



# Soundwell Swimming Club

## Annual General Meeting Minutes

**25<sup>th</sup> September 2019 – 19:30 – Clifford Suite - Kingswood Leisure Centre.**

**Attendees:** Tracey Ellis, Theresa O'Donnell (Tree), Jon Wills, Clare Brewer, Jenny Bridges, Shelley Robinson, Alison Williams, Jess Chubb, Chris Turner, Jake Turner, Emma Dodd, Adrian Spicer, Louise Lowman, Claire Kerslake, Jo Crock, Tina Stephens, Lisanne Hunt, Stuart Mason, Melanie Gregory, Anna Baradad, Doug Hyde, Rachel Thomas, Sarah Taylor and Sarah Clifford.

**Apologies:** Tracy Blake (Treasurer), Donna Hussey (Welfare)

### Agenda

1. Chair's report
2. Treasurer's report
3. Head Coach's report
4. Constitution
5. Election of Officers / Committee / non-committee roles
6. A.O.B

	<b>Key Discussions</b>
1.	<p>Tracey Welcomed everyone to the meeting, and it was nice to see that the number of people attending had improved from previous years, with several new faces as well. Tracey then read the Chair's report.</p> <p><u>Chairs Report</u></p> <p>A big thank you to the committee and officers for their continued support throughout the year. Special mention for Tree and Tracy for the amazing jobs they have done, and we are grateful for the roles they played in making the club successful this year. I would also like to thank the coaches, teachers and volunteers for all their hard work and enthusiasm, it has been another successful year, which couldn't happen without you. You have supported our swimmers to the highest standard.</p> <p>The last year has seen us run an overseas camp in October 2018 that was very well attended. A massive thank you Claire Kerslake for organising this (with military precision). And to all the chaperones and coaches, who gave up their time to look after our swimmers.</p>

	<p>November 2018 saw us hold our Presentation evening at a new venue and was brilliantly organised by Becky Oxley and Theresa Foreshew. (Tickets for this year's evening will be available shortly!)</p> <p><u>Open Meets</u></p> <p>For the first time we ran two meets Dec/April. This is a massive undertaking and it relies on the full support of the club – not just swimmers taking part. Jenny Bridges has been amazing in the role of Competition Secretary, also thank you to Rhona Phelps who has supported her as the promoter for these events. We rely heavily on these meets to sustain the Club. Both meets were very successful, therefore we have two meets booked again for the coming season. Thank you to all those who played their part in the smooth running of these meets.</p> <ul style="list-style-type: none"> <li>• <b>Officials</b></li> <li>• <b>Chaperones</b></li> <li>• <b>Team managers</b></li> <li>• <b>Coaches</b></li> <li>• <b>Poolsides helpers</b></li> <li>• <b>Volunteers</b></li> </ul> <p>Pathway sessions have been well attended and have provided a good link between the Circadian and Soundwell. And we are continuing to work together. Jon has done a fantastic job of holding joint sessions with other clubs and will continue to develop these links. Last season saw the transition of our website to Team Unify, which we have all been getting to grips with – Thank you Tree for the setting up and running of this. (I know it's not been without its headaches). However, it has helped massively with the running of the Club.</p> <p>Captains have done a great job this year, it is important that those chosen are seen to be good role models and are on hand to support younger/more inexperienced or nervous team mates to feel part of a caring club, as well as setting good examples of behaviour. There are also times when they are needed to help Team Managers/Coaches. These are important things to remember as we approach our presentation evening, when the captains for the coming season are announced. Please be reminded that with the exception of Jon and Clare Brewer our Academy coordinator, <b>all</b> other coaches, officers and volunteers are unpaid!</p> <p>Overall, the last year has gone very well, so <b>THANK YOU</b> to you all for your support.</p>
2.	<p>The Treasures report was then read by Tracey E in Tracy B's absence.</p> <p><u>Treasurer's Report</u></p> <p>The accounts refer to the period 1 May 2018 to 30 April 2019.</p> <p>The Club has run two successful Open Meets during this period, in December and April, which has greatly boosted the Club's funds.</p> <p>Squad fees were increased in October 2018 and the Annual Membership Fee was implemented at the same time, to cover the annual Swim England Fees for swimmers and volunteers, and the cost of TeamUnify. As advised last year, increases will now be implemented on an annual basis.</p> <p>Academy fees were also increased at this time.</p> <p>The income from the above fees will never cover the costs of running the Club, which is why having two Open Meets each year is so important.</p>

I am pleased to say that the Club had income in excess of expenditure of this year of £22,979.

#### TeamUnify

TeamUnify has made the reconciliation of fee payments much easier, saving many volunteer hours, increasing accuracy and making the recovery of outstanding fees and issue of refunds much simpler and quicker.

Academy swimmers were asked to sign up and make payment through TeamUnify from 1 September 2019. Over 80% have signed up which is great and hopefully, all swimmers will be signed up by the end of the year.

Academy and Squad fee arrears have reduced significantly since the implementation of TeamUnify which improves the financial position of the Club and, again, helps reduce volunteer hours.

#### Fee Increases and Annual Membership Fee

The increase to Squad fees, Academy fees, and the Squad Annual Membership Fee, is effective from 1 October 2019.

As the Academy swimmers are now using TeamUnify, an Annual Membership Fee has been implemented for the Academy to cover the Swim England annual fees and contribute to the cost of TeamUnify. The first Academy AMF will be taken on 1 January 2020.

#### Open Meet

The Club held two Open Meets in the period, in December 2018 and April 2019.

These Meets boosted the Club's income by £30,914. This figure includes meet entries, sponsorship, and door takings.

These funds have financed training for volunteers, coaches' and swim teachers' development, purchase of training equipment and covered the day to day running costs of the Club.

I'd like to extend my thanks to the volunteers involved in organising and running these meets, especially Jenny Bridges and Rhona Phelps, without whom the Club's financial position would be very different.

If any parents feel able to give up their time to help with the organisation of future Meets, it would be greatly appreciated.

#### Other Income Streams

Grants: the Club received the following in 2018/19:

£1,000 from Swim England  
£1,026 from Gloucester County ASA  
£40 from Swim Mark

These funds have helped fund additional long course training, a race night for younger swimmers, train volunteers and purchase training equipment.

Club Shop: at the end of the year, there was an excess of income over expenditure of just over £1,000, but the account has been used to purchase training equipment, hats for first time swimmers at the Mini Series, amongst other things, throughout the year.

I would like to thank Jackie Weatherall-King who successfully ran the shop but has now stepped down and passed the reigns over to Becky Oxley.

	<p><b><u>What Can Parents do to Help Club Finances?</u></b></p> <ul style="list-style-type: none"> <li>• Ensure that you have registered and added your payment card details to TeamUnify.</li> <li>• Pay any other fees due on time. If you are experiencing any difficulties with payments, please contact the Treasurer or one the Club Officers to discuss confidentially.</li> <li>• Fundraising – any additional money we can raise helps fund the Club and potentially keep our fees down. If you feel able and have the time, any support you can give would be much appreciated.</li> </ul>
3.	<p>Jon thanked all those present at the AGM. He then provided the following information;</p> <p><b><u>Head Coach's Report</u></b></p> <p>We had a very successful 2018/19 season with some great results at all levels of competition.</p> <p><b><u>County Champs</u></b></p> <ul style="list-style-type: none"> <li>• Final medal table placing 1<sup>st</sup> on boys medals (37G, 24S, 23B) &amp; 4<sup>th</sup> on Girls medals (10G, 15S, 10B) and 2<sup>nd</sup> overall with a higher medal count than last year.</li> <li>• 47 Gold- 39 Silver-33 Bronze – 199 over all</li> <li>• Great achievement from the club and the 3<sup>rd</sup> consecutive year placing 1<sup>st</sup> or 2<sup>nd</sup> on the table</li> </ul> <p><b><u>Age groups</u></b></p> <ul style="list-style-type: none"> <li>• Lots of PBs and great swimming from across the board.</li> <li>• Finals for Harry K, Rhys D, Roger D, Paige W and Austin M</li> <li>• Medals – Harry K 3<sup>rd</sup> 100BK &amp; 2<sup>nd</sup> 200BK, Roger D 1<sup>st</sup> 100BRS &amp; 2<sup>nd</sup> 200BRS</li> </ul> <p><b><u>Youths</u></b></p> <ul style="list-style-type: none"> <li>• Strong representation to this year's meet</li> <li>• Finals for Dave T, Alice K, Olivia H, Jake T, Heather W and Neve F</li> <li>• Medals – Dave T 1<sup>st</sup> 50 &amp; 100 BRS , Heather 3<sup>rd</sup> 50BK</li> </ul> <p><b><u>British Nationals</u></b></p> <ul style="list-style-type: none"> <li>• Dave, Heather &amp; Alice qualified</li> <li>• All swam well but just off PBs</li> </ul> <p><b><u>English Nationals</u></b></p> <ul style="list-style-type: none"> <li>• Nationals Dave, Heather, Paige &amp; Alice</li> <li>• Finals Dave 100Brs, Paige 50fc, Heather 50fc, Heather 100bk,</li> <li>• Medals- Alice K 3<sup>rd</sup> 100bk</li> </ul> <p><b><u>Welsh Nationals</u></b></p> <ul style="list-style-type: none"> <li>• Finals- Neve 50fly, George 200bk, Jake 50brs, Jake 50brs, Neve 200bk, Olivia 200brs, George 50Bk, Olivia 100brs, Jake G 200brs</li> <li>• Medals- George 100bk 2nd</li> </ul> <p><b><u>Winter national</u></b></p> <ul style="list-style-type: none"> <li>• Tom Hemsley - 8<sup>th</sup> 14yr old in 200 &amp; 100 BK, 10<sup>th</sup> 100 BK</li> <li>• Jack Smith – Strong swim @ PB+1</li> </ul> <p><b><u>British Masters</u></b></p>

	<ul style="list-style-type: none"> <li>• Bethany Evans – 6<sup>th</sup> FC</li> </ul> <p><u>British champs</u></p> <ul style="list-style-type: none"> <li>• Heather W winning the 50 Bk Junior final and placing 3<sup>rd</sup> in 17 and under.</li> </ul> <p><u>Mini Series</u></p> <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> Place</li> </ul> <p><u>Arena League</u></p> <ul style="list-style-type: none"> <li>• 12<sup>th</sup> in South West</li> </ul> <p><u>Club Developments</u></p> <p>Our club membership has become more sustainable through the development of pathways into the club through the circadian LTS link sessions which runs at Kingswood and Longwell green. Together with the South Gloucestershire network we have begun delivering network sessions which have a specific focus. These have included Nutrition, Strength &amp; conditioning, injury prevention and Starts &amp; Turns. The sessions have proven very popular and we wish to continue into this season. Much higher entry count from the lower squads ensuring that swimmers have an understanding of competition and the importance of training. Increased coaches/assistance on pool side to ensure swimmers are getting the attention they need to develop.</p> <p><b><u>Club Targets for 2019/20</u></b></p> <ul style="list-style-type: none"> <li>• To maintain competitive focus across all squad and increase competition entries from sprint squad.</li> <li>• To maintain or beat national qualifiers</li> <li>• Increase county, regional and national qualification</li> <li>• Remain in the top three clubs at counties on medal and points table</li> <li>• Remain in the Premier division for arena league</li> <li>• Increase pool time</li> </ul> <p>I would just like to remind everyone that Soundwell is supported by volunteers, and we are always looking for, and in need of more people to assist in any way possible.</p> <p>Thank you all for your time.</p>
4.	The Club Constitution was reviewed at the previous Committee meeting and the minor amendments that had been made were brought to the AGM. All agreed with these 3 amendments and the new Club Constitution will be added to TeamUnify.
5.	<p>The following roles were agreed. Please note that some roles remain vacant and we really do need them to be filled.</p> <p>Tracey Ellis was re-appointed as Chairperson – Executive Officer</p> <p>Jenny Bridges was appointed as Secretary – Executive Officer</p> <p><b>Treasurer – Executive Officer - Vacant</b></p> <p>Emma Dodd was appointed as Vice Chairperson</p> <p>Rachel Thomas volunteered as Vice Treasurer</p>

	<p>Christina Turner will remain as the Workforce Co-ordinator</p> <p>Stuart Mason &amp; Donna Hussey will remain as Welfare Officers</p> <p>Membership Secretary will remain as Alison Williams</p> <p>Stephen Witcombe will remain as Officials Co-ordinator</p> <p>Sarah Taylor was appointed as Competition / Open Meet secretary</p> <p>Becky Oxley will remain as Club Desk organiser</p> <p>Swim Mark – Barbara Gaunt</p> <p>Adrian Spicer was appointed as Fundraiser</p> <p>James Miles was volunteered as Sponsorship &amp; Grants co-ordinator</p> <p><b>Pool Booker - VACANT</b></p> <p><b>Trophy Steward - VACANT</b></p> <p><b>Gala Secretary - VACANT</b></p> <p>Tree advised that the club was looking for swim teachers and advised that training would be provided. She also explained that this was such a fulfilling and rewarding role. If anyone is interested please contact Clare Brewer.</p> <p>Tree wished to sincerely thank all those who are stepping down from their roles, for their sterling work and support. Also thank you to those remaining in their roles. All their help has been greatly appreciated. <b>THANK YOU!!</b></p>
6.	<p>A.O.B</p> <ul style="list-style-type: none"> <li>• When the above roles were being discussed the question was asked whether the executive officers could get some kind of discount, for example Coaches and Swim teachers get discounts for their swimmers, dependant on the amount of time they coach/teach. Tracy confirmed that this was definitely something that we could look into at the next committee meeting.</li> <li>• Needed to discuss a target for fundraising and it was agreed that we should try and raise £2000.00.</li> </ul>