

Soundwell Swimming Club Committee meeting minutes

Location: Kingswood leisure Centre. **Date:** 17 July 2018

Present: Tracey Ellis, Jon Wills, Jackie Weatherall-King, Alison Williams, Rachel Rogers, Tree O'Donnell, Tracy Blake, Donna Hussey and Sadie Johnson.

Apologies: Rhona Phelps, Stuart Mason, Christine Turner, Louise Disney

Agenda items:

1. Actions From Previous Meetings
2. Finance update
3. Team Unify
4. Head Coach Report
5. Learn to Swim and Pathway update
6. Swim Mark inc document agreement
7. Club Status
8. GDPR update and document agreement
9. Open Meet and open meets
10. A.O.B

Actions from this meeting

	Action	Owner	Date	Status
5.1	Tree to look in to Team Unify regarding centrally electronically storing data. Update – Demonstration has been had and key points were raised at the meeting and this action can now be closed.	Tree	08.05.18	Closed
5.6	Alison needs to send Tree the info which needs updating on the membership documentation in Drop Box and Tree will update this so that it can go on to the website and the correct documentation can be given to new swimmers. Update – This will be incorporated in to all the upcoming changes eg team Unify, fee increases	AW & Tree	08.05.18	Closed
5.8	Review Mini Series hats at next meeting.	All	08.05.18	Closed
5.10	Jon to put message on website re the importance of post swim stretches and a link to relevant info.	Jon	08.05.18	Closed
3.2	Tree to draft Hardship fund documentation ahead of next month's meeting and discuss Hardship fund amounts with Andrea. Update This needs to be re-assessed in light of the accounts.	Tree	11/04/18	Closed
3.5	Tree to look at compiling a risk assessment with Claire and Jo for Spain camp. Update – This has now been done and submitted to Swim Mark.	Tree	11/04/18	Closed
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. Update – As moving on to Team Unify this will now be done through them	CT, SM & DH	11/04/18	Closed
3.8	Tree to talk about Claire putting a notice up re travel insurance requirements for camp. Update Jon to put up a notice regarding this.	Jon	11/04/18	Closed
6.1	Tree to circulate documents submitted by Stuart for agreement	Tree	12/06/18	Closed
6.2	Donna to shred documents found in cabinet	DH	12/06/18	Ongoing

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6.3	Donna will double check Welfare and level 2 team manger training requirements for people attending the camp Update – Donna has circulated this information via email and plans are in place to ensure we are fully compliant. Please see key discussion point 1.	DH	12/06/18	Closed
6.4	All chaperones must attend a safeguarding course prior to attending camp. Update – Course is booked for 4 th September	CT	12/06/18	Closed
6.5	Jon to remind all coaches of the process of referring squad movement names to Louise Disney ahead of any movements.	Jon	12/06/18	Closed
6.6	Camp meeting to be held	CK, JW & RP	12/06/18	Closed
6.7	Jon to speak to coaches about the badges and the criteria to achieve them. Update – All coaches are aware that there is a Swim England webinar that neds to be watched regarding the badge criteria. Jon will be watching the webinar and then advising coaches accordingly.	Jon	12/06/18	Ongoing
6.8	Jon to review the swimmers in the pathways groups and speak to parents regarding them joining the club.	Jon	12/06/18	Closed
6.9	Rhona to send a copy of Jon's PDR to Rachel / Sadie	RP	12/06/18	Closed
6.10	Jon to put out an advert for the Land Training Role	Jon	12/06/18	Closed

Actions from this meeting

	Action	Owner	Date	Status
7.1	Jon to inform Kieran of the Committees decision re Land training and also to be in discussions with KLC regarding gym attendance for Performance swimmers.	Jon	17/07/18	New
7.2	Club Officers and Jon to meet up to discuss squad fee increases	RP, TB, TE, Tree & Jon	17/07/18	New
7.3	Camp fee final payment date of 25 August notice to be put on Website	Rp & Jon	17/07/18	New
7.4	Rhona to submit April Open Meet required dates to Glos County	Tree & Rhona	17/07/18	New
7.5	Jackie will write an advert for the Fundraiser Role	J W-K	17/07/18	New
7.6	Tree to organise the AGM	Tree	17/07/18	New

Key Discussion Points

Ref	Key Discussions
1.	<p>Rhona was unable to attend the meeting, therefore the meeting was chaired by Tracey Ellis, who thanked everyone for their attendance.</p> <p>Actions from previous minutes were then discussed please see updates above and specific details below</p> <p>6.3 – Donna confirmed that the minimum requirement for chaperones on a foreign camp is that they must all be level 1 team manager trained and that at least 1 needs to be level 2 team manager trained. All will be level 1 trained and Jo and tree are both level 2 trained. In addition all chaperones need to attend a safeguarding course (booked for 4th September) with 1 attendee nominated as event Welfare Officer. Stuart and Donna will need to be available by phone.</p> <p>6.7 – Jon confirmed that 9 swimmers have been asked to join the club from the pathway sessions – 5 to D and 4 to C squads. Another 12 week block will begin. Jon confirmed that September 2019 is the date when the re-pool programming will be complete. There may be pool movements for some sessions, but again we are being as closely involved in these discussions as possible.</p>

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	<p>6.10 – Kieran has said that he has had parents saying that he is leaving and he wanted to re-assure Jon that this was not his intention. However, in view of the clubs finances it was agreed we would no longer require an external Strength Conditioning Trainer and Kieran would be informed of the Committees decision. This did lead to discussions surrounding Land Training especially for the swimmers who attend the gym with Jon as Jon will now need to take the Land Training sessions. Jon will be having discussions with KLC regarding allowing swimmers unattended at the gym and a potential discount for these swimmers. In the meantime Performance swimmer parents need to be informed to cancel the gym membership for the time being.</p>
2.	<p>Unfortunately, there has been a total overspend of £19000.00 in the club over the last few years. This can obviously not be sustained. The squad fees do not meet the annual increase of the pool hire so we really need to make changes. Tracey has not had time to review the accounts submitted by Andrea. It was agreed that squad fees need to be increased by September and that Tracey, Tracy, Rhona Jon and Tree would review the Squad fees and the decision would be communicated during the holidays.</p> <p>In addition £14000.00 in camp fees need to be paid to Sports abroad by 1st September and only £8000.00 fees received to date. It was agreed that a notice must go on to the website regarding the final payment of these fees by 25th August.</p> <p>Other fees were discussed for example the joining fee. Learn to Swim currently pay a £20 joining fee, some of which is towards the ASA fee.</p> <p>All old accounts are now closed and Co-op currently has £17000.00 in it and £14000.00 is in the Barclays account.</p>
3.	<p>Tree and Rhona attended the Team Unify Webinar and based on feedback which was circulated ahead of the meeting it was fully agreed to go ahead with Team Unify set up and registration, especially in view of the recent finance update.</p> <p>The annual cost of this would mean an extra £6 a year for all swimmers.</p> <p>Regarding registering swimmers, whilst this could be pulled from a spreadsheet with information from Swim England, as we are unsure how up to date this information is and in order to save a lot of volunteer hours we will request that parents register swimmers and that we do want to have the payments taken from the accounts via Team Unify.</p> <p>It was agreed that we would not renew the fee for the current website.</p>
4.	Please see Head Coaches report attached.
5.	Please see update above in Key Discussion point 1 - 6.7
6.	Sadie has submitted all the information she has needed to for Swim Mark Accreditation. Jon is required to respond to comments Rachel needs for the Club Development plan to be submitted.
7.	It was agreed that the club status does need to be looked at, however, this will cost money and the club is not in a position to do this. It is fully acknowledged that this really does need to be looked in to especially from an HMRC aspect regarding Denise and Jon's employment status. Once budgets for the new year have been agreed this will be fully reviewed.
8.	All GDPR documents which were drafted by Stuart and circulated ahead of the meeting were agreed and can now be assigned to the drop box.
9.	<p>We had been experiencing technical difficulties with the website and emails which are no resolved. Jon will therefore be adding the Club Meet pack and Meet file on to the website tomorrow. Claire will be handing out the meet packs to swimmers by the end of the week. Jenny will email the meet packs to clubs this weeks also.</p> <p>It was raised that Keith, Gloucester County Secretary, was still unaware of our intended Open Meet for April next year. Tree will chase Rhona to ensure date required has been requested. It was also advised that the April open Meet cannot be a level 2 due to Gloucester having a Level 2 Open Meet at the same time.</p>
10.	<p>AOB</p> <p>We really need to get a fundraiser underway – Jackie will write this advert for the website.</p> <p>Tree needs to organise the AGM.</p> <p>Awards night, proposed date of September 15th. Jackie will ask for volunteers to organise this.</p>

Date and location of next meeting: 11th September 2018 @ 19:00 – Soft Play area KLC.