to attend the gym session.</p>
7.	<p>The ASA Gloucester Regional meeting is happening on Monday, in order to obtain the grant of £950.00 a representative of each club needs to attend and Rhona will attend on this occasion. Rhona will raise the allocation of the distance meet to one club at the Blocks.</p>
8.	<p>Lou confirmed that she is still working on the previous complaint received.</p>

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	<p>Following a somewhat stressful Gloucester Blocks a course will be run by Marion Britton, (Regional Welfare Officer) for parents on pool etiquette as requested by Jon. Lou will confirm the costs with Andrea.</p> <p>Andrea suggested that we write to parents once a year to remind them of the club's policies. It was agreed that this would be a good idea – see A.O.B below.</p> <p>Lou asked if it was written anywhere about where and when swimmers are the clubs responsibility, eg only when they are poolside. A general discussion followed and it was agreed that Marion can clarify. In addition COB are currently looking in to this and Rhona will review their conclusion and if it is not written anywhere she will compose something to be issued from the club.</p>
9.	<p>Swim 21 update – We still have Swim 21 accreditation. Rachael will bring all the Swim 21 info required by July to the next meeting. We need to have a business plan and RR will speak to Jon about this.</p>
10.	<p>Finance update:</p> <p>We received £100.00 back from Swim 21 and this has been put towards Matt Swanell's Level 1 teaching course.</p> <p>We need to increase the savings account from £11000.00 to £13000.00.</p> <p>Chaperone fees have been capped at £8.00 for Regionals and £1.00 for W-S-M meet and £1.50 for future meets.</p> <p>Rhona needs to send her forms off for the new bank account. Tree's are already sent.</p> <p>Jackie requested an account for fundraising. Andrea advised that we already have 6 accounts and we need to be careful not to go over £100,000.00. It was agreed to wait until the new account is set up and then review.</p> <p>Grant return from Gloucester has been received and allocated to the Camp.</p> <p>As a County club we need to establish whether we need insurance. Rhona will ask at the ASA meeting on Monday.</p>
11.	<p>Denise had asked if there was a coach development agreement in place or commitment documentation for teachers / coaches attending club funded courses. Tree advised that she had composed a letter a couple of years ago and sent it to the Chair and LTS co-ordinator at the time, the letter was approved, but never used. Tree will look to see if she still has the original and will contact Lesley to enquire whether she has a copy.</p>
12.	<p>Alison advised that there are 20 outstanding ASA fees to be paid. These fees need to be paid by the end of March otherwise we get fined, in addition to there being no insurance for the unpaid swimmers. Alison will talk to Jon and a list will be provided to squad coaches to approach parents directly. Lou will also speak to the parents she knows.</p>
13.	<p>Open Meet</p> <p>Despite good attendance at the parent talks requesting help and volunteers we still have no replacement for Darren regarding the Soundwell Open Meet organisation and co-ordination. He has done this on his own for the last 3 years.</p> <p>Rhona will set up a working group and Darren will provide a bullet point list of what the role of meet organiser involves and will come along and talk to the party once set up. An advert will be sent out which will include info such as how much the open meet makes the club (£11000,00 last time), where the money goes etc.</p> <p>We need to review the meet's conditions eg 100m races to be open to under 10's in line with other meets.</p> <p>We also need a promoter in order for the meet to be ASA registered. Darren will get this info to Rhona ASAP.</p> <p>Darren has the laptop used for the Open Meet spare, this is going to Alison.</p>

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	<p>Hy-tek – Darren has spoken to Mark Collins who advised that they are using Team Unify instead of Hy-tek. This is free for the first year and then £70.00 PA. The biggest benefit is the Open Meets, but it can also be used on a daily basis to monitor training attendance. Mark has offered to give us a demo which Darren and Rhona will look into.</p> <p>We need a co-ordinator for the Mini-Series. We have been allocated May 13th at Horfield 5 – 8. Someone needs to run the meet and also be a point of contact. There is a folder with all the relevant info for the new co-ordinator. Rhona will speak to Paul and Ashley and ask them to speak to the younger swimmers parents asking for volunteers.</p>
14.	<p>A.O.B</p> <p>Alison asked if there were any coaches who we would want to pay ASA fees for and it was agreed that the club would fund these. During this discussion, it was highlighted that Matthew Swanell needed ASA registration and DBS checks and Luke Height also needed DBS checks. Lou and Alison to action this.</p> <p>Paul asked how the number of team managers is worked out for the Gloucester Blocks as it was observed that there were quite a few in attendance. Lou was unaware, but assured that there were only 3 in attendance with Dave Clements being present on occasion in his capacity as work force co-ordinator.</p> <p>The issue of the missing medals from the Blocks relays was raised and Rhona will ask about these at ASA meeting on Monday.</p> <p>Mike asked whether we received a re-fund when the sessions are cancelled as so far this year 3 morning sessions have been cancelled due to high levels of chlorine in the pool. Andrea confirmed that we should do and Jon needs to let her know when this happens as she needs to obtain this refund.</p> <p>During the meeting it was mentioned that parents have complained that there is little information provided and where to obtain information regarding the club, galas, what to expect from them etc. Whilst the website is mentioned in the Welcome Packs and there is a lot of information provided in them it was suggested that the website has a parent area where the minutes to Committee meetings can be published, important notices can be included etc. It was also highlighted that not all parents use Twitter, or Facebook so it was agreed that "Newsflash" emails be sent to parents advising them of important updates on the website and generally reminding them that the website is there. Tree and Rhona to look in to these emails and Darren has confirmed that he will put anything on the website that we ask for. It was also noted that Facebook is not picking up on the Twitter feed and Darren will look in to this.</p>

Date and location of next meeting: 13th April – Soft Play area KLC.