

# Soundwell Swimming Club Committee meeting minutes

**Location:** Kingswood leisure Centre.      **Date:** 18 July 2017

**Present:** Rhona Phelps, Jon Wills, Jackie Weatherall-King, Andrea Hobbs, Rachel Rogers, Alison Williams, Paul Woodruff, Jenna Britton-Cooper, Lou Foster, Denise Philip and Theresa O'Donnell (Tree).

**Apologies:** Darren Stone, Sadie Johnson, Mike Smith and Michelle Johnson.

## Agenda items:

1. Actions from previous meeting
2. Finance & Treasurer role - Andrea
3. Head coach report – Jon Wills
4. Southwold / Circadian Trust
5. Academy and Learn to Swim– Denise Phillips
6. AGM
7. Volunteers
8. Camps
9. Health& Safety / Child protection - Lou Foster
10. Swim 21 – development plan
11. Open Meet
12. A.O.B

## Actions Carried Forward From Previous Meetings

|      | Action   | Owner   | Date     | Status          |
|------|--|---------|----------|-----------------|
| 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. <b>Update</b> – This is still outstanding and with Tree who hopes to work on it over the summer.   | Tree    | 09/03/17 | Ongoing         |
| 4.5  | Lou to book activity for Crystal Palace after Jon has confirmed type of activity required. <b>Update</b> – There will be a climbing activity which will be facilitated in Crystal Palace.  | JW & LF | 11/04/17 | Closed          |
| 5.1  | Land Training job advert to be placed in Uni's and other gyms – <b>Update</b> –Kieran Broomsgrove has been successful in applying for this role. He began supervised sessions on 10 <sup>th</sup> July and so far there has been a very positive response.   | JW      | 11/05/17 | Closed          |
| 5.1  | Workforce ASA details to be provided to Sadie / Rachel by the end of May. <b>Update</b> – Lou and Simon have been working very hard to update the volunteer list as it was very out of date. This work is still ongoing however, due to timescales the list, as it is to date, will be passed over.                        | LF / SF | 11/05/17 | Ongoing         |
| 5.2  | Policy's and important documents required to be discussed at the next meeting. <b>Update</b> - Some updated documents have already been put on the website. Jon needs to update the squad lists. It was agreed that Swim 21 docs and the constitution need to be added to the drop box. Still awaiting copies of contracts | All     | 11/05/17 | Carried Forward |
| 5.4  | Finance Policy to be completed and put on website  | AH      | 11/05/17 | Closed          |
| 6.1  | Rhona to review C.O.B document regarding responsibility for swimmers. <b>Update</b> – Lou confirmed that we can have our own policies for each location. Lou will write these up over the summer.  | RP      | 08/07/17 | Closed          |
| 6.2  | As soon as the licence has been approved by ASA Rhona to arrange a meeting for all volunteers and Darren for the Open  | RP      | 08/07/17 | Ongoing         |

## Title

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|      | Meet as her role of Promoter. <b>Update</b> – this still needs to be arranged.   |                 |          |                 |
| 6.3  | Darren, Rhona, Jon and Jenny to review Team Unify – this is an action carried forward from previous meetings.  | RP, DS, JW & JB | 08/07/17 | Carried Forward |
| 6.4  | Jon to take photo's of teaching staff and coaching staff, if not already photos on website. <b>Update</b> – Club photo to take place on 19/07 and Jon will try and take this opportunity for more photos to be taken.  | JW              | 08/07/17 | Ongoing         |
| 6.5  | Andrea to check bank account re outstanding ASA fees and those remaining unpaid to be written to. <b>Update</b> There are still 7 remaining unpaid. Jon will speak to individuals and advise that they will not be able to swim from September if the ASA payments have not been received. | Ah, AW & RP     | 08/07/17 | Ongoing         |
| 6.6  | Rhona to confirm with Emily Taylor that we'd like her assistance with KLC meetings. <b>Update</b> – Please see coaches report and key discussion 4.  | RP              | 08/07/17 | Closed          |
| 6.7  | Lou and Alison to compile a list of all poolside helpers in order for them to be booked on to a safeguarding course. <b>Update</b> – Following a Regional Welfare Officer meeting Lou has confirmed that this is not needed.   | LF & AW         | 08/07/17 | Closed          |
| 6.8  | Jackie to provide list of new volunteers to Lou for new registration process to begin. <b>Update</b> – All volunteers are DBS checked now, apart from new volunteers due to attend Cardiff camp.   | JW-K            | 08/07/17 | Closed          |
| 6.9  | Lou to send a copy of the camp risk assessment by email to Sadie   | LF              | 08/07/17 | Closed          |
| 6.10 | Tree to liaise with Ashley re meeting re Cardiff camp plans – <b>Update</b> – meeting between, Jon, Ashley, Claire and Lou has happened and plans agreed and approved.   | Tree            | 08/07/17 | Closed          |
| 6.11 | Andrea to check camp bank account for number of deposits paid and to provide details to Lou in order for final payment calculations to be made. <b>Update</b> – Please see key discussion 8.   | AH, LF & RP     | 08/07/17 | Closed          |

### Actions from this meeting

|     | Action  | Owner       | Date     | Status |
|-----|---|-------------|----------|--------|
| 7.1 | Lou to write policies regarding responsibilities for swimmers per location  | LF          | 18/07/17 | New    |
| 7.2 | Rhona will put Treasurer roles on the website. Also Amend Chairperson and Secretary roles to state that they are Officer roles.               | RP          | 18/07/17 | New    |
| 7.3 | Andrea to pass names to Denise and Jon of swimmers yet to transfer fee payments to the new bank account so that letters can be handed to them | AH, JW & DP | 18/07/17 | New    |
| 7.4 | Tree to send AGM email out and notices to be put on Website etc.  | Tree        | 18/07/17 | New    |
| 7.5 | Final camp costs and reminders of hardship assistance to be put on the website.   | LF          | 18/07/17 | New    |

# Title

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| 7.6  | Jon to discuss with the other coaches who should be in receipt of an award and the club captains etc. Names to be given to Paul ASAP so that trophies can be engraved. | JW | 18/07/17 | New |
| 7.7  | Jon to put notice up on website requesting that the trophies are returned. Also to put up a notice about the presentation Evening – save the date.                     | JW | 18/07/17 | New |
| 7.8  | Paul to obtain trophies, old and new.  | PW | 18/07/17 | New |
| 7.9  | Lou will ensure that Rachael / Sadie receive the volunteer info by 22/07/17  | LF | 18/07/17 | New |
| 7.10 | Rhona to organise Open Mett volunteer meeting  | RP | 18/07/17 | New |
| 7.11 | Rhona to speak to Andrea regarding what has previously been agreed for overnight stays and National Meets for the Head coach.  | RP | 18/07/17 | New |

## Key Discussion Points

| Ref | Key Discussions   |
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| 1.  | <p>Rhona welcomed everyone to the meeting and the actions from previous meetings were discussed – please see updates above.</p> <p>It was raised at this point that there was a misunderstanding minuted from the last meeting regarding swimmers being poolside at galas who were not competing. Lou had confirmation from the Regional Welfare officer that if a swimmer is 16+ and not competing, but will be helping out on the wet side of the pool at galas / meets, eg mini series, then they do need to be DBS checked. As this advice is from the Regional Welfare Officer, we need to adhere to it. Other swimmers under 16 who are not swimming can attend galas / meets.</p>  |
| 2.  | <p><b>Budget</b></p> <p>Andrea had compiled 3 budgets for next year with varying scenarios. One of which was without LTS, as Circadian have confirmed that LTS will be going, albeit with no timeframe provided. When this does happen we will be relying more on the Open meet funds. Andrea confirmed that poolside hire will increase by 1.5%. Fee increases were also discussed and Andrea confirmed that the budget versions included no fee increase, a fee increase of £1 and a bigger increase. It was agreed that a fee increase will not happen until May or September 2018, when we will be in a better position to review our finance, as there is currently a reserve.</p> <p>Andrea also advised that we need to explore avenues such as Gift Aid.</p> <p>£3k has been factored in to the budget for the camps this year. A foreign camp has not been factored in as this can be reviewed next year. It is likely that full chaperone fees for foreign camp will not be met.</p> <p>Andrea advised that the wrong decision had been made regarding chaperone fees for meets as coach's costs had not been factored in. These will need to be put back up to £2.</p> <p>The Budget was agreed and this will be put to the AGM.</p> <p><b>Treasurer Role</b></p> <p>Andrea has split the role in to 3 parts; Treasurer – overall responsibility for finances and maintaining accounts; Deputy – responsible for paying bills and banking money; Finance Project Officer – exploring funding opportunities eg gift aid, grant funding opportunities etc.</p> <p>Rhona will put a notice on the website regarding these 3 roles. Also the roles of Chairperson, Treasurer and Secretary need to reflect that these are Officer roles for the club.</p> <p><b>Treasurer Report</b></p> |

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|            | 48% of people have still not transferred their fee payments to the new bank account. A notice has gone up on to the website and Andrea will provide names to coaches so that a letter can be handed to the swimmers.  |
| <b>3.</b>  | Coaches report – please see attached.<br>In addition, Ashley will receive training to further his qualifications and extend his skills in Land training.  |
| <b>4.</b>  | Jon explained Swim England have said that there needs to be a performance pathway to be run on all Circadian Trust sights. There will soon be pressure amongst current Circadian pool users for prime time training sessions. We, as a club, want to be proactive in working together with the Circadian Trust and other clubs.<br><br>Jon and Tree met with representatives of Southwold Swimming club who were also very interested to work together to achieve the same goals for both clubs and to begin very early stage discussions on how we could work together. It was agreed in the meeting that a proposal presented by Jon, for a network pathway whereby the top swimmers of both performance squads could potentially feed in together and this could start with Bath Sunday sessions, would be taken to both clubs’ committees for discussion and agreement.<br><br>Pros and cons were discussed, however, it was ultimately agreed that from September training, both clubs would feed in to all three Bath Sessions – 11.00 – 13.00, 15.30 – 17.00 & 17.00 – 19.00. Top selection from both clubs would swim in the first session, then A squad in session 2 followed by both Performance squads in session 3. |
| <b>5.</b>  | Denise advised that there is not much change to numbers in LTS. There is currently a small waiting list ready for swimmers to start in September. Denise did ask whether it would be possible to have an extra half hour for Bronze squad, however, Jon confirmed that this would not be possible.<br>Denise confirmed the stage changes which have been applied to the Active Leisure swim sessions.   |
| <b>6.</b>  | The AGM is going to be booked for Monday 25 <sup>th</sup> September, in the Clifford Suite at KLC at 19.30. There are a few roles becoming available – Treasurer, deputy treasurer, finance project officer, trophy officer and fundraiser. An email will be sent out and a notice put on the website and pool notice board.  |
| <b>7.</b>  | Julian Locke will be helping train C squad from September.<br>New Officials training is underway and going well.<br>Cardiff camp chaperones need to attend the team manager overnight course.   |
| <b>8.</b>  | To date 27 deposits have been paid for Cardiff Camp, there are potentially a further 3 swimmers who could attend. Based on these numbers the total price per swimmer for Cardiff camp is £180. So the remaining payment is £130.<br><br>18 deposits have been paid for Crystal Palace. Lou is currently still trying to negotiate costs with Crystal Palace. Based on current figures the total cost for Crystal Palace camp is £350. Should Lou’s negotiation be successful, then this cost may reduce, however at the moment £350 is the cost. So the remaining payment is £300.<br><br>It was agreed that the final payments are due by the end of September.<br><br>Details regarding the payments, will be put on the website along with a reminder that if more time is required for the payment then to email the treasurer and an agreement could be made. All enquiries and requests will be treated with utmost discretion.   |
| <b>9.</b>  | The Presentation evening is booked for Saturday 23 September at Centuries Club in Kingswood. Jon and the other coaches need to decide on the awards for the swimmers and Rhona will send an email to the Committee to vote on those nominated for the Community Award.<br><br>Mike has stepped down from the Trophy role and Paul has kindly stepped in to order the new trophies and recall the trophies from previous winners.  |
| <b>10.</b> | Lou talked about the Regional Welfare Officer meeting which she recently attended. She relayed the information regarding DBS checks for 16+ and safeguarding, details of which have been recorded above. The question of over 18’s training with under 18’s, eg Sprint squad, was raised and it was confirmed that this was ok, as long as the coach was aware.<br>Lou also raised concerns about seeing young swimmers being dropped off roadside and allowed to walk in to the KLC unsupervised for both morning and evening sessions. Due to recent incidents outside the Turnpike and previous incidents near KLC parents / guardians need to be reminded that their swimmer needs to be poolside before they leave. This will be included in the Safeguarding responsibility documents produced by Lou.<br>There are currently a couple of Welfare issues be dealt with.   |

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| <b>11.</b> | <p>There are still some outstanding items required for Swim 21 Accreditation. The deadline is July 31<sup>st</sup>, however Rachael and Sadie want to submit this information at least a week prior to this date so that there is time to deal with any issues or questions arising from our submission.</p> <p>Apparently the volunteers information help is very out of date and Simon is in the process of updating this list. Lou agreed that the information that they have will be with Rachael and Sadie by the end of 22 July 2017.</p> |
| <b>12.</b> | <p>Rhona has had a meeting with Jackie, Darren and Jenny. There is some information which Darren is looking into.</p> <p>It was agreed that the club needed to buy a laminator.</p> <p>Rhona still needs to arrange a meeting for the volunteers willing to help with the Open Meet.</p>  |
| <b>13.</b> | <p>A.O.B</p> <p>Jon wanted clarification regarding his pay rate when attending meets which require overnight stays. Currently he is paid £35 for attending day sessions and the same rate for overnight stays, whilst accommodation is paid for, the £35 rate does not take in to account an evening meal. It was agreed that the costs for an evening meal should be met. Rhona will check with Rhona what has been paid previously, if anything, we can then review monetary limits.</p>  |

**Date and location of next meeting: 12<sup>th</sup> September 2017 @ 19:00 – Soft Play area KLC.**