

Soundwell Swimming Club Committee meeting minutes

Location: Kingswood leisure Centre. **Date:** 11 September 2018

Present: Rhona Phelps, Tracey Ellis, Jon Wills, Jackie Weatherall-King, Christine Turner, Rachel Rogers, Tree O'Donnell, Tracy Blake, Donna Hussey, Denise Philip and Becky Oxley.

Apologies: Sadie Johnson, Stuart Mason, Louise Disney, Rachel Rogers, Alison Williams

Agenda items:

1. Actions from Previous Meetings
2. Finance update
3. Head Coach Report
4. Learn to Swim and Pathway update
5. Camp Update
6. Annual Fee charges
7. Swim Mark
8. Open Meet and Open Meets
9. Team Unify
10. A.O.B

Actions from Previous Meetings

	Action	Owner	Date	Status
6.2	Donna to shred documents found in cabinet Update - With the exception of Swim Mark documentation all information from the cabinet has been destroyed.	DH	12/06/18	Closed
6.7	Jon to speak to coaches about the badges and the criteria to achieve them. Update – This has been done.	Jon	12/06/18	Closed
7.1	Jon to inform Kieran of the Committees decision re Land training and also to be in discussions with KLC regarding gym attendance for Performance swimmers. Update – regrettably, due to communication issue, Kieran was not notified of this until recently. There has been no response from him.	Jon	17/07/18	Closed
7.2	Club Officers and Jon to meet up to discuss squad fee increases Update – This has been done and notices gone on to the website. SO far no feedback has been given.	RP, TB, TE, Tree & Jon	17/07/18	Closed
7.3	Camp fee final payment date of 25 August notice to be put on Website	Rp & Jon	17/07/18	Closed
7.4	Rhona to submit April Open Meet required dates to Glos County Update – This has been done and we are scheduled to run a level 3 on 6/7 th April 2019.	Tree & Rhona	17/07/18	Closed
7.5	Jackie will write an advert for the Fundraiser Role	J W-K	17/07/18	Closed
7.6	Tree to organise the AGM	Tree	17/07/18	Closed

Actions from this meeting

	Action	Owner	Date	Status
9.1	Jon to put AGM notice on the website. Tree to send documents to Tracy B to print for distribution to all parents.	Jon & Tree	11/09/18	New

Title

9.2	Jon will look in to Strength & Conditioning training and attendees.	Jon	11/09/18	New
9.3	Denise will communicate the requirement of the £20 annual fee for all LTS swim parents / guardians	DP	11/09/18	New
9.4	Tree will send all summer pool booking emails to Tracy B for review before paying invoice for August KLC pool bookings.	Tree	11/09/18	New
9.5	Tracy B to look at pre loaded card for camp and whether it can be used abroad / loaded with euro's	TB	11/09/18	New
9.6	Jon to decide on camp t-shirt colour and to let Claire know asap.	Jon	11/09/18	New
9.7	Tree to provide explanation for early ASA fee collection in an updated TU new website registration.	Tree	11/09/18	New
9.8	Rhona to arrange Jon's Annual review	Rhona	11/09/18	New
9.9	Jon needs to agree times for the level 3 meet in April and confirm them with Rhona and Jenny.	Jon	11/09/18	New
9.10	Tree to provide reasons for Team unify in and amended TU new website registration	Tree	11/09/18	New

Key Discussion Points

Ref	Key Discussions
1.	<p>Rhona opened the meeting by welcoming everyone and thanking them for their attendance.</p> <p>Actions from previous minutes were then discussed please see updates above and specific details below</p> <p>6.7 – Denise has looked in to the costings of badges for Learn to Swim and it was agreed that it wouldn't be cost effective. Squad Badges can be purchased from Swim England and it was agreed that this would be done. Communications to be sent out regarding criteria for obtaining a Squad Badge and with the understanding that if a swimmer does get a badge it does not automatically mean that they will move up a squad</p> <p>7.6 – The AGM has been booked in the Clifford Suite KLC on Thursday 27th September. There are currently 10 vacancies and we really need parents to attend. Jackie suggested that for next year we try and run a fun session on the Friday for all squads in the hopes that more parents will attend and it was agreed that is was definitely worth considering.</p>
2.	<p>A massive thank you to all the parents who paid the camp fees on time. Tracey confirmed that the final payment to Sports Abroad has been made from the main bank account which has left us with £5500 in the main account. 3 camp attendees are yet to pay in full.</p> <p>No negative feedback has been received regarding the fee increase. Tracy has already received some annual payments and new fees, however, refunds will likely need to be provided due to Team Unify launch.</p> <p>The clubs accounts have been audited. The record keeping was confirmed as satisfactory. However, it was noted that we are, as a club, overspending. This will hopefully be resolved with us running two Open Meets and a club championship as well as the fee increase.</p> <p>The auditors noted that there is a £600.00 shortfall in meet fees. This will be looked in to as it could be from an historic issue, or due to other items being paid from that account, eg Jon's hotel costs. It was agreed, however, that if competition fees are not paid then the swimmer should not be entered in to the meet.</p> <p>Membership and LTS packs are updated and on the website. Arrears pack is in the process of being updated.</p> <p>There is to be no more cash taken in the shop for squad fees / competition fees / annual club fees / camp fees. Cash can of course still be accepted Sweets, kit, All shop helpers are aware of this.</p>
3.	<p>Please see Head Coaches report attached.</p> <p>Jon explained that he was due to have a meeting with Dean, Circadian and Swim England, however this has been postponed until October. Dean, Circadian and Swim England are still due to meet and look at</p>

Title

	<p>the Pathways needs and Jon will provide them with all the information already submitted in order for them to review.</p> <p>Yeovil Meet in mid December has been added as a further Bench Mark for swimmers.</p> <p>Emma Dodd is now helping with coaching D squad. We also have a swimmer who is interested in swim teaching / coaching and the club could consider helping contribute towards this cost provided the swimmer commits to helping out the club in return.</p> <p>Specific mention to all swimmers who attended The English and The Welsh Nationals in the summer. All swimmers either made a final or achieved a PB. The list of swimmers and their achievements is in the attached Head coaches report. Well Done to all!</p> <p>We currently have a need for someone to take the Land training sessions on a Monday. It was agreed that we would assist with the training of someone to undertake these sessions and Jon will look into the Strength & Conditioning course run by Swim England and potential people to send on to this course.</p>
<p>4.</p>	<p>Pathway</p> <ul style="list-style-type: none"> • Claire K is taking over the teaching of Pathway @ KLC and Jon is doing the Admin / scouting with recommendations being put forward to Jon from Active Teachers. • Unfortunately, there is a lack of spaces in the lower squads following moves from Pathway in to these squads which has regrettably resulted in there being no spaces for LTS swimmers in to the main pool squads. As a club we need to consider which is the priority – LTS or Pathways? • Following the 12 week period not all Pathway swimmers will be able to be allocated a squad, which would mean remaining in The pathways sessions for another 12 week block which would mean more expense – this needs to be communicated to Pathway Swimmer parents before the sessions are undertaken. <p>LTS</p> <ul style="list-style-type: none"> • 152 swimmers are currently on the registers, although this may reduce once registers are checked after the summer. • 14 of these swimmers need to be assessed to go to Active as too old for LTS • There's currently 22 spaces, most of which are for the Sunday session @7pm which is too late for the younger swimmers and perhaps we need to consider cancelling this session similar to when we cancelled the *pm Friday night session due to lack of interest • There are 11 young swimmers on the waiting list • We need more swimming teachers now that Emma has moved to coaching squad. There are also problems with covering current teachers who have last minute work commitments. There is a WhatsApp group and two Active teachers may be able to provide help, u will need to enrol on our DBS role. • Holiday and weekend competition cover is proving very difficult • Simon Gale is now on the swimming teacher team and needs a t-shirt. • There was a query surrounding LTS registration fees as normally LTS swimmers only pay a registration fee, not an annual fee, therefore ASA fees haven't necessarily been being paid. Denise will communicate the annual fee to LTS swimmers parents. • All pool bookings need to go through Martyn Hinman at KLC following pool booking issues over the summer. It was agreed that we would look in to paying cancelled summer session if and when invoiced. Tree will forward all communications regarding these issues to Tracy Blake
<p>5.</p>	<p>Claire has a very detailed excel spreadsheet and calendars for both herself / the camp team and parents!</p> <p>Claire has asked about whether we can have a pre-loaded card similar to last years and this was agreed as it made things very simple last year. Tracy B will need to check that the card can be loaded with Euro's, if not another one will be sought.</p> <p>Claire had advised that we have £300.00 sponsorship towards t-shirts – which has been very gratefully received, thank you to those who have donated – we have received quotes for the t-shirts, and the cheapest is £351. The committee agreed to meet this cost of £51.00. Jon now needs to think about the t-shirt colour.</p> <p>Claire has also asked about numbers for the Telephone Tree, Both Tracey and Tracy agreed for their numbers to be included.</p> <p>All adult attendees have attended the relevant training courses.</p>
<p>6.</p>	<p>People have been asking why the ASA fee is being collected early, as it has been included in the annual club fee along with the Team Unify fee. Tracy had explained the reason in the fee increase announcement in the summer, but for clarity the main reason why ASA fees have been included in the club fees is because we have had a history of chasing fees, ASA fees etc and this has resulted in</p>

Title

	<p>the club paying for them and not receiving the money back. As we appreciate that there is a duplicate ASA fee being paid for the remainder of the year this will even out as we won't be collecting ASA fees again until September 2019. Of course, should swimmers leave the club before January 2019 and their ASA fees for 2019 have been paid, this will be refunded.</p> <p>Tree will add an explanation regarding fees on the TU new website announcement.</p> <p>As part of this discussion we talked about whether a swimmer should give any notice about leaving the squad as some other clubs to have notice period ranging from 1 month to 1 season. It was agreed that we would look at this once TU has settled down. We would need to be aware if people are leaving in December so that we can refund 2019 ASA fees.</p>
7.	<p>Sadie and Rachel were not present at the meeting, however, they have confirmed that Swim England submission has been sent, pending acceptance.</p> <p>Jon will need is Annual assessment which Rhona will arrange.</p>
8.	<p>We still have some spaces, but registration is still open and Jenny will send out reminders to the other clubs. Catering is booked, we will hire the equipment from the county again. It was agreed that we would have the same medals as last year and Rhona will order the medals for December's meet, as no deal to be add for ordering the ones for April at the same time.</p> <p>We have one sponsor so far, but they have very kindly sponsored 10 races – Thank you!</p> <p>We need more volunteers.</p>
9.	<p>Team Unify is up and running – ish. Registration is ready to go, however Tree has been experiencing issues with the Team Unify payment set up system.</p> <p>Tree did explain that this has been a very protracted and time consuming process and she has been very keen to try and get it right, and it has been agreed that caution is the best option to try and get it right.</p> <p>It was agreed that Squad registration will go first and we would look to register LTS at the next meeting.</p> <p>It was noted that people were unaware as to why we were moving to Team Unify, and whilst it had been put in previous minutes, Tree will update the Team Unify announcement with the reasons why the Team Unify decision was made.</p> <p>It was discussed that there should be an incentive for the first squad to complete registration, eg the swimmers choose a set? Jon will think about this</p> <p>It was also agreed that Welfare would be given access to contact details.</p>
10.	<p>AOB</p> <p>Awards night – Beck Oxley and Teresa Foreshew have kindly agreed to organise this. They have looked at different venues and feel that the Crossbow Rugby Club in Winterbourne would be the best option. Cost is £80.00 to hire which includes a staffed bar and a large car park. There were two dates with no competitions between now and December which were the 6th October and 24th November. It was agreed that the location sounded great and the 24th November was the better of the two dates as we could link it to Christmas, it's after the swim camp also. An American buffet was agreed again as this has been very successful in the past. Instead of hiring a DJ we could perhaps ask the swimmers eg to choose songs and create a playlist. If anyone does know a DJ who is reasonably priced of course, we could look to have this as well. We agreed £5 entry for 12 and overs, under 12's are £3. No raffle either as we are considerate of the requests for raffle prizes over the year and ultimately this is a further cost for parents / guardians.</p> <p>Tree asked whether Welfare issues (high level info only) should be added to the agenda so that the committee were aware of any welfare issues, as this had been done previously. It was agreed that welfare specific details do not necessarily need to be revealed (unless necessary, in line with wave power guidelines on confidentiality), just whether there were any issues and if they had been resolved.</p> <p>Tracey E asked whether the Welfare Officers needed to introduce themselves to the swimmers as this had been mentioned as good practice on the recent welfare course she attended. Donna did not recall this as being necessary, but it was agreed with all that pictures of the welfare officers do need to be on the website at the very least.</p> <p>Jackie asked whether we could have an easy fundraising leader board as a way of promoting its use. As we needed to be considerate of those who could not afford to shop via easy fundraising it was agreed that this wouldn't be fair. It was agreed, however, that this really does need to be promoted.</p>

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

Title