

# Soundwell Swimming Club

## Committee meeting minutes

**Location:** Kingswood leisure Centre

**Present:** Rhona Phelps, Jon Wills, Darren Stone, Paul Woodruff, Denise Philip, Andrea Hobbs, Alison Williams, Rachel Rogers, Michelle Johnson, Mike Smith, Louise Foster, Sadie Johnson, Jenna Britton-Cooper and Theresa O'Donnell (Tree).

**Apologies:** Jackie Weatherall-King, and Dave Clements.

### Agenda items:

1. Actions from previous meeting
2. Head coach report – Jon Wills
3. Additional pool time
4. Academy / Learn-to-swim report – Denise Phillips
5. Camps – Louise Foster
6. Health& Safety / Child protection - Lou Foster
7. Swim 21 – development plan
8. Finance – Andrea Hobbs
9. How decisions are made
10. Pool booking process and lane usage
11. Volunteers needed, new officials, training, etc
12. Bristol being European city of sport - Tree
13. Open Meet
14. A.O.B

### Actions Carried Forward From Previous Meetings

	Action	Owner	Date	Status
2.2	A suitable activity needs to be found for Cardiff camp. Replacement foreign camp location and costings to be compiled. <b>Update</b> – Camp has been booked. Mojo Active booked for Cardiff camp, still need to find an activity for Crystal Palace camp.	LF	09/02/17	Closed
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. <b>Update</b> – Rhona attended the meeting and it was confirmed that the organisers were new to this and they will ensure this doesn't happen next time.	RP	09/02/17	Closed
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. <b>Update</b> – email was sent individually and posted on website and there has been no response to this to either Rhona or Tree.	Tree & RP	09/03/17	Closed
3.2	Lou to book Chrystal Palace.	LF	09/03/17	Closed
3.3	Lou to confirm etiquette course costings with Andrea. <b>Update</b> – Lou is waiting for Marion to get back to her.	LF	09/03/17	Ongoing
3.4	Rhona to review and compose confirmation regarding the responsibility of swimmers at the pool and at gala's.	RP	09/03/17	Ongoing
3.5	RR to bring Swim 21 requirement info to next meeting. Also to discuss the business plan with Jon. <b>Update</b> – See key discussion point 6	RR	09/03/17	Closed
3.6	Rhona to send off documents re new bank account.	RP	09/03/17	Closed

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3.7	Tree to look for commitment letter regarding new swim teachers / coaches. <b>Update</b> – See key discussion point 1.	Tree	09/03/17	Closed
3.8	Alison to provide list of unpaid ASA fee swimmers to Jon and squad coaches. <b>Update</b> – 14 remain unpaid – Jon will approach parents after Andrea has double checked payments received.	AW	09/03/17	Ongoing
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. <b>Update</b> – please see key discussion point 11.	RP, DS & Tree	09/03/17	Ongoing
3.10	Andrea and Jon to liaise regarding cancelled session refunds. <b>Update</b> – please see key discussion point 8.	AH	09/03/17	New
3.11	Matt Swannell and Luke Height to be DBS checked and ASA registered.	LF & AW	09/03/17	Closed
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	Ongoing

## Actions from this meeting

	Action	Owner	Date	Status
4.1	Tree to compose training course commitment letter.	Tree	11/04/17	New
4.2	Denise and Jon to update Darren with names of current coaching and teaching team so that the website can be updated. In addition Dave Clements to be removed as Vice Chair due to work commitments.	JW, DP & DS	11/04/17	New
4.3	Jon and Rhona to continue communications with COB and Beacon re additional pool time.	JW & RP	11/04/17	New
4.4	Jon to approve advert for Land Training role and ensure advert is posted on Club and ASA website and in gyms.	JW	11/04/17	New
4.5	Lou to book activity for Crystal Palace after Jon has confirmed type of activity required.	JW & LF	11/04/17	New
4.6	Lou to put up notice after Easter requesting £50.00 camp deposits.	LF	11/04/17	New
4.7	Rhona to compose advert requesting help to organise the Open meet.	RP	11/04/17	New
4.8	Tree to write letter to be given to parents requesting help to organise the impending mini-series.	Tree	11/04/17	New
4.9	Jackie to organise raffle for the mini-series and bag up sweets to sell.	J W-K	11/04/17	New
4.10	Rhona to contact COB chairperson regarding referral process.	RP	11/04/17	New

## Key Discussion Points

Ref	Key Discussions
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<b>1.</b>	<p>Rhona welcomed everyone to the meeting. Actions from the previous meetings were discussed, please see updates above.</p> <p>Regarding Action 3.7 Tree confirmed that she could not find the original letter composed in 2014 and unfortunately Soundwell swim email accounts seem to have deleted emails pre October 2016. Denise will provide Tree a copy of the letter she has and Tree will compose a letter. For Level 1 the commitment to the club should be 12 months and for level 2 it should be 18 months. Paul advised that the costs of Coaching courses has reduced to £220.00 and the teaching courses costs have remained the same.</p> <p>Regarding Action 3.9 the following was advised / discussed;</p> <ul style="list-style-type: none"> <li>• Darren has provided a good list of roles required for the Open Meet working group which Rhona has summarised and put on notice board, this will also be added to the website. Please see key discussion point 9 for more information.</li> <li>• Darren has emailed the changes to the open meet conditions and these have been circulated to the committee.</li> <li>• The Team Unify Demo is yet to be set-up, Jenny will also be included in this.</li> </ul>
<b>2.</b>	<p>Jon went through his report – please see attached.</p> <p>Alongside the report the following was discussed;</p> <p>The Beacon swimmers have been selected. The swimmers selected will have to pay for their sessions £5 per session. There may be some spaces on the Beacon training course should swimmers be unable to accept their places.</p> <p>We were initially offered Saturday am training 8-10 at Hengrove, however this offer was later withdrawn. Jon has sent an official email to Matt, Emily and Lindsay at C.O.B expressing concerns with the help we are getting and lack of pool time being offered. Paul confirmed that following his meeting with COB, they are currently experiencing issues with pool availability. Rhona is also going to look in to this herself.</p> <p>Item 3 on the agenda was also discussed at this point - We have requested two lanes for Saturday am training alongside the Beacon academy. however, the Club will absorb the costs of any extra lanes given until the summer and this will then be reviewed. Should these requested extra lanes be provided Jon intends to invite Regional swimmers from across the club.</p> <p>We desperately need a mini-series co-ordinator. The next mini-series is imminent 13<sup>th</sup> May, and is to be run by Soundwell.</p> <p>We are looking to have more level 4 meets for the younger swimmers to gain more experience.</p> <p>We are currently looking good going in to the Regionals. We have 1 swimmer who is going to Plymouth to swim relay only and it was asked whether the club could financially assist them regarding accommodation. This was agreed.</p> <p>We need to get the advert approved by Jon regarding the land training role and this needs to be put on the ASA website and the gym's attended by Soundwell.</p>
<b>3.</b>	<p>Additional pool time was discussed in the coach's report above.</p>
<b>4.</b>	<p>Denise then went through the Academy / Learn to swim report;</p> <p>Not much change within Learn to Swim regarding numbers, however the registers are likely to change following moves after Easter. There are also some emails regarding new interest and trials will be arranged after Easter. The updated registers will then be sent to Andrea along with any other payment issues</p> <p>Matt Swannell has passed his Level One swim teaching course. He is a great asset to LTS especially with the beginner's group; full of FUNdamentals with the swimmers. Need to confirm any available funding for any further courses for interested helper's.</p> <p>Updated registers for checking receipt of payments will be sent to Andrea &amp; Lesley over Easter break.</p> <p>Final DBS checks need to be completed for one of the Sunday teachers, as Lou is not available on a Sunday it was agreed that Stuart Mason, who has recently completed the Welfare course, can pick this up in her absence.</p>

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<b>5.</b>	<p>Camps were then discussed and Lou confirmed that Crystal Palace is all booked except for the non-swim activity. Jon needs to liaise with Lou re what kind of activity he would like this camps swimmers to do. Lou is also waiting for confirmation of when they can use the Olympic pool in London.</p> <p>Deposits of £50.00 will need to be collected after Easter for both camps and Lou will put up an advert on the Website and notice board. Andrea confirmed that the payments can either be made by BACS or to the club shop.</p>
<b>6.</b>	<p>There are currently no Health &amp; Safety or Child protection issues. It is worth noting that Swim 21 require clubs to have both a female and a male Welfare Officer and Stuart Mason has now completed a Welfare Officer course and he is available as an alternative Welfare Officer should he be required.</p>
<b>7.</b>	<p>Sadie and Rachel advised that we need to complete full Swim 21 Accreditation again as they have reduced the number of objectives to 15. Rachel and Sadie are splitting the objectives and are working on the templates. These need to be decided prior to July 2017. It was agreed that we need to ensure that our objectives are both achievable and viable.</p> <p>Another part of Swim 21 accreditation is that we need to provide Marion a list of all those who have attended a Safeguarding course. All of those who have attended this course need to confirm with Sadie.</p>
<b>8.</b>	<p>Andrea went through the finance report.</p> <p>The new bank account has been set up and the key is to get the transfers done as quick as possible. A notice is on the website and letters are going to be handed out to parents as well. There is an opportunity to apply for a £1000.00 grant, however Andrea will look in to this to see if this is a viable option. It is worth clarifying at this point that the purpose of changing the bank account was because the previous bank, Nat West, were measuring the turnover on the account in 12 months which started from July 16(so the amount of money that has come into the account since July 16 regardless of how much has gone out). Our squad fees alone are £110k a year and as such we were going to be given penalties for exceeding the annual turnover which is why the need to change bank was essential.</p> <p>Andrea explained that Bath University have charged us VAT when they shouldn't have. Andrea is in the process of working with the University to get this back.</p> <p>As Andrea doesn't have sight of the pool contracts and is unaware of when the pool is not in use and whether we are being charged for when the pool is not in use etc. she has requested that she is informed of when we cancel the pool, and when sessions are cancelled by the pool. Jenna has already started to forward this information to Andrea. Denise mentioned that she would like to know when there are lanes available for L2S and so Jon, Denise, Jenna and Andrea are going to work closer together regarding this.</p> <p>End of Year accounts need to be finalized. Budget to be prepared for Swim 21 and accounts to be independently examined before committee meeting.</p> <p>Andrea mentioned that she received a scam email from a similar account to the chairperson's email address asking for bank account details and she asked that we remain vigilant with email requests for sensitive club information.</p>
<b>9.</b>	<p>Tree explained that during the meetings, subjects can veer off on a tangent and if a decision is made, not everyone is necessarily aware that one has been made. It was agreed that if a decision needs to be made we will agree by a show of hands and if there is an agenda item where a decision is required then this will be marked on the agenda.</p>
<b>10.</b>	<p>Pool booking process and lane usage was discussed in key discussion point 8.</p>
<b>11.</b>	<p>Rhona confirmed that based on Darren's work on the roles for the Open Meet she has put together a list of roles needed to organise the open meet. Darren confirmed that he will be happy to be a consultant but he is unable to organise. Sadie's confirmed she'd be happy to organise refreshments, Andrea would help with the finance element, Simon Foster could help as the Officials co-ordinator, Jenny Bridges as Entry Secretary and Jackie as sponsorship. The press person is a new role and it was felt that this would go alongside the sponsorship role.</p> <p>Rhona will also draft a call for help advert to be put on the website. It is important to inform the parents of the value of volunteering and how the Open meet benefits the club.</p> <p>The mini-series also needs to be arranged. Tree will write a letter which needs to be handed out to parents of the younger swimmers.</p> <p>Jackie was volunteered in her role of sponsorship organiser, to arrange the raffle for the mini-series and to arrange for the selling of bags of sweets, some bags have already been made up.</p>

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	Simon is in the process of organising training for more Officials.
<b>12.</b>	There was a meeting held by Bristol County Council with various sports clubs with the idea of holding "open door" events as Bristol is the European City of sport in 2017. Gloucester ASA had noted that no one from the swimming club community had been invited to attend this meeting and had emailed the Bristol Clubs to advise them of this meeting and to suggest that we approach Bristol City Council direct should we wish to be involved. It was agreed that we don't have the capacity to hold an "open doors" event due to the general nature of swimming and as such there was no interest in being involved in this matter.
<b>13.</b>	Please see Open Meet discussions in key discussion point 11 above.
<b>14.</b>	<p>A.O.B</p> <p>The Coaching and the teaching information needs to be updated on the website, Denise and Jon will provide the names of current coaching and teaching staff to Darren to ensure that the details are updated.</p> <p>Rhona updated us following her meeting with the Gloucester ASA;</p> <ul style="list-style-type: none"> <li>• Essentially they are still financially sound.</li> <li>• Their opinion of Team Unify is that it doesn't have the Hytek abilities, however, there is still interest within this club for Team Unify to be reviewed.</li> <li>• The meddles from the Gloucester Blocks relays are still missing.</li> <li>• Classifications are currently under review.</li> </ul> <p>Paul updated us regarding the C.O.B meeting;</p> <ul style="list-style-type: none"> <li>• There is a Team Manager Course on 24<sup>th</sup> July at Thornbury and there are currently spaces available.</li> <li>• An issue was raised regarding the control of social media on the clubs website / Facebook page and how children are being safeguarded regarding being in the background of photos etc Paul asked who is responsible for the information and pictures posted on our Facebook and Twitter pages. Currently our Facebook page doesn't work and anything that goes on the Twitter page is filtered by Jon. It was also asked whether we have a policy regarding what goes on social media and Rhona confirmed that we go by Wavepower Guidelines eg no training photos. In addition, all parents have consented to photo's being taken and published.</li> </ul> <p>Jon had a sample hat as the camp gift this year, the cost of which was agreed by Andrea.</p> <p>Clarification was requested regarding the process of contacting C.O.B regarding referring a swimmer to their elite programme. It was noted that this process has not been fully followed recently, however, it was also noted that the process is not clearly advertised or promoted in this club and as such it needed clarifying. It was confirmed that if a swimmer or parent wishes to go to C.O.B the Head Coach of Soundwell should be approached initially to see if they meet the agreed criteria. If a parent or swimmer approaches COB direct then COB should contact the Head Coach of Soundwell in the first instance. If they do not meet the criteria, they are still able to move to C.O.B as it is now a registered club. Both clubs should stick to this process and it was regrettably noted that COB did not appear to adhere to their side of the agreement. Rhona will approach the Chairperson of C.O.B regarding this matter.</p> <p>Denise requested more Soundwell tops for the teaching team, she will provide a list of who needs what to Michelle who will organise.</p>

**Date and location of next meeting: 11<sup>th</sup> May 18:30 – Soft Play area KLC.**