

Soundwell Swimming Club

Committee meeting minutes

Location: Kingswood leisure Centre. **Date:** 12 December 2019

Present: Tracey Ellis, Jenny Bridges, Jon Wills (first 30 minutes), Emma Dodd, Adrian Spicer (first 30 minutes), Alison Williams, Chris Turner, Sarah Taylor, Tracy Blake, Donna Hussey, Clare Brewer, Stuart Mason

Apologies: Becky Oxley

Agenda items:

1. Actions From Previous Meetings
2. Finance update
3. Head Coach Report
4. LTS
5. Welfare
6. Open Meet
7. Club Kit
8. A.O.B

Actions from previous meetings

	Action	Owner	Date	Status
7.4	Look into missing documents on the TeamUnify website	Jon	10/09/2019	Ongoing

	Action	Owner	Date	Status
2.1	Tracey to speak to Clare regarding arrears with LTS swimmers	Tracey	07/11/2019	Ongoing - meeting 12/02/2019
2.2	Consider strategy for when competition fees at time of entry of races are not paid	All	07/11/2019	Ongoing
4.1	Tracey to liaise with Clare and Claire regarding pool closure and LTS and Pathway	Tracey	07/11/2019	Closed
5.1	Update website with correct documents, including welfare policy	Jon	07/11/2019	Ongoing
5.2	Update Dropbox access to remove those that have left the club	Tracey	07/11/2019	Ongoing
5.3	Medication on camp – need to ensure that medications such as paracetamol are kept by chaperones	Emma Dodd	07/11/2019	Closed
5.4	Code of Conduct to be sent to swimmers annually – suggested at start of season.	Jenny	07/011/2019	Closed
5.5	Check if paper copies of the ASA forms have to be kept (GDPR) and if so for how long	Tracey	07/11/2019	Ongoing
6.1	Jon to establish if other pool time available elsewhere during Kingswood closure	Jon	07/11/2019	Closed

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6.2	Notify parents of revised schedule and impact on fees	Tracey, Tracy and Jenny	07/11/2019	Closed
7.1	Emma to confirm final costings for Camp and then Tracy to notify parents of refund due	Emma & Tracy	07/11/2019	Closed
7.2	Emma to add Expression of Interest form to Noticeboard for overseas camp in October 2020	Emma	07/11/2019	Closed
7.3	Emma to investigate initial options, and costs for October 2020 camp.	Emma	07/11/2019	Ongoing
8.1	Jenny to email regarding Presentation evening confirming that all children under 16 must be accompanied by an adult/carer	Jenny	07/11/2019	Closed
9.1	Jon to speak to the swimmers regarding Captains and their responsibilities if selected. Will also give them the ability to "opt out" of selection process. Will then discuss selected with Tracey	Jon	07/11/2019	Closed
10.1	Becky to purchase wine for Officials at Open Meet	Becky	07/11/2019	Closed
11.1	Chris to obtain details of alternative Kit as per earlier discussions	Chris	07/11/2019	Closed
12.1	Adrian to arrange for remaining club kit to be sold for ½ price through to Open Meet	Adrian	07/11/2019	Ongoing

Actions from this meeting

	Action	Owner	Date	Status
2.1	Update Arrears policy	Tracy, Tracey and jenny	12/02/2019	New
4.1	Club hats – check with Becky Oxley that there are enough?	Jenny	12/02/2019	New
5.1	Establish if Online Membership System can be used to highlight when Safeguarding and DBS checks needs to be renewed	Donna	12/02/2019	New
5.2	Safeguarding course to be arranged for Doug Hyde	Tracey	12/02/2019	New
7.1	Investigate alternative Errea tracksuit trouser options	Jon and Adrian	12/02/2019	New
7.2	AW & JJB to obtain samples of Joma & Nike kit	Alison and Jenny	12/12/2019	New
7.3	Notice on board to confirm a new Kit was "on its way"	Jenny	12/12/2019	New
8.1	Email Arena League to establish how they decide who the hosting club is, and to highlight how many times Soundwell has hosted in recent years	Jenny	12/12/2019	New
8.2	TE to contact Darren to update Dropbox access	Tracey	12/12/2019	New

Key Discussion Points

Ref	Key Discussions
1.	Tracey opened the meeting by welcoming everyone back and thanking them for their attendance. Actions from previous meetings were then discussed. Updates above.

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<p>2.</p>	<p>Tracy Blake confirmed bank account were in a healthy position.</p> <p>Although there was a loss of £12,400 for November due to various expenses coming in (camp), overall there was a £440 profit.</p> <p>Camp – had been able to refund parents £90 each – this has been added to Team Unify accounts, so will be offset against monthly fees.</p> <p>Hadn't had any negative feedback, though DH commented that some parents whose children had not gone on camp had said if the actual cost had been known they may have been able to afford it. General discussion took place and whilst this was noted it was agreed that it was better to have £ this way around, though for future camps will endeavour to cost as accurately as possible, whilst accepting some variables may change.</p> <p>There are some arrears, LTS swimmers £100 and squads £350. Team Unify definitely helping to manage these.</p> <p>Club's Arrears policy needs updating as still relates to when fees were paid by standing order, and before Team Unify. Agreed that if fees were not paid by the end of the month the swimmer(s) should not be able to train until the fees/debt had been paid or a payment plan agreed. Club policy will be updated and communicated to parents. TE to check to see if this policy can change in advance of the new season in September.</p> <p>TB confirmed that Rachel Thomas is now on board and helping with the monthly invoicing. TB will be handing over more tasks in the New Year.</p>
<p>3.</p>	<p>Please see the head coaches report attached.</p>
<p>4.</p>	<p>CB has been working closely with TB to clear the LTS debt.</p> <p>Sunday lessons are now at capacity.</p> <p>6 swimmers have left to join David Lloyd, but they have had more new joiners so overall numbers up. 11 spaces still available on Wednesdays (5 have recently left to join Pathway programme).</p> <p>From January all LTS swimmers should be wearing hats – CB asked if the club have enough? JJB will contact Becky Oxley.</p>
<p>5.</p>	<p>DH explained that currently we do not have an automatic reminder system for "flagging" when Safeguarding/DBS checks need to be renewed/refreshed.</p> <p>DH has established that volunteers can add the dates of their courses to the Swim England Online Membership System and will investigate if this would provide the necessary "diary and reminder notes".</p> <p>SM and DH confirmed that as part of the SwimMark submission we have to check what renewals are needed and currently this is established by reference to a spreadsheet.</p> <p>Queried if Doug Hyde had been asked to complete a Safeguarding course – TE confirmed had emailed him to please arrange, will chase up.</p> <p>DH asked that Welfare were informed if a Volunteer's role changed from Team manager/Chaperone to Coach as the level of DBS checks are different and would need to be updated.</p>
<p>6.</p>	<p>Continuation of Jon's Head Coach report – Soundwell Meet very well received.</p> <p>TE wanted to thank all Volunteers and parents for their help over the weekend.</p> <p>The atmosphere was relaxed and fun and the Meet was very well run – something which was acknowledged by many of the visiting Clubs and coaches.</p> <p>JB confirmed profit from the weekend should be in the region of £10,000 (couple more bills to pay before being able to confirm).</p> <p>Licence has been given for March Meet – 21/22 March 2020 at GL1.</p>
<p>7.</p>	<p>JW keen to get the Kit change moving. ED had brought the samples of the Errea kit to the meeting. JJB explained that other brands such as Nike and Joma had been suggested from other suppliers, but due to other matters (Open Meet & Pool Closure) time had not been available to pursue.</p> <p>JW explained he wanted to change the kit to create a Club culture – wanting swimmers to arrive at competitions in Club tracksuit and to then be on poolside in club t shirt and shorts/leggings. All agreed with this as a principal and just needed to make sure that we selected the right brand/supplier.</p>

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	<p>Committee conscious that it wasn't very long ago that the Kit had been changed and so to change again so soon, we needed to make sure that the right decisions were made. Once the new kit/provider has been agreed, it should be viewed as something that would not be changed again for at least a period of 3 years, if not longer.</p> <p>Discussed Errea kit – concerns regarding the tracksuit trousers for the boys and asked if an alternative option (i.e. more fitted/slim fit) was available – JW/AS to investigate.</p> <p>AW said would investigate the Joma option – and obtain samples/prices. JJB to investigate Nike option.</p> <p>Agreed decision would be made in January Committee meeting. In the meantime, a notice will be put on Kingswood board on return to training in January to let parents know that a new kit was on the way.</p>
8.	<p>AOB</p> <p>CT asked if we could email the Arena League to ask how they decide who hosts competitions, and to highlight that Soundwell have now hosted a round for the last 3 years which doesn't seem very fair considering how many teams are involved.</p> <p>Discussion re access to Dropbox – TE to contact Darren to ensure Dropbox access is available only to current users.</p>

Date and location of next meeting: 9 January 2020 @ 18.30 – Soft Play area KLC.