

# Soundwell Swimming Club

## Committee meeting minutes

**Location:** Kingswood leisure Centre.      **Date:** 9 October 2018

**Present:** Tracey Ellis, Jon Wills, Tree O'Donnell, Tracy Blake, Jackie Weatherall-King  
Donna Hussey, Stuart Mason.

**Apologies:** Rhona Phelps, Christine Turner, 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. Swim Mark
7. Open Meet and open meets
8. Team Unify
9. Vacancies
10. Swimmers attending committee meetings
11. Welfare
12. Stretches
13. A.O.B

### Actions from Previous Meetings

	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	Closed
9.2	Jon will look in to Strength & Conditioning training and attendees. <b>Update</b> – Circadian are currently looking at the attendance at the Gym and the sports hall in general over the next 3 months so this action needs to be closed for now and Land Conditioning will remain as is for the time being.	Jon	11/09/18	Closed
9.3	Denise will communicate the requirement of the £20 annual fee for all LTS swim parents / guardians. <b>Update</b> – The joining fee for LTS is £20.00. Existing swimmers will need to pay £13 annually for the ASA fees. It was also agreed that LTS will be asked to join TeamUnify from January.	DP	11/09/18	Closed
9.4	Tree will send all summer pool booking emails to Tracy B for review before paying invoice for August KLC pool bookings. <b>Update</b> – Tracy B has just received the invoice from the KLC so will review and challenge if necessary.	Tree	11/09/18	Closed
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	Closed
9.6	Jon to decide on camp t-shirt colour and to let Claire know asap.	Jon	11/09/18	Closed
9.7	Tree to provide explanation for early ASA fee collection in an updated TU new website registration.	Tree	11/09/18	Closed
9.8	Rhona to arrange Jon's Annual review	Rhona	11/09/18	Closed
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	Closed

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9.10	Tree to provide reasons for TeamUnify and amend TU new website registration	Tree	11/09/18	Closed
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## Actions from this meeting

	Action	Owner	Date	Status
10.1	Tracey E to chase Rhona for licence application for the 2020 open meets as we want to change the Open Meet from April to March in 2020.	TE	09/10/18	New
10.2	Tree to update Membership pack re annual membership fee and ASA payment pre and post October.	Tree	09/10/18	New
10.3	Tracey E to advertise the LTS co-ordinator role	TE	09/10/18	New
10.4	Jon to provide Simon Gale with a t-shirt for his LTS role.	Jon	09/10/18	New
10.5	Stuart to ensure that relevant DPR checks are made for Simon Gale	SM	09/10/18	New
10.6	Tree will do a dummy run for arrears payments to establish how this will work.	Tree	09/10/18	New
10.7	Tree will ask TU rep whether a separate bank account can be added for when we begin to set up competition entries on to TU.	Tree	09/10/18	New
10.8	Tracey E to run a couple of info meetings for parents / carers. Tracey also to arrange for Officials to get together with C, & D squads to go through what happens at competition. Not only will this help with their confidence in knowing what to expect at competitions, it may also help to recruit some new officials.	TE	09/10/18	New
10.9	Tree to contact Shelly regarding starter info pack	Tree	09/10/18	New
10.10	Tracey E and Jon to discuss team captain roles and how they are awarded. To be reviewed at next months meeting.	TE & Jon	09/10/18	New
10.11	Donna to review and update the Code of Conduct document	DH	09/10/18	New
10.13	Jackie to arrange for ZappKam to come to the club.	JW-K	09/10/18	New
10.14	Tracey E and Tree to look for original GDPE check list document	TE & Tree	09/10/18	New

## Key Discussion Points

Ref	Key Discussions
1.	Tracey opened the meeting by welcoming everyone and thanking them for their attendance. Tracey was also officially welcomed as the new Chairperson of Soundwell Swimming Club.  Actions from previous minutes were then discussed please see updates above and specific details below;  9.9 – The licence application needs to be put in for 2020 as we want to get March dates, not April – preferred dates would be 21/22 March. Tracy can't apply as she is a referee, and as Rhona has the contact details Tracey will ask Rhona to apply for this licence asap.
2.	At the moment the funds in the accounts are fine, however pool charges are due to come out.  Also due to fee increases and TeamUnify issues which has resulted in some people increasing fees, cancelling standing orders too early, paying Annual membership fees early etc the accounts need to settle a bit.  Camp money has all been paid with the exception of one late payment.  The Membership pack needs to be updated to include membership fees being due in September and also that ASA fees will be charged in full up until October and then reduced from October, as per ASA payment schedule. Tree agreed to update this.
3.	Please see head coaches report attached.

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	<p>Firstly, CONGRATUALTIONS to Jon for passing his Level 3 coach's course! Tree will Tweet congratulations.</p> <p>Jon explained that the main focus is on endurance to hep prepare those swimmers attending the swim camp.</p> <p>Sprint squad was discussed. Tracey E asked that more Masters meets were added to the calendar as this would ensure that all Sprint could swimmers could meet the competing criteria.</p> <p>It was also agreed at this point that the squad list would be removed from the website in order for us to be GDPR compliant. A squad list will still be required to assist with monthly fees being collected correctly, but this can be kept and accessed through Drop Box only.</p>
<p><b>4.</b></p>	<p>LTS</p> <ul style="list-style-type: none"> <li>• Denise has officially stepped down from the role of LTS co-ordinator and we would like to sincerely thank her for her commitment and hard work in ensuring that LTS is run smoothly and very well indeed.</li> <li>• Tracey E will advertise the role, in the meantime we will be happy to pay for whoever takes on the co-ordinator role in the meantime.</li> <li>• Denise is due to go on holiday and she has kindly arranged for cover for all her sessions. She will give the swim teachers Jon's number should they need to contact someone.</li> <li>• A busy month of emails and assessing new swimmers to fill the spaces in the lower end of LTS; remains with around 150+ swimmers on the registers</li> <li>• Assessments for Active stage levels will be taking place this month for swimmers not qualifying to move to D squad and are now considered too old to remain in our LTS programme. Denise is hoping to find the time to speak to the parents of swimmers in question rather than issuing a letter.</li> <li>• Whilst Denise has arranged for cover whilst she is away in October this has proved to be a very long process. We desperately need new swimming teachers, if anyone is interested in becoming a swimming teacher please get in touch. Please also be aware that if you do dedicate some time to being a swim teacher you do receive a reduction in fees for a swimmer.</li> <li>• Denise will be away in November as well as two other swim teachers, so it is vital that someone takes on the LTS coordinator role and that we get more swimming teachers on board.</li> <li>• Simon Gale, a relatively new swim teacher will require a t-shirt. He is currently teaching for 30 mins, but will be shadowing Sunday sessions and has offered to help cover Wednesday, Stuart will ensure that the relevant DPR checks are made.</li> <li>• Denise wanted to know if there was an update on the annual fee for LTS. It was confirmed that the joining fee for LTS is £20.00. Existing swimmers will need to pay £13 annually for the ASA fees. It was also agreed that LTS will be asked to join TeamUnify from January.</li> </ul>
<p><b>5.</b></p>	<p>Everything is going to plan re camp so no further updates at this stage.</p>
<p><b>6.</b></p>	<p>Our Swim Mark application has been accepted! Thank you and well done to Rachel and Sadie for all their hard work on this. We do need someone to take on this role!</p>
<p><b>7.</b></p>	<p>The length of sessions for our December meet are roughly 2.5 each. All the usual clubs have entered this meet, with the exception of Team Bath. We have had interest from two other clubs, but no entries received yet. However, the deadline isn't until 21<sup>st</sup> October. Rhona and Jenny are still working together regarding this meet and there are no further updates at this stage.</p>
<p><b>8.</b></p>	<p>The automated payment system has finally been set up with TeamUnify and emails have already gone out requesting people already registered to set up their payment details.</p> <p>It is quite disappointing that only 37% of swimmers are registered, but understandable given the issues and conflicting notices regarding this. It was agreed that notices would be added to twitter and the website asking people to register. The closing date to register is by 24<sup>th</sup> October. 1<sup>st</sup> Squad to be fully registered will get to choose a main set, this has been tweeted and snapchatted out.</p> <p>Tree will meet with Louise, Tracy B and Alison to go through TeamUnify as they will be needing to use it to ensure that they can fulfil their roles.</p> <p>Tree will do an "owe money" test to see if notices are sent to the member to see how it would work when adding arrears to individuals accounts, to save constant chasing of arrears.</p> <p>It was also agreed that a late fee will be added to TeamUnify, but we need to wait to see if this is necessary one everyone is registered and payments are automated.</p> <p>Tree will check with our TeamUnify rep whether a separate bank account can be added for Competitions.</p>

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<b>9.</b>	<p>We still have several vacancies for Committee roles, LTS, Officials and other volunteer roles. Tracey E will do a couple of info meetings with parents on a Wednesday and a Friday evening. These will not only provide general club info, eg how the club runs, competitions etc, but also a drive to get more people to volunteer. If those in current roles can also attend these meeting to try and encourage people to help, that would be great.</p> <p>Tree will email Shelley regarding her starter info pack and just provide TeamUnify info and then this pack can start to be used.</p> <p>Tracey will also arrange for Officials to get together with C, &amp; D squads to go through what happens at competition. Not only will this help with their confidence in knowing what to expect at competitions, it may also help to recruit some new officials. Jon suggested that Wednesdays at 7pm would be best.</p>
<b>10.</b>	<p>At the AGM the question was asked as to whether swimmers could attend committee meetings and it was agreed that this would be ok, but as to whether just Club Captains or any swimmer over the age of 16 could attend would be discussed at the next committee meeting.</p> <p>It was agreed that this was a great idea and that any swimmer over the age of 16 could attend, rather than it being part of the club captain role. Jon will add the dates of the committee meeting to the website and snapchat and if any swimmer wishes to attend then they need to let Tree know so that the agenda can be put in to the relevant order in case there are confidential issues which need to be discussed. In addition we would add a swimmer item to the agenda.</p> <p>We then discussed the general club captain role. Tracey E and Jon felt that there needed to be more responsibility for these roles. Various suggestions were discussed regarding this, eg should swimmers apply for the role, or should swimmers just let Jon know if they were interested, of a swimmer lets Jon know that they are not interested. It was agreed that Tracey E and Jon would take this as an action, to discuss what the role of the club / team captains should entail and how they are awarded the role.</p>
<b>11.</b>	<p>It was agreed that Welfare could be an agenda item and that, although the welfare officer role is not a committee role, it would be useful if a welfare officer is present at each committee meeting so that they can advise on any safeguarding issues that arise. General issues can also be advised upon, but no details will be provided.</p> <p>The welfare officers present reported that since the end of last season two issues have been raised, with both being addressed in accordance with Wavepower procedures.</p> <p>In light of the camp forms being issued it was suggested that now would be a good time remind all of the Code of Conduct. This can be tied in with the squad meetings. Donna will review and update the Code of Conduct forms.</p> <p>Stuart ad Donna will be compiling a Welfare plan which will become a club policy.</p>
<b>12.</b>	<p>The question was asked whether post land training stretches could be incorporated into the land training. Jon confirmed that there is a 20 – 30 minute break from pool to land training and all the post swim stretches are on the website. Jon assured us, however, there warm ups are done in land training to prevent injury.</p>
<b>13.</b>	<p>A.O.B</p> <p>Zapp Kam want to come to the pool and bring sample sizes and take orders at the pool. This was agreed and Jackie will arrange this.</p> <p>Jackie asked whether we could change supplier for the club swim hats. This was agreed.</p> <p>Stuart asked whether the GDPR official check list document was that he circulated. Tracey and Tree will look for it in email accounts and in drop box.</p> <p>Jon suggested that a new award was given at the presentation evening of making someone an honorary member of the club. This was agreed to be a good idea, however, what this would mean needs to be thought about.</p>

**Date and location of next meeting: 13<sup>th</sup> November 2018 @ 19:00 – Soft Play area KLC.**