

# Soundwell Swimming Club Committee meeting minutes

**Location:** Kingswood leisure Centre.      **Date:** 12 September 2017

**Present:** Rhona Phelps, Jon Wills, Jackie Weatherall-King, Andrea Hobbs, Rachel Rogers, Alison Williams, Paul Woodruff, Sadie Johnson, Stuart Mason, Becky Oxley and Theresa O'Donnell (Tree).

**Apologies:** Darren Stone, Lou Foster.

## Agenda items:

1. Actions from previous meeting
2. Clarity of admin role of Head Coach
3. Documentation of role of bookings coordinator
4. Accommodation booking head coach
5. Revised subsidy rate for Head Coach overnight stays
6. Arrears policy
7. Head coach report – Jon Wills
8. Academy and Learn to Swim
9. Role's within the club
11. Camp Chaperones – Cardiff and London
12. Winterbourne pool – lifeguards and parent attendance
13. AGM
14. Swim 21
15. Open Meet
16. A.O.B

## Actions Carried Forward From Previous Meetings

	Action	Owner	Date	Status
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> – This is still outstanding however, it will become part of the review of documents as per update on 5.2 below.	Tree	09/03/17	Closed
5.1	Workforce ASA details to be provided to Sadie / Rachel by the end of May.	LF / SF	11/05/17	Closed
5.2	Policy's and important documents required to be discussed at the next meeting. <b>Update</b> – We will go through 2 policies at each meeting under the Swim 21 discussion in the hopes of updating all documents.	All	11/05/17	Closed
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. <b>Update</b> – Open Meet is an ongoing Agenda item and all actions will be picked up then.	RP	08/07/17	Closed
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	Carried Forward
6.4	Jon to take photo's of teaching staff and coaching staff, if not already photos on website. <b>Update</b> – Club photo has taken place and it was agreed that will give the opportunity to swimmers to purchase copies of the photo.  Jon still needs to take photos of coaching team.	JW	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

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7.1	Lou to write policies regarding responsibilities for swimmers per location	LF	18/07/17	Ongoing
7.2	Rhona will put Treasurer roles on the website. Also Amend Chairperson and Secretary roles to state that they are Officer roles.	RP	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	AH, JW & DP	18/07/17	Ongoing
7.4	Tree to send AGM email out and notices to be put on Website etc.	Tree	18/07/17	Closed
7.5	Final camp costs and reminders of hardship assistance to be put on the website.	LF	18/07/17	Closed
7.6	Jon to discuss with the other coaches who should be in receipt of an award and the club captains etc. Names to be given to Paul ASAP so that trophies can be engraved.	JW	18/07/17	Closed
7.7	Jon to put notice up on website requesting that the trophies are returned. Also to put up a notice about the presentation Evening – save the date.	JW	18/07/17	Closed
7.8	Paul to obtain trophies, old and new.	PW	18/07/17	Closed
7.9	Lou will ensure that Rachael / Sadie receive the volunteer info by 22/07/17	LF	18/07/17	Closed
7.10	Rhona to organise Open Meet volunteer meeting	RP	18/07/17	Ongoing
7.11	Rhona to speak to Andrea regarding what has previously been agreed for overnight stays and National Meets for the Head coach. <b>Update</b> – It was agreed prior to the meeting that Jon would receive £55 per day when at a meet which involved an overnight stay, and the committee agreed with this decision, retrospectively.	RP	18/07/17	Closed

## Actions from this meeting

	Action	Owner	Date	Status
9.1	Andrea to look into options of debit cards for both the competition and the camp accounts	AH	12/09/17	New
9.2	Jon to update coaches / LTS co-ordinator of the arrears process – please see key discussion point 6.	JW	12/09/17	New
9.3	Jon to ensure that individual swimmers successes are put on the website.	JW	12/09/17	New
9.4	Jon and Ashley to ensure that camp plans are all in place.	JW	12/09/17	New
9.5	Tree to arrange a camp meeting for next week.	Tree	12/09/17	New
9.6	Jon to put a notice on the website confirming new arrangement at Winterbourne. Please see key discussion point 12.	JW	12/09/17	New
9.7	Tree to print off AGM letter and nomination forms and ensure that they are handed out to all club member swimmers.	Tree	12/09/17	New
9.8	Jackie will look to arrange the sponsorship of races at the Soundwell Meet.	J W-K	12/09/17	New
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.	PW	12/09/17	New

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9.10	At the next meeting discuss whether we wish LTS to wear swim hats.	All	12/09/17	New
9.11	Jon to ask Darren to add Pro-swimwear link to website	JW	12/09/17	New
9.12	Jon to cost and design new kit and bring info to committee for review and approval once done.	JW	12/09.17	New

## Key Discussion Points

Ref	Key Discussions
1.	<p>Rhona welcomed everyone to the meeting and the actions from previous meetings were discussed – please see updates above.</p> <p>Stuart Mason was introduced to the Committee as our other Welfare Officer. It was explained that he had been in place since March 2017 as it is advisable to have both a male and female Welfare Officer. Both Welfare Officer profiles are to be raised within the club– photo’s on the website etc to ensure that people are aware of who they are and how they can be contacted.</p> <p>Rhona clarified with Andrea that there was £3000 in the camp bank account and that this should cover the costs of the chaperones and both activities.</p> <p>There are still several people paying squad / swim fees in to the old bank account. Andrea will be providing a list / reminder to coaches / teachers to hand out to the parents of those swimmers, if they are still attending sessions.</p>
2.	<p>Over the summer break there had been an issue that the Bath University sessions cancelled due to meets had not actually been cancelled with the University and this had resulted in unnecessary costs to the club and it had been established that Jon had not been informing the relevant people. Jon confirmed that all relevant sessions, Bath and KLC, have been cancelled with the pools, up until Christmas and assured us that this won’t happen again and both himself and Jenna are aware of the processes.</p> <p>In addition, it was noted that the Squad lists were not always kept up to date and that both of these issues had financial implications to the club. Jon is currently awaiting updated squad lists and is aware of the importance of ensuring that both matters are kept up to date.</p>
3.	<p>It was agreed that there needed to be documentation explaining the role of the bookings co-ordinator, as Jenna had little information regarding this role when she took it on. As part of the clubs ongoing succession planning, in which details of each role need to be documented, Tree explained that she had spoken to Jenna who will draft a document and this can then go on the website, and the Drop Box.</p>
4.	<p>Previously Andrea has booked Jon’s competition accommodation and claimed it back through the competition bank account. Andrea suggested, and it was agreed, that this was more suited to the Competition Secretary role and that it would be useful to have a debit card for this account to ensure that they are not out of pocket. Andrea will explore this option for both the competition and camp accounts.</p>
5.	<p>Please see update to action 7.11.</p>
6.	<p>Andrea explained that we have an Arrears policy which is not currently being adhered to. Essentially, prior to moving a swimmer up a squad, the Coach needs to check with the Treasurer whether the individual’s are paid up to date, if they are not then the swimmer cannot move squads until this is rectified. Jon explained that both himself and the other Coaches were unaware of this process. All agreed that the process should remain. It was also agreed that the treasurer will produce a list at the end of each month of swimmers who are not paid up to date. Swimmers will only be moved up a squad at the end of the month and only after this list has been checked, or the Treasurer has been consulted. The Treasurer will also write to parents regarding any unpaid fees to ensure that they are aware. The swimmer will not be informed of the intention to move up squads until the list has been checked and parents / guardians spoken to and the situation resolved.</p>
7.	<p>Please see attached the Head Coaches report.</p> <p>When discussing the camp selections and other swimmer achievements it was agreed that we needed to celebrate individual swimmer successes more on the website as well as Twitter.</p> <p>Jon was confident that 7 – 10 swimmers, at least, should make Nationals this year.</p>
8.	<p>Unfortunately, there was not enough time to go through the LTS report during this meeting. Denise had, however, kindly advised me of the following;</p>

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	<p>Not able to confirm numbers for LTS at present as we have been inundated with swimming enquiries/assessments - over 12 new swimmers assessed &amp; started with more assessments arranged over the next week or so! Due to demand in the lower levels a waiting list is now in place again.</p> <p>Andrea updated Denise on LTS parents that have not yet changed their payment standing order so, using Andrea's template, Denise has started issuing these reminders to the appropriate swimmers.</p> <p>Denise will look at costings for swim hats should we wish to bring ourselves in line with Circadian swimming. This needs to be discussed at the next meeting.</p>
<b>9&amp;10.</b>	<p>The committee discussed capacity and succession planning for individuals and roles. As a result it was agreed that each volunteer/parent should only take on one significant admin role within the club. As a result of this discussion it was agreed that the Workforce Coordinator role would be made available at the AGM later in the month.</p> <p>To clarify – An individual may be a coach/ team manager /official / fundraiser. However, due to the levels of administration involved, an individual may not be Club Secretary <i>and</i> Fundraiser or Competition Secretary <i>and</i> Vice treasurer.</p> <p>When it comes to the Soundwell open Meet, however, all hands need to be on deck to help!</p>
<b>11.</b>	<p>Unfortunately, Lou was not present during the meeting and we were not provided with chaperone information prior to the meeting. Furthermore, it was unknown who had attended the relevant Team Manager Courses.</p> <p>In addition, whilst all deposits had been received, it was not known whether the list of swimmers attending the camp, held by the shop, included back payers or not.</p> <p>Jon is going to confer with Ashley to ensure that all Coach camp details and plans are up together.</p> <p>It was agreed that a camp meeting needed to be arranged next week to ensure that all plans and bookings are finalised and in place as the camps are looming.</p>
<b>12.</b>	<p>It was agreed that no parents would remain during Winterbourne sessions. The only exception would be for medical reasons, or for an initial couple of weeks if a swimmer has moved to Performance. This new agreement will be in force ASAP and Jon is to put a notice on the website confirming this decision.</p> <p>There have been lifeguarding issues at Winterbourne and Josh Keepin has offered to lifeguard the Winterbourne sessions. The committee agreed that he would be paid £15.00 per session. Of course if he is unable to lifeguard, then the payment will be paid to another qualified lifeguard able to attend the session.</p>
<b>13.</b>	<p>The AGM letter has been emailed to all parents who's email details Tree has. However, in case the email details Tree has are not up to date she will print off the letters and nomination form and ensure that they are handed to all club member swimmers.</p>
<b>14.</b>	<p>Sadie and Rachel confirmed that our Swim 21 has been approved at local level.</p> <p>Rachel observed that Swim 21 seem to have changed their name to SwimMark and is enquiring as to whether we will need to amend our accreditation.</p>
<b>15.</b>	<p>The meeting with volunteers willing to help with the Open Meet is yet to happen, however, Jenny, Darren and Rhona had a meeting the day before the Committee meeting.</p> <p>We are currently under subscribed for the meet, however, the closing date isn't until 23<sup>rd</sup> October.</p> <p>Jackie will look in to sponsorship of races again.</p> <p>Paul will pass details of medals contacts and previous requirements to Rhona. Paul will also look at the trophy cabinet lock as the key has been misplaced.</p>
<b>13.</b>	<p>A.O.B</p> <p>We were unaware of how many tickets had been sold for the Awards night. The list will be with the shop and money for the tickets need to be handed in to the shop as soon as possible. In addition, the list of names need to be provided to the venue prior to the event.</p> <p>Rhona mentioned that both the COB meeting and the Glos ASA meetings are on Monday 18<sup>th</sup> September. Unfortunately no-one is able to attend the Glos ASA meeting. Rhona is able to attend the COB meeting.</p>

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	<p>Denise had queried about the beanie hats for camp and whether they had been ordered as she had information of a good deal. Jon confirmed that they had been ordered.</p>
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	<p>On the subject of suppliers, we have been informed that Doug Hilliard are no longer able to supply black &amp; yellow t-shirts. They are currently looking at other suppliers. In the meantime Jon has also been looking at alternative suppliers with the view of re-designing Kit. Jackie advised that we have an account with Pro-swimwear whereby the club receives 5% of all the sales that go through a specific link, which needs to be added to the website on will ask Darren to set up this link. It was agreed that Jon could cost and design new kit, which will then need to be approved by the committee.</p>
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**Date and location of next meeting: 10<sup>th</sup> October 2017 @ 19:00 – Soft Play area KLC.**