

Soundwell Swimming Club
Annual General Meeting Minutes
Thursday 14th July 2022 via Zoom

Attendees: Sarah Taylor, Emma May, Matt Chubb, Jon Wills, Emma Dodd, Simon Gale, Claire Kerslake, Robyn & Stu Young, Fiona West, Alison Dodd, Marie Trott, John Walsh, Fiona Hartley

Apologies: Sarah England

Agenda

- Item 1 Chair's Report
- Item 2 Approval of Constitution
- Item 3 Treasurer's Report
- Item 4 Approval of Independent Examiner
- Item 5 Head Coach's Report
- Item 6 Learn to Swim Report
- Item 7 Election of Officers/Committee/Non Committee roles
- Item 8 A.O.B

ITEM 1 – Chair's Report

Sarah welcomed everyone to the meeting and advised that we had decided to go online again this year as it gave more people the opportunity to attend who may not be able to in person/get out on an evening with busy schedules.

Sarah gave a gentle reminder to all who were present to attend committee meetings and that these would return monthly in September.

Thank you to everyone for joining us this evening for our AGM. Yesterday we welcomed nearly 100 swimmers and their families to the first night of our Club Championships. Seeing the pool so packed, it seems incredible that as a swimming community we were still competing in competitions under COVID restrictions up until March this year.

The period covered at this AGM – May 2021-April 2022 saw us have a full year of training, without lockdowns, but still with some restrictions and safeguards in place. It meant that for most of the year spectators were not allowed at competitions. Swimmer numbers have steadily increased over the past 12 months as children have returned to swimming, but the much lower numbers of competitive swimmers in the 11 year old and younger age group at the County Championships this year is indicative of the impact the past few years of lockdowns have had on young swimmers.

The Impact has also been felt by pool providers across the country, and this has resulted in an increased reliance by leisure centre operators in their learn to swim revenue, significantly reducing

the availability of venues for swimming competitions, which has come at a time when more swimming clubs are having to put on Open Meets as a way of helping to cover their costs. Large increases in pool hire costs, as well as a change to the way we are able to hire pools for training, has had an impact on our finances over the past 12 months. The lack of availability of venues last year meant we had to hold a shortened Open Meet at Horfield in December and a reduced 2 day Open Meet programme at Hutton Moor in March which has reduced our income in the last year by over £10,000.

Matt will take you through the financial summary later in the meeting, but it is as a result of these factors that the committee took the decision to increase fees from September. It is not a decision we wanted to take, but was an essential step to try to get the Club back on a stable financial footing.

We have welcomed a lot of new swimmers into the Club over the past 12 months. Training during the periods of lockdown did mean that parents have become more used to dropping their swimmers at the pool and not sitting in the balcony during training. This combined with the change in our training timetable, spreading swimmers across Kingswood and Winterbourne, and so many new swimmers, has meant that the community feel of our Club has been lost a little as the balcony area was the place to Meet other swim parents and build relationships. The Club Desk and Sweet Shop was closed for most of last year and we lost a focal point for parents to ask questions and understand more about the running of the Club. I'm delighted that, thanks to Jess Chubb we now have the shop up and running for some of the training evenings, with the help of some of our volunteers; I very much hope we can extend the opening times if more volunteers come forward.

However, all these factors have had an impact on our volunteer workforce. In the past volunteers have come on board after talking to other parents, or chatting to someone on the Club desk, or being directly approached in the balcony area by one of our Club officials. We had a really positive response to our request for volunteers for the Club Championships, but we really do need more volunteers into roles such as Team Managers, officials, timekeepers and some of our Club Committee roles. We are a SwimMark Club, which means we operate to Swim England Governance procedures, and having a well-run Club, able to participate in competitions, keeping our swimmers safe, and providing officials to keep things running is essential. We have over 110 squad swimmers in the Club, and if everyone donated a few hours of their time every year we would be able to become more effective, and reduce the pressure on those volunteers currently doing multiple roles. I do understand that our swimmers' families have many commitments, and would just ask if everyone would consider giving as much time as they can, whether it is training as a team manager to supervise swimmers while your swimmer is competing, or helping out at one of our Open Meets as a lane marshal. If you are not sure which role might suit you and your skillset, or availability, please do speak with me, or any of the committee members or coaches.

Despite the challenges, last year was an extremely successful year from a swimming perspective. I won't steal Jon's thunder, as the success is down to him and his team of volunteer coaches. I would like to thank them all for giving up their time to support our swimmers, at training and at competitions.

It takes a lot of people to keep a swimming club running, and I'd like to also thank:

- our Committee members, most of whom have generously agreed to support the Club for a further year. We could not run the Club without them. I'm pleased to say that we received our SwimMark Certification again last Autumn, in no small part due to work behind the scenes on governance.

- Thank you to all of our officials and team managers who support our Meets throughout the year.
- Thanks to all the volunteers who have supported our Club Open Meets and Club Champs, whether they are selling cakes, acting as lane marshal or any of the many roles which need filling to run our competitions
- Thanks to Jess and all the volunteers who are running the Club shop. You are by far the most popular people at the pool!
- Thanks to our volunteer Learn to Swim teachers, who keep our Academy going, bringing through the next generation of competitive swimmers.
- Thanks to our older swimmers who have helped poolside, whether doing it through their Duke of Edinburgh Award, or just because they love swimming.
- And finally, I'd like to thank all the parents and carers of our swimmers. It takes some dedication to be a swim parent, particularly as your child progresses through the Club. If you are like me, and hate an early morning, then you have my respect for pulling yourself out of bed to support your swimmer on early morning training days. I would like to recognise two parents in particular, as their time with the Club is coming to an end, as their swimmers leave us to go to University. Donna Hussey and Chris Turner have been tremendous supporters of the Club over the past few years and on behalf of the Club I'd like to thank them for everything they have done.

As we start a fresh year, we have much to look forward to. We have our 11 swimmers competing a British and English Nationals, a full competition calendar, including our Open Meet at GL1 on 3rd and 4th December, with a full programme of races. After a 2 year break, we will be holding our annual Club Awards evening and Social in the Autumn, and will be arranging some joint Level 4 Competitions with Bristol North to ensure our younger swimmers get plenty of opportunity to compete this year before the County qualifying period closes. Work is ongoing to book our next Open Meet for March 2023.

That's it from me. I'd be happy to answer any questions – Matt will be taking you through the finances in more detail, and Jon through the swimming side of things, so if you save those questions for then.

ITEM 2 - Approval of Constitution

A copy of the revised constitution was shared with the committee members/Parents & Carers 14 days prior to the meeting with the agenda. If this was opened in a word document the reader would have been able to view highlighted sections where the previous and new wording were displayed.

The Club Constitution was reviewed prior to the AGM by Committee members, and minor amendments made to align with Swim England best practice. These were brought to the AGM for approval.

Sarah explained the changes to all those who were attending the meeting & highlighted that no changes had been made to the running of the club.

All attendees voted in favour of the changes.

ITEM 3 - Treasurer's Report

The Report was share with all committee members/parent and carers prior to the meeting with the agenda. Matt shared the screen with all attendees as he discussed the following:

Hopefully those who saw the email may have seen last years figures were sent out to you. I'm not going to go through each line in detail on the sheet, but just touch upon some of the key items.

- **Squad and Academy Fees**, decision was made last year to keep fees the same, and to only make a small adjustment to the annual membership fee, and that following Covid, we would be able to increase the number of the swimmers back up to our predicted levels, however through the year, we found that although we were topping up numbers some just didn't want to return, or struggled to get back into the rhythm of swimming, so our swimmer numbers stayed pretty constant through last year. So vs our plan our squads fee takings were down vs where we planned to be, so revenue coming in was down.

- **Annual Membership Fees** - pretty much nets out to the Swim England Fee's line, with the balance going towards the costs to running our Team Unify platform which is c. £1.1k for the year.

- **Competition Fees** - so this includes ALL competition monies for all competitions entered including our own Galas, so if it's not our Gala, then a lot of these fees get paid back out in the competition expenditure lines.

- Just whilst we are on the topic of Gala's, we had planned to hold 2 last year as we have done previously - and holding our own gala's enables us to bring in a substantial amount of funds, that help keep our fees down. Galas would usually be held over 2 days to maximise the income of those events, however the first one in December we only managed to secure a venue for a single day which meant our income was down on that one, but the second we held in March was a success, and we have provisionally booked dates for this year for 2 x 2 day events.

- **Kit** - this is the Nett Amount on Kit, we may make a small amount on kit, but realise that it shouldn't be a large part of income for us.

- **Camp** - This is purely an in and an out, and is PURELY SELF FUNDED, any events such as Camp need to be able to stand up on their own as an event. As a club we don't have the funds to be able to subsidise the camp. This year we have been lucky enough to hold some events, as well as get some sponsorship to put towards supporting the Camp event.

- **Fundraising** - c.£150 is from our Easy fundraising online website, where we get cashback from purchases - please if you haven't already - its super easy to use! and we can even get cashback on Amazon purchases! £500 form Local Giving Grant, plus a few other pieces along the way such as £100 from S J Cook.

- **Other** - Slightly misleading - but that's account transfers... I could nett this off with the Expenditure Other

Costs

- **Pool Hire** - Since we went into the first lockdown in 2020 pool fees have increased (per hour) as follows: Bath 8%, Winterbourne 2%, Kingswood 10% for morning sessions, 33% for evening sessions (due to the charging of lifeguard costs, previously met by the Leisure centre)

Clearly the cost increases at Kingswood have had a major impact on our outgoings. Additionally Kingswood no longer allow us to rent the pool by the lane. We have to have the whole pool or nothing, and they are not very flexible with reducing our sessions, unless it's earlier in the evening when they can use the pool for other things, and that continues into this year.

I'm going to say that pretty much the other costs have been covered above, to summarise

- Numbers didn't increase, and therefore our income stayed flat, but pool costs increased, so overall net position each month we were down where we needed to be, causing us to really eat away at our reserves.

Going into this year you would have seen our notes about fees, and with the push that we have made recently on trying to help out with numbers, we have seen Academy increase by 14, and Squads increase by 9 which is great... we will lose a few at the end of this swim year, as they move off to university/other things, but we numbers are starting to improve.

Sarah ended Matt's speech thanking Matt for his hard work and spoke about encouraging any attendees who had further questions to ask now or after the meeting. Sarah also spoke about the importance of fundraising and sponsorship if anyone attending felt they could help in this area to speak to us.

ITEM 4 – Approval of Ind Examiner

Rachael Pickard approved the financial statement. RP does not have any connection with the club.

All attendees were asked to vote the approval of Rachel Pickard.

All attendees voted in favour of Rachael Pickard reviewing our financial statement. (unanimous vote)

ITEM 5 - Head Coach Report

Welcome to all and thank you for attending.

First off, I would like to thank the committee and volunteers for their tireless work over the last couple of years to allow the club to survive such a challenging period. We have successfully integrated a new squad structure and program into the club post covid, and I'm pleased to say it's becoming very successful across all levels.

We managed to return to a normalish competition calendar this year giving swimmers the well needed opportunity to get back into the competitive environment. Although there were still some restrictions in place, our swimmers still managed to produce a record-breaking season.

We have had the opportunity to build on networks this year. Soundwell and Bristol north set up several joint training sessions at the start of the season. This developed into a training scheme where regional level swimmers from BN came to train with likeminded swimmers once a month here at soundwell. This will be expanded further next season with these swimmers getting the opportunity to train full time. We will also be running joint arena league teams, open meets to expand racing opportunities and financial security.

Club level

We held Two great club champs have been held since our last AGM with great success. Lots of new swimmers have been give the well needed opportunity to compete within a safe, friendly, and familiar environment. Big thanks to all the organisers and volunteers who helped make these possible.

We also managed to run two open meets this year which is a massive achievement given the difficulties due to the covid restrictions that were in place. These brought in essential funds for the club and were run very successfully. A massive thank you again goes out to all the organisers and volunteers who helped.

County Level Competition

Gloucester county champs

4th on the combined medal table - 102

2nd on the mens table – 62

4th on the womens table – 40

Three Counties

Jake (team captain) , Rhys, Roger, Harriet, Jonah, Lucy – team won for the first time in 19 years

Regional level competition

Regionals

Very strong performance in total from the 20 qualifiers we had to this year’s regionals. We totalled 16 medals across the course of the championships.

5 Gold = Roger x2 , Rhys x2 & Austin x1

6 Silver = Roger x1, Rhys x1, Heather x1, Harriet x2, Jonah x1

5 Bronze = Josh x1, Harriet x1, Alice x1, Harry x1, Roger x1

And a total of 36 Finals.

ESSAs Selection

Roger 2 gold 1 silver

National level competition

Winter

5 Qualifiers – Jake, Heather, Rhys, Alice, Amber

18 races and 10 PBs

British Champs

3 Qualifiers – B finals for heather 50 bk placing 4th

Summer nationals

NEW CLUB RECORD OF 11 INDIVIDUAL QUALIFIERS!!

British Summer champs	English Summer nationals
Roger x3	Josh x2
Harry x1	Rhys x2
Rhys x3	Jake x2
Jake x3	Harriet x1
Alice x1	Jade x1
Jade x1	Amber x1
Heather x2	Heather x1
Harriet x2	Harry T x1
	Harry K x3

National Talent Pathway

Phase one – Rhys, Josh, Roger, Harry Harriet

Phase two - Rhys, Josh, Roger, Haeyy

Arena League

After a very dodgy first round points we managed to come from 17th to 14th in the Southwest

I would also like to take this opportunity to thank all the members of the committee that will be leaving their posts as lots of time has been given to allow for the smooth running of the club and competitions.

A special mention should also go out to the tireless work of the coaching team. Their hard work passion and enthusiasm enables all of these young swimmers to achieve their dreams. There wouldn't be a swimming club without your help.

We do run on volunteers and the club relies on parent power to continue, if you have any skills, you feel may benefit the club please come forward

ITEM 6 - Learn to Swim Report

I feel like the LTS programme is now on a much more stable footing and swimmer numbers have stabilised and increased steadily over the past year.

Thank you to the teaching team for their help and dedication to the club over the past year. It's not been an easy year personally for me so thank you to everyone who has supported the LTS programme during this past season.

We have a couple of new volunteer teachers who stepped forward to help out which has helped alleviate the pressure a little but we are always on the lookout for more support given that at least one of our teachers will be moving on after next season.

Lesson Summary

Sunday classes

48 Available / 3 spaces currently but have reduced the number of Stage 3 at 7pm to 4 in the class, this will be reviewed periodically to see if we can increase to 6 again.

Wednesday Classes

36 Available / 4 spaces currently

Tuesday classes

12 Available / 0 spaces currently

Thursday classes

36 / 4 spaces currently – we do tend to go over on numbers for higher stage so some lessons will have 7 in them.

We will always see more movement in lessons than squads but overall the numbers seem to have evened out somewhat in recent months.

The waiting list currently has 10, I'll be asking for teachers recommendations for movements within the next week and will make the changes at start of the summer break then we will have a clearer picture on how many we can take from the waiting list.

All in all we are in a good place to take us forwards to next season.

Thanks everyone

ITEM 7 – Election of Officials/Committee

Executive Officers

Sarah Taylor was reappointed as Chair and was voted back in by those attending

Matt Chubb was reappointed as Treasurer and was voted back in by those attending

Emma May was reappointed as Secretary and was voted back in by those attending – *However Emma will only continue this role until someone comes forward to take over*

Other Roles

Emma Dodd was re-appointed as Vice-Chair.

Rachel Thomas was re-appointed as Assistant Treasurer

Maxine Adams was appointed as Workforce Coordinator

Welfare Officer (ideally a male role) remains vacant although not absolutely necessary to have 2 welfare officers, it was recommended by Chair that 2 (1 male, 1 female) were in place if possible

Fiona West was re-appointed as Welfare Officer

Competition Secretary remains vacant

Membership Secretary – Sue Long was re-appointed as Membership

Barbara Gaunt was reappointed as Swim Mark coordinator

Pool Bookings – Sonja Dalgarno was elected as Pool Bookings Co-ordinator

Trophy Steward – Remains Vacant

Gala Secretary – Remains Vacant

Sponsorship & Grants Coordinator – Remains Vacant

Fundraising /Officer – Remains Vacant

IT Skills Coordinator – Remains Vacant

Social Media Lead ??

ITEM 8 – Any Other Business

There was nothing raised

Sarah thanked everyone who attended and reminded everyone that committee meetings are held monthly from September and that all are welcome to attend.

Sarah advised that minutes from each committee meeting are shared via the parents zone of the website and asked everyone to read them if unable to attend to keep up to date with club info.