

Soundwell Swimming Club

Committee meeting minutes

Location: Kingswood leisure Centre. **Date:** 8 June 2017

Present: Rhona Phelps, Jon Wills, Jackie Weatherall-King, Andrea Hobbs, Rachel Rogers, Michelle Johnson, Sadie Johnson, Alison Williams and Theresa O'Donnell (Tree).

Apologies: Darren Stone, Paul Woodruff, Mike Smith, Jenna Britton-Cooper and Michelle Johnson.

Agenda items:

1. Actions from previous meeting
2. Head coach report – Jon Wills
3. C.O.B meeting update
4. Land training
5. Volunteers Process – inc DBS checks and organisation
6. Academy / Learn-to-swim report
7. Health& Safety / Child protection
8. Swim 21 – development plan
9. Finance – Andrea Hobbs
10. Plans for Cardiff Camp – see attachment.
11. Open Meet update
12. Summer Training opportunities
13. Sprint fees
14. Important documents
15. A.O.B

Actions Carried Forward From Previous Meetings

	Action	Owner	Date	Status
3.3	Lou to confirm etiquette course costings with Andrea. Update – Rhona spoke to Marion at the C.O.B meeting and confirmed that a session will be run for all Welfare officers in the area.	LF	09/03/17	Closed
3.4	Rhona to review and compose confirmation regarding the responsibility of swimmers at the pool and at gala's. Update – C.O.B will be sending Rhone their document which she will review once received, as we need to consider different pools used. New Action point 6.1	RP	09/03/17	Closed
3.8	Alison to provide list of unpaid ASA fee swimmers to Jon and squad coaches. Update – 8 remain unpaid – Please see key discussion point 1 and Action 6.5.	JW	09/03/17	Closed
3.9	Rhona to advertise for and set up a working group for the Open Meet. Update – This has been done please see action 6.2 Darren to email Tree the changes to the Open meet conditions for circulation and review. Update this was done a couple of months ago and should be closed. Darren to email promoter details to Rhona. Update – Rhona has taken on the role of promoter and we are waiting confirmation back from the ASA. Darren and Rhona to look into Team Unify demo. Update please see action point 6.3	RP, DS & Tree	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. Update – This is still outstanding and with Tree.	Tree	09/03/17	Ongoing

Title

4.2	<p>Denise and Jon to update Darren with names of current coaching and teaching team so that the website can be updated.</p> <p>In addition Dave Clements to be removed as Vice Chair due to work commitments. Update – Names are up on website – Jon to take photos of coaching / teaching staff to be added to website.</p>	JW & DS	11/04/17	Closed
4.3	Jon and Rhona to continue communications with COB and Beacon re additional pool time. Update – Please see Key Discussion point 3	JW & RP	11/04/17	Closed
4.5	Lou to book activity for Crystal Palace after Jon has confirmed type of activity required.	JW & LF	11/04/17	Ongoing
5.1	Land Training job advert to be placed in Uni's and other gyms – Update – still no interest, adverts will continue, C.O.B have a new Land Trainer who we can approach to see if interested in also training our swimmers.	JW	11/05/17	Ongoing
5.1	Workforce ASA details to be provided to Sadie / Rachel by the end of May.	LF / SF	11/05/17	Ongoing
5.2	Policy's and important documents required to be discussed at the next meeting.	All	11/05/17	Carried Forward
5.3	Rhona to ask C.O.B to run a Level 1 Officials course. Update – C.O.B asked, however no dates, but Simon and Tracy are going to be running a course, date to be confirmed.	RP	11/05/17	Closed
5.4	Finance Policy to be completed and put on website	AH	11/05/17	Ongoing
5.5	Rhona will give details to Sadie / Rachel of Herbie re the club constitution agreement.	RP	11/05/17	Closed
5.6	Rhona will put out an urgent request for a Meet Promoter Update – No-one has volunteered for the promoter role, however, Rhona has taken on this role in order for the Open Meet to go ahead.	RP	11/05/17	Closed

Actions from this meeting

	Action	Owner	Date	Status
6.1	Rhona to review C.O.B document regarding responsibility for swimmers.	RP	08/07/17	New
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 Meet as her role of Promoter.	RP	08/07/17	New
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	New
6.4	Jon to take photo's of teaching staff and coaching staff, if not already photos on website.	JW	08/07/17	New
6.5	Andrea to check bank account re outstanding ASA fees and those remaining unpaid to be written to.	Ah, AW & RP	08/07/17	New
6.6	Rhona to confirm with Emily Taylor that we'd like her assistance with KLC meetings.	RP	08/07/17	New
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.	LF & AW	08/07/17	New

Title

6.8	Jackie to provide list of new volunteers to Lou for new registration process to begin. Please see key discussion 5.	JW-K	08/07/17	New
6.9	Lou to send a copy of the camp risk assessment by email to Sadie	LF	08/07/17	New
6.10	Tree to liaise with Ashley re meeting re Cardiff camp plans	Tree	08/07/17	New
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.	AH, LF & RP	08/07/17	New

Key Discussion Points

Ref	Key Discussions
1.	<p>Rhona welcomed everyone to the meeting. Actions from the previous meetings were discussed, please see updates above.</p> <p>When discussing Action 3.8 it was determined that 8 people still remained unpaid and there was a discussion surrounding how long we chase these swimmers. An agreement was made that Andrea would do one last check to see if fees have been paid and if not then the swimmers / parents would be contacted and advised that they / their swimmer would not be able to continue to train unless these fees are paid, not only because ASA fees enable the swimmer to train and compete, but our policies state that fees need to be paid.</p> <p>There then followed a discussion about squad movements from LTS to D squad as those swimmers ASA fees increase and as a result of recent movements there's a further 10 swimmers not paid. ASA need to be informed of these movements and the fees increase, however, it was agreed that the increase will be paid by the club until the next ASA fee renewal.</p>
2.	Jon went through his report – please see attached.
3.	<p>At this point Jon had to leave the meeting to go and Land train.</p> <p>Regarding extra pool time Rhona explained that the club had been offered pool-time at Hengrove, however, they did not fit in with our training schedule and the swimmers need to have some rest.</p> <p>Keynsham were unhappy with their pool fees costs and it would seem that our pool fees are about average.</p> <p>It was determined that all poolside people need to have Safeguarding training, including chaperones. Alison and Lou need to compile a list of all poolside helpers from Jon and Denise, including swimmers who are over 18. These people will then need to be booked on to a safeguarding course.</p> <p>There then followed a discussion regarding swimmers who are 18 helping out poolside and whether they need to be DBS checked. It was agreed that DBS checks are for all people over 18 who repeatedly work with children. Lou has contacted Marion and is awaiting some clarification regarding this matter. In the meantime, swimmers should not be poolside unless they are swimming / have swum at an event, or unless they are volunteering or helping then they shouldn't be poolside.</p> <p>C.O.B advised that from September there is going to be a change in how swimmers move across clubs. There will be two entry points per year. Originally agreed criteria will still apply, eg swimmers need to be 16 from Soundwell. Once the swimmer is accepted by COB they will be given two terms and if they do not meet the required standards for attendance, attitude and / or ability then the original club will need to accept them back.</p>
4.	Land training was then discussed. Concerns were raised regarding the intensity of the land training particularly for the younger swimmers. Tree advised that she attended a Monday session in her capacity as chaperone and team manager and spoke to the swimmers regarding their behaviour and also about what they thought land training was for and what they wanted land training to help them achieve and they answered these questions in writing which have been handed to Jon. Prior to the session, the trainer next door advised that the swimmers were not only loud, but were often rude about her and to Luke and previously Alex. Tree noted that the noise levels from the session next door were fairly loud and it was difficult for the swimmers to hear what was being said and was also concerned that the swimmers could be heard above the noise. She also noted that the session, which was the same as the previous 3 weeks, was not really engaging for the swimmers and there was an element of boredom, however Luke was doing as good a job as he could under the circumstances. Tree fed all this back to Jon. Sessions since have been more varied and the children have been very well behaved. There were

Title

	<p>queries raised regarding the content of the land training, particularly for the younger swimmers, and also whether the swimmers were gaining anything from the Monday sessions and if they should continue, however as Jon was not present, no decisions were made regarding ongoing sessions.</p> <p>It should be noted that Ashley has expressed an interest in taking on the role if the club were able to fund his training.</p>
5.	<p>There is currently no clear process in registering new volunteers, this is also required for swim 21. Alison explained that when there is a new volunteer they need to complete a Cat 3 form which can be downloaded from the website. It was agreed that for now Jackie will provide Lou with names of the new volunteers, Lou can then start the DBS checks and forward the names to Alison for ASA registration. Once DBS checks received and ok, Lou will let the relevant coach / teacher / official co-ordinator / workforce co-ordinator know so that the new volunteer can begin training / assisting the club.</p> <p><u>It was agreed that there was need for a new Team managers course, which will need to be arranged.</u></p>
6.	<p>Tree read the LTS report. The key messages were as follows;</p> <p>Numbers remain the same as previous month although may change following an update on registers vs payments received.</p> <p>There were issues with the LTS email account but these have been resolved with a big thank you to Darren for his help. Whilst still unable to access previous emails, all new emails can now be seen and responded to.</p> <p>We have 8 swimmers ready to move from learner pool to main pool but only two spaces currently available.</p> <p>Due to half term holidays we have been short for normal teacher cover. Denise, and the committee would like to say a special thank you to Helen Potts, Matt Swannell (covering the learner pool instead of his usual group), Simon Bratchel, Bea Reed and Claire Kerslake for their help in delivering a high standard of teaching.</p> <p>Proposed term dates have been sent to Andrea, Tree & Jon and these have been agreed and are now on the website.</p>
7.	Lou confirmed that there are currently no welfare issues.
8.	<p>Swim 21 update:</p> <p>Jon and Denise are unable to locate their safeguarding certificate. Sadie needs four more certificates, Denise, Claire, Lou and Stuart, as it can't be Jon (his is required separately). Tree will try and find Safeguarding course contact details so that they can be approached directly for copies of their certificates.</p> <p>Lou needs to send a copy of the risk assessment for Cardiff camp to Sadie.</p> <p>Andrea asked whether we could explore Gift Aid in year 2 and also research alternative business models eg community business models.</p>
9.	<p>Finance:</p> <p>Andrea said that the On-line banking is proving really useful.</p> <p>She is still trying to get the budget complete.</p> <p>Andrea announced that she is going to be stepping down from the Treasurer role in September.</p> <p>It was then discussed that it would be helpful if there was also a Vice treasurer role in the future.</p> <p>Anyone interested in doing the Treasurer or vice treasurer role please contact Andrea now.</p>
10.	<p>Prior to the meeting Ashley's plan for Cardiff camp was circulated for review. There were lots of positives, but also some constructive feedback and it was suggested that a meeting is arranged with Ashley, Claire, Jon, Lou and Tree to go through the plans in a bit more detail and share ideas.</p> <p>We then discussed the camps in more detail;</p> <p>Queries had been raised from some parents regarding payments for the camps, and there were concerns from some that they may not be able to fully pay for the camp prior to their commencement. In the first instance Andrea needs to check how many camp deposits have been paid and provide this information to Lou for final amounts to be calculated. Andrea and Rhona can then look to see if any subsidies can be made. It was agreed that if anyone is going to struggle to pay the fees before the camps start to please contact Andrea so that payment plans can be considered.</p>
11.	Open meet update provided in actions.
12.	Denise had received queries from parents regarding training in the summer. With the upper squads having training continuing into the summer holidays and beginning again before they end, Jon confirmed

Title

	that the swimmers have a total of 4 weeks off and the idea is for everyone, coaches and teachers included, to have a break. Should swimmers wish to keep up their fitness in the summer there are Swim Fit sessions available in various leisure centres.
13.	A query was received concerning Sprint fees and arrangements to pay as you go for under 18's as it was believed that some similar arrangements had been made in the past. It was confirmed that there are currently no arrangements in place for under 18's to pay per session. The only arrangements that are in place are for the Masters swimmers who are over 18. It was confirmed and agreed at the meeting that Sprint squad fees are £50 per month. Swimmers over 18 who wish to train as Masters should pay £4 per session to Ashley.
13.	<p>A.O.B</p> <p>We have received an email from Emily Taylor at the ASA development team as they have been contacted by KLC as they wish to resume meetings with the club. We agreed that we would like to have her involvement in these meetings and Rhona will confirm this with her.</p> <p>A discussion took place regarding the process for poolside help at gala's. Normally 4 poolside passes are provided for clubs intended for both coaches and team managers, however, it has been noted that more than 4 adults have been poolside at some meets. It was agreed that 5 passes should be requested for meets in which swimmers who require additional support are attending, and if not then 4 passes should be requested and the number of helpers adhered to. After the meeting Tree discussed this with Jenny who advised that the maximum passes provided at all meets is 4, however if extra support is required poolside for swimmers then we need to provide further details confirming the reasons for extra support for the organising club to consider.</p> <p>Simon Foster has asked if we could order more Officials tops and Jon mentioned that we also need to order Nationals tops. This was agreed – to be arranged and ordered through Michelle.</p> <p>There was an offer of help to assist with the Workforce co-ordinator role. It was agreed that this may be helpful in regards to succession planning. Lou will discuss this with Simon.</p>

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