

Soundwell Swimming Club Committee meeting minutes

Location: Kingswood leisure Centre. **Date:** 10 April 2018

Present: Rhona Phelps, Jon Wills, Jackie Weatherall-King, Rachel Rogers, Alison Williams, Tracey Ellis, Louise Disney, Tree O'Donnell, Tracy Blake, Claire Kerslake, Stuart Mason, Andrea Hobbs, Christine Turner.

Apologies: Sadie Johnson

Agenda items:

1. New Treasurer
2. Bank Mandate Decisions
3. Hardship fund possible wording
4. Finance update
5. Spain Camp
6. Reserve Fund
7. Actions from previous meeting
8. Circadian meeting update
9. Head Coach Report
10. Training attendance
11. Swim Mark
12. Volunteers Code of conduct document review
13. A.O.B

Actions from this meeting

	Action	Owner	Date	Status
3.1	Rhona to Contact Steve Nicholls re changing Easy Fundraising payment in to new club account.	RP	11/04/18	New
3.2	Tree to draft Hardship fund documentation ahead of next month's meeting and discuss Hardship fund amounts with Andrea.	Tree	11/04/18	New
3.3	Tracey B and Stuart to look in to what personal data we hold, why we hold it and what we do with it	TB & SM	11/04/18	New
3.4	Tree and Rhona to compile minutes from last month's meeting and Tree to add level 4 meet to next month's agenda.	Tree & RP	11/04/18	New
3.5	Tree to look at compiling a risk assessment with Claire and Jo for Spain camp.	Tree	11/04/18	New
3.6	Christine will print off volunteer forms and ensure that DBS checked and Volunteers is Officer roles sign the forms and Stuart and Donna keep them. Secure filing TBA.	CT, SM & DH	11/04/18	New
3.7	Stuart to ensure that complaints policy is added to the website.	SM	11/04/18	New
3.8	Tree to talk about Claire putting a notice up re travel insurance requirements for camp.	Tree	11/04/18	New
3,.9	Jon and Tree to have a review catch up with Kieran	JW & Jon	11/04/18	New

Actions from previous meeting – Please note that due to administration issues, actions from previous meetings have been removed and the year has begun with actions raised from the meeting in February.

	Action	Owner	Date	Status
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13.1	Camp meetings to be held with swimmers to discuss fundraising ideas.	AB	13/02/18	Closed
13.2	Soundwell hosting Mini Series on 21/04. Ab to select teams early to allow swimmers time to decide if they are available.	JW & AB	13/02/18	Closed
13.3	Rhona to publicise the club roles of Treasurer and Welfare	RP	13/02/18	Closed
13.4	Jon to maintain dialogue with Dean to develop trial session on two sites	JW	13/02/18	Closed
13.6	Potential candidates for Level 1 Coaching – this was not discussed	JW	13/02/18	Ongoing
13.8	A number of swimmers have not paid ASA fees – a list to be provided for Jon to chase ASA fees to be reduced to £15 for new swimmers form Sept-Dec – this was not discussed	JW	13/02/18	Ongoing
13.10	Foreign Camp risk assessment will be required. MB to find overseas template from school and also to check with Sports abroad and CoB – Update – a template has not yet been located, however, Tree will take this on and work together with other chaperones to ensure a risk assessment is carried out for foreign camp.	RP & MB	13/02/18	Closed
13.13	County dinner flyer to be circulated	RP	13/12/18	Closed
13/14	Contact Land training coach to discuss missing sessions	RP	13/12/18	Closed

Key Discussion Points

Ref	Key Discussions
1.	<p>Rhona welcomed everyone to the meeting. Whilst the Agenda was not followed in the exact order above, for ease, I have minuted them in the agenda order.</p> <p>We welcomed Tracey Blake who is taking on the Treasurer role when Andrea steps down at the end of April. Whilst Andrea and Tracy have already had a meeting about this role, a further meeting will be had to discuss the finite details and Andrea will request that Tracey is given access to the treasurer email.</p>
2.	<p>Andrea confirmed that Tracy Blake would need to be set up on the following bank accounts; Main, shop, competition and savings. Tracey Ellis would also be set up on the main account. It was agreed that Louise Disney would be set up for view only access on the main account to enable her to review whose fees have and have not been paid correctly. Andrea will also look at on-line banking for the competition account.</p>
3.	<p>Prior to the meeting Tree had circulated some examples of hardship fund wording used by other swimming clubs across the country. It was noted that none of the clubs offer support for camps from their Hardship fund and it was agreed that we would do the same, therefore the hardship fund would be available for assistance with club fees and competitions only. It was also agreed that two people will be nominated to be contacted and to consider and agree the use of the hardship fund on a case by case basis. In order to ensure confidentiality, the details will only be known to the two decision makers, however the committee will be informed if and when the hardship fund is accessed. Criteria for accessing the hardship fund was discussed and it was decided that there must be commitment to the club, eg minimum attendance of a season (12 months).</p> <p>It was suggested that as not everyone can afford camps that consideration needs to be given as to how attendance at camps is given to swimmers so that undue pressure is not put on swimmers to attend camps especially if this is financially hard, although fundraising is always an option.</p> <p>The idea of having a hardship pot was agreed and Tree will ask Andrea to consider how much could be reasonably held in this pot. Tree will also write a draft Hardship fund policy for both the club and separate guidelines for the decision makers. This will be brought to next months meeting for agreement and sign off.</p>

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4.	Unfortunately, some people are still paying their swim fees in to the old club account, other payments are also being made in to this account, eg Easy fundraising. Rhona will contact Steve Nicholls re this and request that the payments are made in to the new account.
5.	<p>There is more money coming in now for the Spain camp so the club is just in credit in order to purchase the return plane tickets. A couple of swimmers have pulled out which has resulted in a loss of money, however no deposits have been refunded as per the deposit requirements.</p> <p>Claire has reshuffled the rooms which should hopefully reduce the costs further as the 4 bed rooms are slightly cheaper. In total 44 people are attending camp – 36 of which are swimmers. There are a couple more payments to chase, but this is in hand.</p> <p>The flights are out on Thursday 12 April and Claire will look to book these as cheap as possible. If any further swimmers ull out there will be no refunded money.</p> <p>Tree queried whether flights could return on Friday as the camp had initially been agreed to be a 5 day camp. Claire will consider this when booking the return flights as they may be cheaper and there's one night less.</p> <p>There are currently 2 sponsors for camp hoodies and t-shirts which is fantastic and will mean a cost saving for parents.</p> <p>Fundraising is ongoing for the younger squads and Performance still need to have their fundraising meeting.</p>
6.	Andrea queried how much was needed in the club's reserve fund. We currently have £14k. She will sit down and work out how much would be needed taking in to consideration of pool time notice periods.
7.	<p>No minutes have been produced from last month's meeting, Tree and Rhona will ensure that the minutes are produced.</p> <p>One update from this meeting was that Tracey E was going to establish if there were any rules for an inter club level 4 meet and she confirmed that there were no rules surrounding how many a club could hold. We will discuss more finite details of this meet at next months meeting.</p>
8.	<p>Jon left the meeting early to attend a meeting with Southwold and Severnside coaches regarding the new Sunday sessions. Theses South Gloucestershire clubs are going to trial joint training sessions at Bath on Sundays, with the first one starting Sunday 15th April. There are several bonus' for the clubs to join together, there will always be a coach so this should reduce the number of cancelled sessions at Bath due to competitions.</p> <p>Trial sessions are to begin on 20 April at Kingswood and on 30 April at Longwell Green. Circadian swim teachers will identify swimmers for these club link sessions. The sessions are on a 12 week rolling programme basis and will be run in addition to the swimmers Circadian swim lessons. Parents will pay £42 for this block of sessions and this money will be paid directly to the club which will go towards the costs of pool hire.</p> <p>As we are going to lose Learn to Swim, we do need to broaden our D squad and this will be considered during the whole process. It is worth noting that Learn To Swim will be staying with the club until September 2019.</p>
9.	Please see attached Head coaches report.
10.	<p>Please see attached Benefits of morning training document written by Jon.</p> <p>There have been ongoing discussions regarding morning session attendance affecting Friday evening session attendance, the format of this and the procedure involved in decision making. Jon explained that ideally swimmers in each squad should attend all sessions available, however, there is leeway in place for one morning sessions to be missed. Jon confirmed that the accepted attendance for each squad is 80%, with the 20% leeway for sickness and holidays. It was discussed that the Friday evening non-attendance ultimately affects their overall attendance rating and it was viewed that this was not necessarily fair and that swim/life balance should be considered, it should also be considered whether a refund is to be given for these Friday sessions evening sessions. Jon explained that the morning sessions show commitment, especially as there are potentially other swimmers in lower squads who are able to meet this commitment but are unable to move up. Morning sessions also help towards overall swim fitness and achievements at meets – the more time in the pool = better swimming performance and this is demonstrated by the current criteria seeing an increase in attendance and an increase in National times. Commitment needs to be shown by both parents and swimmers, and it is very much appreciated that swimming is a very big commitment, however, if such commitment cannot be achieved, then discussions should take place about whether Performance, in particular, is the right squad. It is worth noting that Jon has been flexible regarding morning training attendance dependant upon the reasons provided and this includes driving swimmers to and from the morning sessions.</p> <p>The following was agreed;</p> <p>All agreed that ultimately the swimmers best interest should be at the heart of the club, but that this needs to be balanced.</p>

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	<p>Swimmers should be logged as attending sessions which are cancelled by the club.</p> <p>The criteria will remain, however, if Jon is contacted ahead of the morning sessions and advised of the reasons for non attendance then the swimmer will be able to attend the Friday evening sessions. If there is no contact then the swimmer will not be able to attend.</p> <p>Jon will monitor attendance and if swimmers are consistently not attending then discussions will be had between Jon, the swimmer and their parent / guardian.</p> <p>Swimmers attendance will be shared with the swimmers on a weekly basis on the white board with the understanding of both parents/guardians and swimmers that low attendance can result in squad movements.</p>
11.	<p>Rachel and Sadie have not heard from Jackie regarding what is required and when to achieve the Swim Mark status again this year. Rachel confirmed that we definitely need to look at risk assessments. Tree said that she would look at camp risk assessments for with Claire and Jo if they were able to.</p> <p>Jon to send updated training and certificate info.</p>
12.	<p>The volunteer form was circulated ahead of the meeting. All agreed that the form should be signed by volunteers who need to be DBS checked. Chris will print off these forms for them to be signed by these volunteers and Stuart and Donna will collate them.</p>
14.	<p>A.O.B</p> <p>There was a query about how over 18 pay as you swim Sprint swimmers were paying their fees. Previously the payment would be given to Ashley, some swimmers pay at the desk. Jon needs to ensure that Jess is aware that payments are required for these swimmers.</p> <p>Andrea queried whether the club was ready for the new DAT Protection laws which are coming in to force from May 2018. We need to establish what data we hold and declare what we do with this data. Tracy B and Stuart will look in to this.</p> <p>Training Courses - Marion is no longer running Welfare Courses so we will need to look out of region, certainly for the level 2 Team manager course. Safeguarding and Time to Listen courses need to be booked for Rhona, Tracey Ellis and Donna.</p> <p>Stuart has compiled a complaints policy which was circulated prior to the meeting. A few minor amendments were made. Stuart will make these amendments and ensure that this is added to the website.</p> <p>Holiday Insurance needs to be sorted for all those attending camp. Previously the Post office have been willing to provide insurance for children attending trips abroad without their parents. This needs to be put on the website and Tree will talk to Claire about this.</p> <p>Some concerns have been raised regarding Land Training and it's contents, eg muddy and some of it's structure and contents. Tree will arrange a meeting with Jon and Kieran to discuss feedback and how we can support him, especially as it's been some time since he has been taking Land training a catch up is overdue.</p> <p>The question was asked about cool downs and stretches after swim training and whether this could be done at the end of training. Previously advised that this is down to the swimmers to do this themselves, but do they know what needs to be done in order to prevent injuries? This will be raised at the next meeting.</p>

Date and location of next meeting: 8 May 2018 @ 19:00 – Soft Play area KLC.