

# Soundwell Swimming Club

## Committee meeting minutes

**Location:** Kingswood leisure Centre

**Present:** Rhona Phelps, Jon Wills, Darren Stone, Paul Woodruff, Jackie Weatherall-King, Andrea Hobbs, Rachel Rogers, Michelle Johnson, Sadie Johnson, and Theresa O'Donnell (Tree).

**Apologies:** Paul Woodruff, Alison Williams, Lou Foster, Mike Smith, Jenna Britton-Cooper and Michelle Johnson.

### Agenda items:

1. Actions from previous meeting
2. Head coach report – Jon Wills
3. Academy / Learn-to-swim report
4. Health& Safety / Child protection
5. Swim 21 – development plan
6. Finance – Andrea Hobbs
7. Finance Policy – Committee agreement required
8. Volunteers needed, new officials, training, etc
9. Mini series update
10. Open Meet update
11. Current providers – Tree
12. Important documents
13. A.O.B

### Actions Carried Forward From Previous Meetings

	Action	Owner	Date	Status
3.3	Lou to confirm etiquette course costings with Andrea. <b>Update</b> – Lou is waiting for Marion to get back to her.	LF	09/03/17	Ongoing
3.4	Rhona to review and compose confirmation regarding the responsibility of swimmers at the pool and at gala's.	RP	09/03/17	Ongoing
3.8	Alison to provide list of unpaid ASA fee swimmers to Jon and squad coaches. <b>Update</b> – 8 remain unpaid – Jon will approach parents.	JW	09/03/17	Ongoing
3.9	Rhona to advertise for and set up a working group for the Open Meet. Darren to email Tree the changes to the Open meet conditions for circulation and review. Darren to email promoter details to Rhona. Darren and Rhona to look into Team Unify demo.	RP, DS & Tree	09/03/17	Ongoing
3.10	Andrea and Jon to liaise regarding cancelled session refunds. <b>Update</b> – Closed at last meeting.	AH	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. <b>Update</b> – Tree will take this on and compose something to go on the website and in an email.	RP & Tree	09/03/17	Ongoing
4.1	Tree to compose training course commitment letter. <b>Update</b> – letter complete and sent to Denise and Jon 23/04/2017	Tree	11/04/17	Closed
4.2	Denise and Jon to update Darren with names of current coaching and teaching team so that the website can be updated. In addition Dave Clements to be removed as Vice Chair due to work commitments. <b>Update</b> – Denise has provided names to	JW & DS	11/04/17	Ongoing

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	Darren, Jon still needs to provide details. Dave has been removed as vice chair from website.			
4.3	Jon and Rhona to continue communications with COB and Beacon re additional pool time. <b>Update</b> – COB meeting on 12 May 2017 which is going to be attended by Jon, Paul and Rhona. An update will be provided at the next meeting.	JW & RP	11/04/17	Ongoing
4.4	Jon to approve advert for Land Training role and ensure advert is posted on Club and ASA website and in gyms.	JW	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
4.6	Lou to put up notice after Easter requesting £50.00 camp deposits.	LF	11/04/17	Closed
4.7	Rhona to compose advert requesting help to organise the Open meet.	RP	11/04/17	Closed
4.8	Tree to write letter to be given to parents requesting help to organise the impending mini-series. <b>Update</b> – email sent to all parents.	Tree	11/04/17	Closed
4.9	Jackie to organise raffle for the mini-series and bag up sweets to sell.	J W-K	11/04/17	Closed
4.10	Rhona to contact COB chairperson regarding referral process. <b>Update</b> – This was resolved subsequent to the meeting. In addition Rhona, Paul & Jon are attending the COB meeting on 12 May 2017.	RP	11/04/17	Closed

## Actions from this meeting

	Action	Owner	Date	Status
5.1	Land Training job advert to be placed in Uni's and other gyms	JW	11/05/17	New
5.1	Workforce ASA details to be provided to Sadie / Rachel by the end of May.	LF / SF	11/05/17	New
5.2	Policy's and important documents required to be discussed at the next meeting.	All	11/05/17	New
5.3	Rhona to ask C.O.B to run a Level 1 Officials course.	RP	11/05/17	New
5.4	Finance Policy to be completed and put on website	AH	11/05/17	New
5.5	Rhona will give details to Sadie / Rachel of Herbie re the club constitution agreement.	RP	11/05/17	New
5.6	Rhona will put out an urgent request for a Meet Promoter	RP	11/05/17	New

## Key Discussion Points

Ref	Key Discussions
1.	Rhona welcomed everyone to the meeting. Actions from the previous meetings were discussed, please see updates above.
2.	Jon went through his report – please see attached. Alongside the report the following was discussed; Land trainer role – At the moment there has been little interest in the advert. Currently Luke is undertaking Monday's session, and it was asked whether the club would be happy to fund his

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	<p>qualifications for the role, however, he is unable to take the Wednesday and Thursday sessions. It was suggested that the job advert is also placed in Bath Uni and the UWE and other sporting venues. Tree asked whether there had been any feedback from the advert so far and whether the money was enough, there has been no feedback and the rate is negotiable depending upon qualifications and experience.</p> <p>Jon asked whether the club could subsidise a meal for the Coaches, teaching team and the Committee as a way to socialise outside of the club and also in recognition of the help given to the club. Various scenarios were discussed and it was agreed that the club could subsidise a meal for regular volunteers for the club, sometime in the summer, before Nationals. No Action was taken to organise this however.</p> <p>Jon has purchased a pacing clock which is placed under the swimmers hat and beeps accordingly. This is currently being trialled on a swimmer and if it helps improve their pacing Jon will look to request agreement to purchase more for the club. Each clock costs £31.00.</p>
3.	<p>The Learn to swim report was discussed – please see attached.</p>
4.	<p>Lou was not at the meeting today, however she advised that there is currently one Welfare issue which is being looked in to.</p>
5.	<p>Swim 21 – Sadie explained that we need to provide a risk assessment for an out of training activity. It was agreed that there were plenty of examples from previous camps which could be reviewed.</p> <p>Safe Guarding certificates still need to be provided to Sadie.</p> <p>Details of Workforce ASA numbers need to be provided and updated by the end of May.</p> <p>The club Constitution needs to be agreed and the agreement evidenced. Rhona will give details to Sadie / Rachel of Herbie so that they can refer this to him, he has done this in the past.</p> <p>Sadie needs to confirm where the club’s first aid box is and the emergency phone is etc. It was generally agreed that the club shouldn’t need a first aid box as such because where we are with swimmer’s eg pools, coaches, hotels, they are responsible to have the first aid equipment, plus whoever administers first aid should also be first aid trained and that’s not always guaranteed when it comes to Team Managers etc.</p> <p>It was also discussed that if accidents do happen, we need a copy of the accident report completed on site as well as our own accident record.</p>
6.	<p>Finance Report – Andrea went through the finance report – please see attached.</p> <p>Key points were as follows;</p> <p>50% of swimmers have changed their payments to the new bank account. Jackie is going to use the old bank account for the 100 club.</p> <p>Currently Jon invoices the club for two sessions on a Monday and agrees to pay the extra £15.00 for people who help with the Kingswood session on a Monday as he cannot be at 2 places at once. This arrangement goes back some time. Whilst this has been agreed with Luke, Bea was not receiving this payment towards the end of her cover and she will need to invoice Jon and the club will pay due to there being some confusion.</p> <p>The payments for Masters sessions were discussed and there is possibly some inconsistencies and Andrea will check with Ashley as to how these payments are collected and when.</p> <p>Until a replacement is found for Land training Luke will be paid for the Monday sessions.</p> <p>There is some concern that there are some DD’s being set up on the Camp bank account. Fortunately the bank are stopping these but they seem unable to clarify how these are being set up. Andrea’s keeping a close eye on this account.</p>
7.	<p>The Finance Policy was circulated prior to the meeting. Andrea was thanked for providing such a thorough document. The two elements highlighted in the report which needed agreement from the committee were as followed and were agreed upon;</p> <ul style="list-style-type: none"> <li>a) On-line banking - We do have on-line facilities for the new bank account, however we need a system which protects both the users and the club for payments going out. So far the only payments which should be going out of the club are pool costs and coach fees. It was agreed that the committee can request copies of the account records at monthly meetings.</li> <li>b) It was agreed that the following payments will be authorised as follows;</li> </ul> <p>Expenditure of £50 or less can be approved by the Treasurer.  Expenditure of £50 - £250 can be approved by the Treasurer and Chair.  Expenditure of £250 or more will be taken to Committee for approval.</p>

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	<p>The above rules apply to both one off items of expenditure, or any on-going commitments (in such instances the annual cost will be used in applying the above rules).</p> <p>This policy will be added to the website shortly.</p>
<b>8.</b>	<p>The recent requests for volunteers was discussed. After last month's meeting emails were sent out requesting help for both the mini-series and the shop and there has been a good response.</p> <p>There are concerns with the CRB checks which need to be arranged for volunteers as Lou is currently the only one able to do them. There was a possibility that Emma Dodd could also help with these.</p> <p>There was a general discussion around succession planning for volunteers in order to avoid the recent desperate pleas for help in the future. It was generally agreed that we should all make ourselves available to help people interested in undertaking volunteer roles and sharing our knowledge such as shop cover, chaperone, team manager roles etc as we won't be doing these roles forever and it helps to share the load.</p> <p>In addition, Andrea's Finance policy is a good idea to have in place should Andrea no longer be in a position to do the finance role and it was agreed that we should at least look in to having policies set up for other roles eg Workforce co-ordinator and the Competition secretary etc.</p> <p>We really do need more officials to help with mini series etc. Rhona will ask at the next C.O.B meeting to run a Level 1 course in the near future which we could put some volunteers on.</p>
<b>9.</b>	<p>So far there have been a lot of volunteers offering help for the impending mini-series. Jackie will email Simon a list of volunteers so far and there needs to be some clarification as to who wants to do what, we need to play to volunteer's strengths.</p> <p>We already have people volunteering to take on the organising of next years Soundwell mini-series which is great.</p>
<b>10.</b>	<p>We have had offers of help from some people which is great, however we still need a meeting promotor – essentially a volunteer who will oversee the organisation of the open meet. If we do not have one then we won't be licensed and we won't get many swimmers attending from other clubs so it is essential that we have a Meet Promoter. Rhona will put out an urgent appeal.</p>
<b>11.</b>	<p>Tree asked whether we were happy with our current providers of hats, equipment etc as she receives emails with offers and wondered whether we wanted to consider any of them or were happy to stay with our current ones. We have recently changed to pro-swimwear for equipment and are happy so far and Doug Hilliard are very convenient and ideal for t-shirts etc.</p>
<b>12.</b>	<p>Tree asked about the important documents that have already been placed in the Drop Box and wondered whether anyone could think of other documents. It was agreed that we would bring this to the next meeting and also Darren would set up a secure folder where sensitive documents, such as contracts, could be kept, he will also add Jenny to the Drop Box invite.</p>
<b>13.</b>	<p>A.O.B</p> <p>Jackie informed us that she already has some very good items for the Silent Auction. It was agreed that the auction would be run on the desk, however anonymous bids could be made by email to the Fundraiser. A notice will go up on the board asking for items. Payments for items will need to be made by cash or cheque. It was also agreed that the Auction will begin on 1<sup>st</sup> November and run for 3 weeks and there will be regular updates. Once the Auction is over, payment of the items will need to be received within 14 days, otherwise the items will be auctioned off again.</p>

**Date and location of next meeting: 8<sup>th</sup> June 18:30 – Soft Play area KLC.**