

# Soundwell Swimming Club Committee meeting minutes

**Location:** Kingswood leisure Centre.      **Date:** 17 October 2017

**Present:** Rhona Phelps, Jon Wills, Tracey Ellis, Christina Turner, Jackie Weatherall-King, Andrea Hobbs, Rachel Rogers, Darren Stone, Sadie Johnson, Stuart Mason, and Theresa O'Donnell (Tree).

**Apologies:** Alison Williams, Louise Disney, Paul Woodruff.

## Agenda items:

1. Actions from previous meeting
2. Finance update – inc camp payments
3. Level 3 Coach course agreement
4. Head Coach Report
5. Academy and Learn to Swim inc swim hats?
6. Confidentiality
7. Club Development Plan review
8. Recruitment drive planning
9. Upcoming Camps
10. Printing
11. Swim 21
12. Open Meet
13. Development gala
14. A.O.B

## Actions Carried Forward from Previous Meetings

	Action	Owner	Date	Status
6.3	Darren, Rhona, Jon and Jenny to review Team Unify – this is an action carried forward from previous meetings. <b>Update</b> As this hasn't been discussed at the last three meetings I have closed this action. If it needs to be revisited it can be raised at a future meeting.	RP, DS, JW & JB	08/07/17	Closed
6.4	Jon to take photo's of teaching staff and coaching staff, if not already photos on website. <b>Update</b> – This still needs to be done and it was also agreed that photo's of committee members also need to be put on-line, especially the Welfare Officers.	JW, DS & Tree	08/07/17	Ongoing
6.5	Andrea to check bank account re outstanding ASA fees and those remaining unpaid to be written to. <b>Update</b> – This action was not discussed.	Ah, AW & RP	08/07/17	Ongoing
7.1	Lou to write policies regarding responsibilities for swimmers per location. <b>Update</b> – This will need to be reviewed as part of our general review of all documentation.	LF	18/07/17	Ongoing
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. <b>Update</b> This was not discussed at the meeting	AH, JW & DP	18/07/17	Carried Forward
7.10	Rhona to organise Open Meet volunteer meeting. <b>Update</b> – Please see key discussion point 12.	RP	18/07/17	Closed
9.1	Andrea to look into options of debit cards for both the competition and the camp accounts. <b>Update</b> – Claire Kerslake is in possession of this card. We will need to amend our constitution as it currently states that we do not have any bank cards. It was agreed that the card would be loaded with £250.00 for Cardiff and topped up to £250 for Crystal Palace. Andrea will	AH	12/09/17	Closed

# Title

	also include the cost of the bowling for Cardiff as that will need to be paid also.			
9.2	Jon to update coaches / LTS co-ordinator of the arrears process. <b>Update</b> – This process did not happen with the last squad move, which took place just after the last committee meeting. JW still needs to advise his coaching team and Academy co-ordinator of this process and also Andrea needs to provide the monthly lists of those swimmers who's fees are not paid to date.	JW & AH	12/09/17	Ongoing
9.3	Jon to ensure that individual swimmers successes are put on the website. <b>Update</b> This has started to be done and will continue	JW	12/09/17	Closed
9.4	Jon and Ashley to ensure that camp plans are all in place.	JW	12/09/17	Closed
9.5	Tree to arrange a camp meeting for next week.	Tree	12/09/17	Closed
9.6	Jon to put a notice on the website confirming new arrangement at Winterbourne. Please see key discussion point 12. <b>Update</b> - This is new arrangement is being adhered to, so thank you to all parents complying to this.	JW	12/09/17	Closed
9.7	Tree to print off AGM letter and nomination forma and ensure that they are handed out to all club member swimmers.	Tree	12/09/17	Closed
9.8	Jackie will look to arrange the sponsorship of races at the Soundwell Meet.	J W-K	12/09/17	Ongoing
9.9	Paul will pass details of medals contacts and previous requirements to Rhona. Paul will also look at the trophy cabinet lock to see if it can be replaced. <b>Update</b> – Note sure about cabinet, however medals for the Soundwell meet are on order.	PW	12/09/17	Closed
9.10	At the next meeting discuss whether we wish LTS to wear swim hats. <b>Update</b> – This was discussed at the meeting and it was agreed that in light of the upcoming changes and discussions with Circadian, that this is not a cost we can bare at the moment.	All	12/09/17	Closed
9.11	Jon to ask Darren to add Pro-swimwear link to website. <b>Update</b> This has been done, however Jackie said that she will need to promote it more.	JW	12/09/17	Closed
9.12	Jon to cost and design new kit and bring info to committee for review and approval once done. <b>Update</b> – Jon is in the process of designing a new kit through a website. He will bring his designs to the next committee meeting for approval as we would like these ready to sell before Christmas. It was noted that there are currently no adult Soundwell swimming t-shirts at Doug Hillard.	JW	12/09.17	Ongoing

## Actions from this meeting

	Action	Owner	Date	Status
10.1	Andrea to update club accounts and send to Darren to put on the website – please see key discussion point 2.	AH & DS	17/10/17	New
10.2	Tree to speak to ASA Friend to ask about guidelines for Hardship assistance	Tree	17/10/17	New
10.3	Tree to add Club Status on to the agenda for next months meeting.	Tree	17/10/17	New
10.4	Rhona & Jon to update the fundraising letter on the website.	Tree	17/10/17	New

# Title

10.5	Jon & Rhona to provide an update to the committee following the meeting with Swim 21 and Southwold. Please see coaches report.	Jon & Rhona	17/10/17	New
10.6	Tree to send out Club Development plan ahead of next month's meeting.	Tree	17/10/17	New
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.	Chris & Rhona	17/10/17	New
10.8	Tree to contact Lou and Simon re Risk Assessments	Tree	17/10/17	New
10.9	Rhona to confirm with Paul that he can go ahead and order the medals.	Rhona	17/10/17	New
10.10	Tracey to speak to Simon re officials gifts at the open meet	TE	17/10/17	New
10.11	Tracey to look for starter equipment contact details at Gloucester SC	TE	17/10/17	New
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.	DS, Tree, SJ & JW-K & AH	17/10/17	New
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	New
10.14	Tree to book Horfield for next years Mini series.	Tree	17/07/17	New

## Key Discussion Points

Ref	Key Discussions
1.	Rhona welcomed everyone to the meeting and the actions from previous meetings were discussed – please see updates above.
2.	<p>The Independent review of the club accounts has been completed and some observations have been made. Andrea will update these changes and pass to Darren to replace the draft version on the website.</p> <p>Andrea asked whether we need both a main account and a camp bank account. It was agreed that as treasurer she needs to use whatever system suits her.</p> <p>We discussed the need of having guidelines for hardship funding as we currently don't have any. Whilst there is nothing in the constitution which pertains to any hardship funding, we may need to have some guidance, to ensure that we are treating everyone fairly and also to ensure that those who may require assistance know the principles. Tree will speak to her ASA Friend to establish whether we actually need guidelines or whether this is at the discretion of the club.</p> <p>Stuart raised the point that we need to change our club status as currently the three Officers of the club are liable. Rhona confirmed that this is one of the reasons why we have surplus in the bank account. Whilst it was agreed that this needed to be done, it was not agreed who would look into this, so this will be raised as an agenda item for next month's Committee meeting.</p> <p>We then discussed insurance for camps and it was confirmed that ASA membership covers this.</p> <p>Fundraising was then discussed and Tree pointed out that the fundraising letter on the website was very out of date. Rhona and Jon will update this and get this added to the website.</p>
3.	Jon has been accepted on the Level 3 coaches course which is due to begin in January. The course will cost £2100.00. This will involve two 2 day residential courses and assessments at KLC also. An agreement had been made previously that the club would fund this course with the understanding that if Jon leaves within 1 year of completing the course that he has to pay back half the cost, if he leaves within two years of completing the course he will repay 25% of the costs and it was agreed that this agreement should still stand. Subsequent to the meeting Jon has agreed to repay the full costs should he leave within 6 months of completing the course and the rest of the criteria is as above.
4.	Please see attached the coaches report. In addition to this, Jon mentioned that he was pleased with the general level of performance in competitions so far. Special mention to Roger Davis and Harry Kerslake for finishing in the top 25 in the country for 9 year olds.

# Title

<b>5.</b>	<p>There was no Academy update for this meeting.</p> <p>Prior to last month's meeting Denise had suggested that we consider swim hats for the Academy swimmers to be in line with the Leisure Centre Learn to Swim swimmers. It was agreed that in view of the discussions with Circadian we would not want to consider the cost of purchasing hats at this time.</p>
<b>6.</b>	<p>Whilst we do not want to be secretive, there will be confidential matters discussed during committee meetings which should not be divulged outside of the meeting. Anyone is welcome to attend a committee meeting, however Rhona wished to remind everyone who attends these meetings that they must abide by the confidentiality of these meetings and all items discussed should be treated with discretion.</p>
<b>7.</b>	<p>Unfortunately, this needed to be circulated prior to the meeting. Tree will ensure this is done prior to next month's meeting.</p>
<b>8.</b>	<p>Tracey suggested that approaching people on an individual basis can be very beneficial rather than a meeting, indeed Chrissie found this approach useful ahead of the Newport Arena League. We need to look at roles available and see who may be best suited, eg parents in D squad rather than parents in A squad. Chrissie said that she is aware of people wanting to be trained in the Team Manager course. She will provide a list to Rhona who will approach Marion for some dates.</p> <p>Tree re-iterated Jon's message from the AGM where parents of older swimmers who have been with the club for some time, talk to the parents of newer swimmers and gently try and get them involved.</p> <p>It was also agreed that Committee members and people who had roles within the club should have their photos next to the roles on the website so that people know who to approach.</p>
<b>9.</b>	<p>Camp meetings with parents have happened.</p>
<b>10.</b>	<p>Tree asked whether the club are happy to pay for printing costs moving forwards for adhoc expenses eg the recent Arena League printing required for the officials etc. It was confirmed that the club will pay for necessary photocopying or for ink cartridges for people who print documentation off using their home printers.</p>
<b>11.</b>	<p>Swim 21 is now SwimMark and we are approved and certified!</p> <p>We need to really start the process for next years submissions. We have 6 modules which need a "health check" including Head Coach's updated qualifications; Workforce; DBS process, risk assessments for residential trips, as an updated one has not been submitted for the last 2 years.</p>
<b>12.</b>	<p>There are still a lot of things which need to be finalised ahead of the Open meet. Darren clarified that we are full and all sessions are limited to 3 hours. Unfortunately, we have had to scratch some swimmers from some clubs purely because of numbers and submissions were received on a first come first serve basis.</p> <p>There is a total of 429 athletes, and applications have totalled £13000.00, however we are down by £500 than last year this could be because GL1 have put up their prices, however we haven't, and our sessions are shorter than last year.</p> <p>Paul is ready to order the medals, same as last year, but the cost is cheaper. Rhona will confirm with him that the medals are good to go.</p> <p>Catering costs have increased. Regarding officials thank you gift, Tracey will speak to Simon about the agreement that a bottle of wine / alcohol free wine should be given to officials who have officiated a minimum of 2 sessions.</p> <p>Tracey will also look for Gloucester SC starter equipment contact details. They intermated that a charge may be incurred for using their starter and we need to discuss this further with them.</p> <p>We needed someone to organise the seating plans coaching packs, order wrist bands for the door and Darren will send the coach pack details to Tree. During and after the meeting Tree, Sadie and Jackie offered to assist with this.</p> <p>Jackie is organising the raffle.</p> <p>Darren mentioned that there were new people who were going to be in the recording box, which is great, and as such he thinks it would be useful to have a get together prior to the meet to go through this.</p> <p>Darren said that it is vital to have an experienced cupboard marshalling steward as it is very important that this element of the meet runs smoothly. Rhona Volunteered Pete for this role and Claire Taylor was also mentioned as being experienced in this field and it was suggested that a meeting is had between experienced and new volunteers of this role to share top tips to ensure that this is slick.</p>

# Title

<b>13.</b>	Tree has approached the company she works for, for a donation in order to run inhouse swim meet as the one run a few years ago was very successful and was a real boost for the younger swimmers getting to compete in a friendly environment. Tree has asked for a contribution to cover the cost of the pool and she hopes that this could also become a club fundraising event. It was agreed that this should be a sprint meet and we could look to run it as a Level 4 licensed and a non-licenced club championships in order for 8 year olds to also take part. Once known if there can be external support, Tree will look to book this at either Horfield or Keynsham.
<b>13.</b>	A.O.B We need to book Horfield pool for the mini-series gala which we are hosting next year. Tree will be doing this.

**Date and location of next meeting: 14<sup>th</sup> November 2017 @ 19:00 – Soft Play area KLC.**