

# Soundwell Swimming Club

## Committee meeting minutes

**Location:** Kingswood leisure Centre. **Date:** 12 June 2018

**Present:** Rhona Phelps, Jon Wills, Jackie Weatherall-King, Alison Williams, Rachel Rogers, Louise Disney, Tree O'Donnell, Tracy Blake, Christine Turner, Donna Hussey and Claire Kerslake.

**Apologies:** Tracey Ellis, Stuart Mason, Christine Turner

### Agenda items:

1. Actions From Previous Meetings
2. Finance update
3. Gloucester Grant Return
4. Spain Camp in costings decision
5. Head Coach Report
6. Learn to Swim and Pathway matters
7. Swim Mark
8. Club Status
9. GDPR
10. Team Manager presenter
11. Open Meet
12. 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. <b>Update</b> – Tree has been in discussions with Team Unify and will be arranging a demonstration shortly.	Tree	08.05.18	Ongoing
5.2	Tracy B will draft an email regarding data and Alison will email this to swimmers/parents/guardians. Tracy to send wording to Jon to put a notice on the website explaining what's happening.	TB & AW	08.05.18	Closed
5.3	Jon to speak to C squad and to update Paul and Ashley and the website re Monday 6-7 session being open to all of C squad.	Jon	08.05.18	Closed
5.4	Jon needs to update the Website to show that Tracy B is now the Treasurer	Jon	08.05.18	Closed
5.5	Tracy B will speak to Darren about Drop Box access.	TB	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.	AW & Tree	08.05.18	Ongoing
5.7	Jon to speak to Sprint Squad re tickets to be bought from shop. Tracy B to print out some tickets.	JW & TB	08.05.18	Closed
5.8	Review Mini Series hats at next meeting.	All	08.05.18	On Hold
5.9	Tree to book a meeting with Club Officers and Rob Ireland re club status.	Tree	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	Ongoing
13.6	Potential candidates for Level 1 Coaching – <b>Update</b> – Claire is booked on to a Level 2 caching course.	JW	13/02/18	Closed

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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. <b>Update</b> – this issue remains ongoing, but is in hand and the action is therefore closed.	JW	13/02/18	Closed
3.1	Rhona to Contact Steve Nicholls re changing Easy Fundraising payment in to new club account. <b>Update</b> this has been done.	RP	11/04/18	Closed
3.2	Tree to draft Hardship fund documentation ahead of next month's meeting and discuss Hardship fund amounts with Andrea. <b>Update</b> Tree still needs to draft the guide.	Tree	11/04/18	Ongoing
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. <b>Update</b> Please see key discussion point 9 below.	TB & SM	11/04/18	Ongoing
3.5	Tree to look at compiling a risk assessment with Claire and Jo for Spain camp. <b>Update</b> – this is still in the process of being done by Tree	Tree	11/04/18	Ongoing
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	Ongoing
3.8	Tree to talk about Claire putting a notice up re travel insurance requirements for camp. <b>Update</b> Jon to put up a notice regarding this.	Jon	11/04/18	Ongoing

## Actions from previous meetings

	Action	Owner	Date	Status
6.1	Tree to circulate documents submitted by Stuart for agreement	Tree	12/06/18	New
6.2	Donna to shred documents found in cabinet	DH	12/06/18	New
6.3	Donna will double check Welfare and level 2 team manger training requirements for people attending the camp	DH	12/06/18	New
6.4	All chaperones must attend a safeguarding course prior to attending camp.	CT	12/06/18	New
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	New
6.6	Camp meeting to be held	CK, JW & RP	12/06/18	New
6.7	Jon to speak to coaches about the badges and the criteria to achieve them.	Jon	12/06/18	New
6.8	Jon to review the swimmers in the pathways groups and speak to parents regarding them joining the club.	Jon	12/06/18	New
6.9	Rhona to send a copy of Jon's PDR to Rachel / Sadie	RP	12/06/18	New
6.10	Jon to put out an advert for the Land Training Role	Jon	12/06/18	New

## Key Discussion Points

Ref	Key Discussions
1.	Rhona Welcomed everyone to the meeting and we went through the actions from previous meetings. Please see updates and above and more detailed information below.  5.1 – Tree has been in discussions with the Team Unify sales team and it was agreed to arrange a demonstration for the following Tuesday after 7.

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	<p>Stuart circulated documents regarding the clubs actions should GDPR requests be made prior to the meeting, but there was not enough time for them to be circulated to all ahead of the meeting. Tree will forward these on to the committee for approval.</p> <p>Donna has been through the documents found in the cupboard and will shred these documents, however the ones relating to Swim 21 will need to be reviewed by Rachel.</p> <p>It was also mentioned during this discussion that someone in welfare should be in attendance on the camp, previously this has been done in Cardiff camps. Donna will check if a coach can be considered as welfare as Claire is trained in Welfare. Then general training for all chaperones attending camps was discussed and Donna will double check the basic requirements with Swim England / Wave Power. It was, however, determined that all chaperones need to attend a Safeguarding training course. Unfortunately there is no level 2 team manager course trainer available in the SW, whilst there is a course in Reading in September, we need to establish whether all chaperones need to attend this course and Jo Soteriou and Tree are both level 2 trained.</p>
<p><b>2.</b></p>	<p>There is currently £16000.00 in the main account. Andrea is currently still finishing the overall accounts, however it has been identified that there has been a significant over spend of £14000.00 this year, which is currently being looked in to. It was agreed that we definitely need to run a second Open Meet and the fees will need to be increased, although we need to await the final budget before we can determine the fee increase. Once the budget is finalised Rhona and Tracey B will need to go through the fees to determine the increase and bring this to the following committee meeting for agreement.</p> <p>The talent lane funding has not been received, however this is being chased.</p> <p>It was again discussed of the importance of coaches referring to Louise Disney prior to squad movements as some swimmers have been moved ahead of this and fees are owing. Jon will remind coaches of this requirement ahead of squad movements.</p>
<p><b>3.</b></p>	<p>We have not received the Gloucester Grant funding yet and Tracey B is in the process of applying for this. Jon confirmed that we need some TheraBands.</p>
<p><b>4.</b></p>	<p>Claire has worked incredibly hard to try and keep the costs as low as she could on the bookings. We lost out on the flights home as they had increased significantly, which resulted in her booking the return flights to Luton Airport and a coach back as that was the cheaper option. Three scenarios were discussed and it was agreed that the club would contribute £4000.00, which is £1000.00 more than budgeted and the final cost would be £726 per swimmer which is only £11.00 more than initially estimated. Bearing in mind the aforementioned financial update, fundraising will be essential for the club, this will be additional to any individual swimmers fundraising. Claire, Jon and Rhona will hold a camp meeting the Friday after next so that parents are provided with the final costs, insurance details, flight details etc.</p>
<p><b>5.</b></p>	<p>Please see Head Coaches report attached.</p> <p>In addition Jon is interested in introducing badges to Bronze to B Squad and that these can be issued with each squad movement. The badges would be bought in bulk and can then be sold to parents. This would not only benefit the club financially, but it would also be something tangible for the swimmers to aim for and obtain. Jon will speak to the relevant coaches regarding introduction of the badges and the criteria required for the swimmers to achieve them.</p>
<p><b>6.</b></p>	<p>LTS - They finish their term on Sunday 22nd July &amp; as they only have 5 weeks break, they should return on Wednesday 29th August however, this is different from main squads. The provisional dates for Season 2018/19 are as follows: Term One - Wednesday 29th August - Sunday 16th December inc (16 wks) Term Two - Wednesday 3rd January '19 - Sunday 14th April (15 wks) Term Three -Wednesday 24th April - Sunday 21st July ( 13 wks) It was confirmed that these dates would be ok.</p> <p>Denise has advised it is proving difficult to enrol swimmers on Friday evenings @ 20:00-20:30. We currently have only 3 swimmers &amp; two are almost ready to move to main pool lessons and it was agreed that it would be more cost effective if we wind this group up.</p> <p>In addition to Jon's coach's update above Denise is starting badge assessments over the next few weeks in preparation for moving swimmers to Active (mainly for swimmers currently in Bronze who are unable to progress.)</p> <p>Pathway-</p> <p>We have several talented swimmers in the pathway group who will definitely be suitable for the</p>

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	<p>competitive squads (C or D Squad.) As we are now halfway through, we need to appoint someone who will select the swimmers (should not fall on the teacher as neither Jo or myself are involved with coaching these squads &amp; also teach for Active.) We also need to appoint someone to discuss with parents what is expected if they join the club. Jon agreed to do this.</p> <p>There is concern that the payment documents do not state 12 month payment plan and also that the bank account details are for the wrong bank.</p>
<b>7.</b>	<p>Jon's info is up to date, although Rhona needs to provide Sadie / Rachel with his PDR. Chris' work force info is in hand and ready to go. The Risk assessment is in the process of being written. Safeguarding info is all in hand.</p>
<b>8.</b>	<p>A meeting was held with Tracey Ellis, Rhona, Tracy Blake and Rob Ireland. There is a lot to consider and we are still looking at our options, more information will be discussed at the next meeting.</p>
<b>9.</b>	<p>Stuart circulated documents regarding the clubs actions should GDPR requests be made prior to the meeting, but there was not enough time for them to be circulated to all ahead of the meeting. Tree will forward these on to the committee for approval.</p> <p>Donna has been through the documents found in the cupboard and will shred these documents, however the ones relating to Swim 21 will need to be reviewed by Rachel.</p> <p>It was also mentioned during this discussion that someone in welfare should be in attendance on the camp, previously this has been done in Cardiff camps. Donna will check if a coach can be considered as welfare as Claire is trained in Welfare. Then general training for all chaperones attending camps was discussed and Donna will double check the basic requirements with Swim England / Wave Power. It was, however, determined that all chaperones need to attend a Safeguarding training course. Unfortunately, there is no level 2 team manager course trainer available in the SW, whilst there is a course in Reading in September, we need to establish whether all chaperones need to attend this course and Jo Soteriou and Tree are both level 2 trained.</p>
<b>10.</b>	<p>Marion has stepped down from providing the training for Team Manager courses. Swim England need to update the course and will hopefully find a replacement trainer.</p>
<b>11.</b>	<p>It was agreed that we would keep the same programme as last year and will go on the website. It was agreed that the races will increase to £8 per race.</p> <p>We are currently looking at finding a date for a gala in April, possibly a level 2 and the level 4 club championships will be in June.</p>
<b>12.</b>	<p>A.O.B</p> <p>Jon is currently not getting paid for the Saturday sessions and he would like to keep these on from September. It was agreed that he would get paid for these sessions. We do need to ensure that if younger swimmers are invited to attend these sessions they need to pay the amount that other swimmers pay to attend these sessions. A communication will be going out regarding this.</p> <p>There is still an issue with the consistency with Land Training although some swimmers are enjoying more than previously. Jon needs to put out an advert for the role as this will be vacant from September.</p> <p>There were issues regarding the Mini series and the documentation required for this as well as poolside assistance. As the minutes are being produced after the event I believe this is now a moot point.</p>

**Date and location of next meeting: 10 July 2018 @ 19:00 – Soft Play area KLC.**