

Soundwell Swimming Club

Committee meeting minutes

Location: Zoom **Date:** 23rd February 2023

Present: Jon Wills, Sarah Taylor, Emma Dodd, Sue Long, Simon Turner, Matt Chubb, Fiona Hartley, Corinne Moore, Luisa Arce, Helen Mills

Apologies: Emma May, Fiona West

Agenda items:

1. Welcome, Updates & News – Sarah Taylor
2. Treasurer Update – Sarah Taylor
3. Welfare Update
4. Head Coach Update – Jon Wills
5. LTS Update and Club Camp update – Emma Dodd
6. Disputes and Complaints
7. Updated Complaints Policy
8. Club Development Plan
9. AOB

Actions from previous meetings

Key Discussion Points from 23/02/2023

Ref	Key Discussions
1.	<p>Sarah welcomed the meeting and thanked everyone for attending</p> <p><u>News/Updates - National Level</u></p> <ul style="list-style-type: none">• New FINA rules coming out in March – all Club officials will get a briefing in the next few weeks. Any changes will be communicated to coaches, and if necessary coaches will advise swimmers of any changes.• Updates to Swim England Handbook on Safeguarding and Complaints have been made this month. Safeguarding updates have been made to WavePower and Club Welfare Officers advised of any changes. The Club Complaints Policy has been updated to reflect Swim England changes and will be discussed during the meeting and put on the Club website.• Summer National Age Group Championship conditions and dates are out for British Swimming and Swim England. National window opens soon. Lots of changes around 50m qualification with most Age Groups only able to qualify for 50m races in back, breast and fly if they Rank in 100m races. Causing some upset as it disadvantages younger swimmers from qualifying. It's complicated, with age groups for British and English Nationals being slightly different! Details are on the notice board, including a graphic which helps summarise the new Conditions. <p><u>News/Updates - County Level</u></p> <ul style="list-style-type: none">• Sarah will be attending a meeting on Sunday to discuss feedback from all Gloucester Clubs on the recent County Blocks. Jon and Emma D have helped compile our feedback and we have sent it in to the organisers.• New proposals for entry times for next year's Blocks are being discussed, which will bring in more younger swimmers, but more challenging times for older swimmers. Sarah will feed back results of that meeting at the next Committee Meeting. <p><u>Updates from Club Level</u></p> <ul style="list-style-type: none">• We are starting to look at some Club social events for 2023. Emma D is looking at some Camp fundraising activities, and we've been discussing some other sponsored/social type activities with Simon (Fundraising Lead). In addition, we're bringing back in our Annual Awards again, but moving it to July to combine it with a BBQ. We'll get an email out with all the dates soon, so we have some events to look forward to alongside our competitions.• We are in the process of renewing our annual pool hire contract with Kingswood Leisure Centre. Hire costs have risen by 6% as expected. We have checked whether we could get additional

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	<p>pool time, but there is no additional time at the moment. We have registered our interest in case any time becomes available. We don't renew Bath and Winterbourne until September.</p> <ul style="list-style-type: none"> • Our March Level 3 Meet is nearly full. We will be coming out asking for volunteers soon, but it is shaping up to be a really good Meet.
<p>2.</p>	<p><u>Treasurer's Report</u></p> <ul style="list-style-type: none"> • Finances have remained steady, but there has been a significant movement of money in and out of the account, driven by payment of the annual Swim England membership fees for Squad and Academy swimmers, and money coming in for the Soundwell Level 3 Meet and Club Camp deposits. • Squad numbers are increasing, which is positive. Skills Development and Competition Skills squads numbers are low, partly due to swimmers moving up. Jon said that coaches were meeting on Friday to discuss a strategy for bringing new swimmers in at that level, including re-activating the Swimming Pathway with the Learn to Swim team at Longwell Green Leisure Centre, which will be led by Ashley Barnett. • Matt asked if the numbers of Masters swimmers could be increased as numbers had dropped. Jon advised that we only had one lane available due to other squads, and that we had restricted membership to swimmers' parents only as a result. The lane could accommodate a couple more swimmers, but any new swimmers needed to be able to swim 200m at a steady pace. We could not accommodate faster Masters swimmers as it would cause issues with the balance of swimmers in the lane. Sarah offered to send out another email to parents reminding them of the Masters session. • Matt presented his financial analysis of the impact of offering a sibling discount for squad swimmers. The committee agreed that the cost would be outweighed by the benefits of attracting and retaining swimmers, and that it would be a positive move towards trying to keep swimming as affordable as possible for families. The committee agreed a sibling discount should be implemented in March on the following basis: <i>Sibling Discount: For every full fee-paying squad swimmer, we offer a 10% discount off of monthly training fees for a second squad swimmer. The discount is applied to the swimmer in the lowest squad. Learn to Swim (Academy) swimmers and Masters swimmers are not eligible for this discount</i> • Matt will email parents to advise them of this new policy and Sarah will update the Membership Pack. <p><u>Fundraising</u></p> <ul style="list-style-type: none"> • Simon advised that he had applied to the Allianz Sports Fund for a £3,000 grant towards our running costs. We should find out at the end of March whether we have been successful. • Simon has also applied to South Gloucestershire County Council for a grant which is being assessed at the moment, and is preparing a submission for National Lottery Funding. • We are also looking at some Club fundraising events, co-ordinating with Emma D who is leading on Camp fundraising activities, including a sponsored activity of some kind (swimming or a race) with a view to getting some company sponsorship and generating publicity for the Club. • Sarah and Jon are attending the Fishponds & Downend Rotary meeting on 16th March to deliver a presentation about the Club to see if we can secure some financial support from them. • Simon has developed a sponsorship pack, with different levels of sponsorship for companies who may want to become involved with the Club, including a 'Friends of Soundwell Swimming Club' scheme for lower level donations to support the Club. • Sarah thanked Simon on behalf of the Committee for all of the work he had done to date on moving things forward with fundraising.
<p>3.</p>	<p><u>Welfare Update</u></p> <ul style="list-style-type: none"> • No welfare updates • DBS checks all up to date

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4.	<p><u>Head Coach Update</u></p> <ul style="list-style-type: none">• County Blocks was extremely successful, with the Club achieving:<ul style="list-style-type: none">○ 38 Gold, 28 Silver, and 26 Bronze Age Group Medals○ 2 Gold, 9 Silver and 3 Bronze Championship Medals○ 2 Senior Championship Titles○ 12 Junior Championship Titles○ 44 County Championship Finalist Medals○ 1 County Record - Ladies 50m Backstroke – Heather Witcombe• We also had a significant success in the County Relays, achieving:<ul style="list-style-type: none">○ 7 Gold, 5 Silver and 2 Bronze Medals• Despite the changes in the Championship conditions this year, we improved on last year's performance. We were 2nd in the average points table at the end of the second weekend of swimming, which is calculated on the results achieved divided by the number of swims. We are waiting for the final points table to be published.• Jon thanked all of the volunteers who helped poolside over the three weekends of the competition.• Training is now focussing on quality as we approach Regionals and the National qualification window.• It was good to be able to get some additional 'catch-up' sessions at Winterbourne following the cancellations due to repairs in January• Coaches are meeting on Friday to look at squad numbers and their strategy for filling the bottom two squads.• Jon has added the City of Bristol Level 1 Meet in April to the Competition calendar for senior squads, which will give swimmers 3 attempts during the National qualification window to secure a place in the Age Group Summer Nationals. He decided against a 'last chance' Meet in Swansea in May due to travel costs, as it was shortly after the Regionals in Plymouth.• Jon, Sarah and Emma D are meeting with the Chair and Head Coach of Bristol North Swimming Club in 3rd March to discuss next steps for the networking relationship.
5.	<p><u>Learn to Swim</u></p> <ul style="list-style-type: none">• Numbers are steady but Emma is looking at filling a few more places in the small pool. The Main Pool classes are full, but there may be some movements into the lower squads soon.• The advert for Learn to Swim teachers went out via parents and social media. Some interest from existing teachers plus one new one (former swimmer). We will continue to advertise, but it may take a little time to fill all the slots. <p><u>Camp Update</u></p> <ul style="list-style-type: none">• Camp is booked!! The original 40 places have all been taken and interest was so great we are going to expand to 50 places, subject to Sports Abroad confirming availability. This would mean an extra swimming lane.• This is the maximum number we can take without increasing coach numbers and having to book a second coach, which would increase costs significantly.• Emma has written out to the 40 confirmed places with a payment schedule, and details of a number of fundraising activities designed to reduce the overall cost of camp to parents.• Sarah thanked Emma for all of her hard work in getting the Camp organised and set up. The take-up from swimmers has been incredible.
6.	<p><u>Complaints</u></p> <ul style="list-style-type: none">• 1 complaint this month around the number of cancellations at Winterbourne and the condition of the pool. Sarah said she had responded to this explaining that it was recognised that the cancellations were not ideal, but the Club had little control over the situation. A credit was given to parents due to the number of cancellations in January, and we had secured additional

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	pool time on Tuesdays for 3 weeks for affected squads to try to recover some lost time. Additionally, we continue to seek additional pool time at Kingswood too.
7.	<u>Updated Complaints Policy</u> <ul style="list-style-type: none">• Sarah outlined the new Complaints procedure put in place by Swim England this month. The Club Complaints Policy has been updated to reflect it.• Complaints should initially be dealt with at Club Level. In the first instance the parties should try to resolve any issues informally. If that does not resolve things, the formal procedure kicks in. It is prescriptive and there are timelines associated with each step. Only when the Club procedure has concluded can a complainant escalate their complaint to Swim England at a cost of £100.• Sarah advised all committee members and coaches to ensure they are aware of the new procedure and encouraged everyone to try to discuss any concerns or complaints directly with coaches/committee members wherever possible as they can often be resolved quickly.• Welfare issues should still be dealt with in line with WavePower policy.• The Complaints Policy will be put on the Club website this week.
8.	<u>AOB</u> <p>There were no items raised.</p>

Date and location of next meeting: Thursday 23rd March 2023