

Soundwell Swimming Club Committee meeting minutes

Location: Kingswood leisure Centre. **Date:** 14 November 2017

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

Apologies: Paul Woodruff, Tracey Ellis, Stuart Mason.

Agenda items:

1. Camps
2. Finance update
3. Club Status
4. Club Kit
5. Actions from previous meeting
6. Welfare
7. Update from Jon and Rhona re Circadian
8. Head Coach Report
9. Swim Academy
10. Club Development Plan review
11. Training & DBS checks
12. Swim Mark
13. Fundraising
14. Open Meet
15. A.O.B

Actions Carried Forward from Previous Meetings

	Action	Owner	Date	Status
6.4	Jon to take photo's of teaching staff and coaching staff, if not already photos on website. In addition volunteers with admin roles on the website also need their photo added to the website. Update – Ongoing. In addition Rhona will chase up the club photo.	JW & Rhona	08/07/17	Ongoing
6.5	Andrea to check bank account re outstanding ASA fees and those remaining unpaid to be written to. Update – As the new year approaches it was agreed that this action will be closed.	Ah, AW & RP	08/07/17	Closed
7.1	Lou to write policies regarding responsibilities for swimmers per location. Update – This will become part of our Swim Mark accreditation.	LF	18/07/17	Closed
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. Update This is ongoing, there are still some swimmers in Sprint and other squads paying in to the wrong bank account. Louise Disney and Andrea are working on this.	AH, JW & DP	18/07/17	Closed
9.2	Jon to update coaches / LTS co-ordinator of the arrears process. Update – All Coaches and LTS are aware of this now. In additions, Louise Disney is managing the fee payments and will work with Jon on a monthly basis regarding the fees owed etc.	JW & AH	12/09/17	Closed
9.8	Jackie will look to arrange the sponsorship of races at the Soundwell Meet. Update – Details have been passed to Darren to add to the Meet Programme.	J W-K	12/09/17	Closed

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9.12	Jon to cost and design new kit and bring info to committee for review and approval once done. Update – This has been done, please see key discussion point 4.	JW	12/09/17	Closed
10.1	Andrea to update club accounts and send to Darren to put on the website – Update – this was not discussed.	AH & DS	17/10/17	Ongoing
10.2	Tree to speak to ASA Friend to ask about guidelines for Hardship assistance – Update – This has not been done ahead of the meeting. However, subsequent to the meeting Tree has established that the ASA encourages clubs to have one in place in order to be inclusive. Tree will look at wording and submit to the committee prior to the next meeting.	Tree	17/10/17	Ongoing
10.3	Tree to add Club Status on to the agenda for next month's meeting.	Tree	17/10/17	Closed
10.4	Rhona & Jon to update the fundraising letter on the website.	Tree	17/10/17	Closed
10.5	Jon & Rhona to provide an update to the committee following the meeting with Swim 21 and Southwold. Please see coaches report. Update – please see key discussion point 7.	Jon & Rhona	17/10/17	Closed
10.6	Tree to send out Club Development plan ahead of next month's meeting.	Tree	17/10/17	Closed
10.7	Chrissie to provide list of names to Rhona of who needs to attend a Team Manager course and Rhona will ask Marion if she has any upcoming course dates. Update – Please see key discussion point 11.	Chris & Rhona	17/10/17	Closed
10.8	Tree to contact Lou and Simon re Risk Assessments. Update – This was done ahead of the camps.	Tree	17/10/17	Closed
10.9	Rhona to confirm with Paul that he can go ahead and order the medals.	Rhona	17/10/17	Closed
10.10	Tracey to speak to Simon re officials gifts at the open meet	TE	17/10/17	Closed
10.11	Tracey to look for starter equipment contact details at Gloucester SC Update – this has been sourced, however, we need a PA system.	TE	17/10/17	Closed
10.12	Darren to send coach ack documents to Tree and Tree, Sadie and Jackie to organise coach pack, order wrist bands etc and do seating plan. Andrea to organise the float. Update – Packs will be made up as well as seating plan arranged.	DS, Tree, SJ & JW-K & AH	17/10/17	Closed
10.13	Darren will set up abi-weekly conference call with all relevant Open meet organisers to ensure that everything is on track.	DS	17/07/17	Closed
10.14	Tree to book Horfield for next years Mini series.	Tree	17/07/17	Closed

Actions from this meeting

	Action	Owner	Date	Status
11.1	Jon to put up foreign Camp notices ASAP & Rhona to contact Sports Abroad to see if they can come and give a talk to parents.	JW & RP	14/11/17	New
11.2	Tree will speak to Rob Ireland to see if he has the capacity to look in to CASA further, he has previously looked in to it with Andrea. Rhona will speak to Emily Taylor to establish what other clubs are currently doing re their status. See key discussion point 3.	Tree & RP	14/11/17	New

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11.3	Rhona to review and update the Club Statement	RP	14/11/17	New
11.4	Tree to circulate another Club document ahead of next month's meeting.	Tree	14/11/17	New
11.5	Rhona will contact Marion to establish who needs to attend a Safeguarding course and to ensure that a Team Manager Course is arranged ASAO.	RP	14/11/17	New
11.6	Chris to provide DBS check name to Stuart and Stuart needs to familiarise himself with the DBS process and update the contact details	CT & SM	14/11/17	New
11.7	Rhona to arrange for Karen to be at GL1 on Friday 1 st Dec to go through technical things. Rhona to obtain the code for DE Photo. Rhona to obtain and provide GL1 with a copy of our insurance certificate. Rhona to review the intro in the Programmes.	RP	14/11/17	New
11.8	Darren to ask Jenny to send swimmers numbers to Tree so that she can complete the seating plan. Darren to organise the printing of programmes.	DS	14/11/17	New
11.9	Andrea to organise the float and pay the GL1 invoice.	AH	14/11.17	New

Key Discussion Points

Ref	Key Discussions
1.	<p>Rhona welcomed everyone to the meeting. Whilst the Agenda was not followed in the exact order above, for ease, I have minuted them in the agenda order.</p> <p><u>Camps</u></p> <p>Feedback from both camps is that they went really well, with good team building. Crystal Palace would not be used again, due to pigeon issues, but all in all the facilities were ok and the food good. Jon has spoken to a few swimmers from different squads to gage their feedback on the camps and the team building is key as he would like to get to know the swimmers from all squads, not just the swimmers from the squads which he specifically coaches. Both himself and Claire Kerslake have spoken to the other coaches and some chaperones and there is a real keenness for foreign camp to be open to all swimmers from C squad and up next year. They are both happy to take on the organisation of the camp and by using Sports Abroad as the main organisers. Tree has already secured the bookings for the pool and the YHA in Cardiff and deposit is due to the YHA imminently. It was agreed that it was very important to obtain an understanding of interest in the foreign camp so Jon is to put notices up on website and the notice board at KLC and Rhona will contact Sports Abroad to see if they can come to the club to give a talk. It was agreed that the camp would be 5 days in the October half term to ensure that the young swimmers were not away too long plus the swimmers with exams coming up were able to have time to also do their homework / revision. The training would be split between the younger squads and older squads. It was also suggested that parents of C squad swimmers are invited along, self paying of course. This is similar to what other clubs do with their foreign camps and it works well. Due to the higher costs of a foreign camp it was agreed that this needed to be acted on quickly and payment plans need to also be consider. Estimated costs, based on last years camp would be £750. However it is believed that this cost may be lower the more swimmers attend. All attendees agreed that this is worth pursuing, but conscious that we may lose Cardiff camp bookings.</p>
2.	<p>Andrea confirmed that £3000.00 has been transferred from the competition account into the reserve account which brings the total in reserves to £14000.00.</p> <p>The Camp account will be closed due to ongoing payment confusion issues.</p> <p>Some squad fees are still being paid into the old account, mainly Sprint swimmers fees.</p> <p>Louise Disney has taken on overseeing the fee payments and notifying Jon on a monthly basis of swimmers who's fees have not been paid. This is in line with previous agreements so that we can ensure</p>

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	<p>that fees are paid to date and also, as per the constitution, squad movements do not happen if fees are unpaid.</p> <p>The pre-paid card worked very well on the camps.</p>
3.	<p>Tree mentioned that she was concerned with the club status and the vulnerability of the Officers of the Club should things go wrong. In last month's meeting it had been suggested that we look at the status of the club so this was discussed. Andrea explained that a lot of the other big clubs are Ltd companies to ensure financial protection, however we have the reserves. In addition, the insurance which the club has is very comprehensive. It is worth noting, however, that some activities are excluded by the insurance and this needs to be considered when booking club activities and camps.</p> <p>Andrea has previously looked in to the club becoming a Community Amateur Sports Association (CASA), which would mean that we would be eligible for Gift Aid as part of the subscriptions could be considered a donation.</p> <p>Tree will speak to Rob Ireland to see if he has the capacity to look in to this further, he has previously looked in to it with Andrea.</p> <p>Rhona will speak to Emily Taylor to establish what other clubs are currently doing.</p>
4.	<p>Jon has been working on a new logo and club kit, which was circulated prior to the meeting – please see the attached coaches report to see the design. He explained that when Soundwell Swimming Club started, the club logo was a flying fish and he wanted to both recognise the history of the club whilst also acknowledging its future.</p> <p>Whilst there were mixed opinions on the design, the committee approved it.</p> <p>The shirts are £16 each and can be ordered directly from ZapKam. Design is not on there yet.</p>
5.	<p>Please see the above updates on the actions from previous meetings.</p>
6.	<p>Stuart Mason is currently the only Welfare Officer for the Club. After Christmas we will look to recruit a female Welfare Officer.</p>
7.	<p>Jon confirmed the following from the meeting with Southwold and Emily Taylor re the Circadian</p> <ol style="list-style-type: none"> 1) The clubs still have enough swimmers to be financially sustainable <ul style="list-style-type: none"> · So there is a strong link from learn to swim into club · With enough pool time at the right time for younger swimmers · And for Soundwell, the right pool time to be able to offer around 16/18 hours a week to a top squad and suitable land training space 2) Soundwell would like to grow the club further across more sites if this would help them to support a performance programme. 3) Southwold are comfortable with the time they have currently and their priority is sustainability. 4) Southwold understand that they need to start working towards SwimMark accreditation but getting back into the new pool is a priority. <p>They discussed that developing learn to swim to club links was the priority for the first part of 2018. Emily will arrange a meeting with Dean (Circadian) to take him through all the conversations and agree a way forward.</p>
8.	<p>Please See the Coaches Report attached.</p>
9.	<p>We currently have 146 on the Academy register with only a couple of non-attendees. We need to build the groups again following a large shift to D Squad.</p>
10.	<p>Tree circulated the Club Development plan ahead of the meeting. This plan is used to achieve SwimMark accreditation and the general feeling is that we should also actually use it, so it will become a working document, owned by SwimMark (Rachel & Sadie). If anyone wants to update the clubs objectives please let Rachel and Sadie know.</p> <p>It was noted during the meeting that some of the names need updating and the club statement needs to be reviewed on both this document and the website which Rhona will do.</p>
11.	<p>SwimMark states that all chaperones need to attend a Safeguarding course, which is different to previous advice. Rhona will look to clarify exactly who needs to attend a Safeguarding course.</p> <p>A Team Managers course needs to be booked ASAP. Rhona will contact Marion (Regional Welfare) to have a course booked. It is worth noting that these courses also contain a Safeguarding element.</p> <p>Chris advised that there are a lot of DBS renewals due next year. Stuart will need to process these and arrange for the contact names to be changed with DBS as the authorised names go back several Welfare Officers. Chris will provide Stuart a list of names of people who require DBS checks.</p>
12.	<p>Rachel & Sadie received contact from Mike Riggall saying that he had sent several emails to the club asking if we still wanted to be part of the Network. We all confirmed that no emails had been received.</p>

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13.	Jackie advised that we can be put in to a green token scheme draw in Asda in January and a bag pack has been booked for March. She also advised that there was a £350.00 grant which has not been applied for and all applications need to be submitted by 16 November. We discussed what the money could be used for and it was agreed that it could go towards providing new kit hats for all County Qualifiers.
14.	<p>Darren confirmed that the final sessions times are out. He will now go back to Cater Cater.</p> <p>Rhona needs to ensure that Karen is at GL1 on the Friday before the meet (1st December) Darren confirmed that he is now unable to make this meeting.</p> <p>We will need to obtain the code from DE photos, Rhona to action.</p> <p>The PA system is not yet confirmed. The cost of £140 was agreed to pay if required.</p> <p>The Starter system is confirmed.</p> <p>GL1 need a copy of the clubs insurance certificate which Rhona will provide.</p> <p>We are still awaiting confirmation of the number of officials in order for us to obtain thank you gifts. Jackie has a potential source for these.</p> <p>Laminator. Jenny was going to purchase this, however Jackie is now looking in to this. If we do 4 speeding tickets by page then we don't need a heavy duty laminator and you can buy them for £15. It was agreed that we would have "speeding lanyards", instead of just tickets.</p> <p>Darren to ask Jenny to send Tree the number of swimmers so that she can complete the seating plan.</p> <p>Jackie, Sadie and Tree to continue with the coach packs etc.</p> <p>It was agreed that we would fund the printing of 250 meet packs, and the printing of DQ sheets. which Darren will organise.</p> <p>We agreed to keep the entry fees as £3 per session and £5 per day with programme costing £2.00 all weekend.</p> <p>Andrea will sort out the float.</p> <p>Dave & Alison Williams are kindly donating the water carriers.</p> <p>Rhona's Lap top will be the spare lap top, we just need.</p> <p>Andrea to pay the GL1 invoice.</p>
15.	<p>A.O.B</p> <p>There wasn't any other business.</p>

Date and location of next meeting: 12th December 2017 @ 18:30 – Soft Play area KLC.