**Location: Zoom Date: 1st July 2021**

**Present**: Emma May, Jon Wills, Donna Hussey, Sarah Taylor, Matt Chubb, Stuart & Fiona

**Apologies:** Emma Dodd & Alison

**Agenda items:**

1. Welcome, Updates & News – Sarah Taylor
2. Treasurer Update – Matt Chubb
3. Sign up Process – Matt Chubb
4. Welfare Update – Stuart/Fiona
5. Head Coach Update – Jon Wills
6. LTS Update – Emma Dodd
7. AOB

**Actions from previous meetings**

1. **Recruitment of a new member who can take over the Hosting Role**
2. **Cupboard keys!!**

**Key Discussion Points from 20.05.2021**

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| **Ref** | **Key Discussions** |
| **1.** | There were no updates to report. |
| **2.** | Treasurer Report - Matt Chubb  Matt reported that there may be some delay to July invoices for fees due to the illness of our Assistant Treasurer.  The committee wished her a speedy recovery. |
| **3.** | Sign Up Process - Matt Chubb  Matt asked if we could clarify the process for getting people onto Team Unify.  With many committee members having moved on during the past 12 months, he felt that the process had become a bit disjointed and wanted to be sure the right information was input by the right people.  There was also some discussion about how information on medical conditions was stored, and how this information could be accessed by coaches when swimmers move squads.  It was agreed to check how this information could be stored and accessed, being GDPR compliant. |
| **4.** | * There has been a concern around photos on social media – This has been dealt with but we will need to do a note to parents/spectators in advance of the next event that cameras/videos are not allowed as this is a rule of Soundwell Pool * DBS checks expire after 3 years / Safeguarding 2 Years – checks need to be made to ensure everyone is up to date with this * 2 Months until swim mark will need to be completed |
| **5.** | * Jon gave an update on the current training: * Pool and Land training going well * We are missing swimmers due to covid isolation: 50% performance / some in A+B – noted that these swimmers will need to keep up fitness * Level X went really well: Lots of PB’s, 10 swimmers in the top 40 * There have been lots of trials at the pool, which has led to 5 new joiners * E Squad is full, D squad is starting to fill up * Club Championship Licenced meet Level 4: All 4 50m & IMs – Times can go to rankings * £5 entry per child – 2 races/night across 3 nights. Run the sweet shop, have medal ceremonies & raise some money for the club * If the Club Championship goes well, something we could look to organise with Bristol North * Septembers Training schedule/ Squad set & presentation have all been organised * Fresh New Pool Programme: Taking into account no covid restrictions & extra 4 hours pool time at winterbourne * Soundwell Club needs a 2021 + and beyond refresh: Most swimmers stuck in pre lockdown squads, the club & swimmers need a positive new outlook, the club needs to be financially sustainable * The new squads will be: National Potential (Top 40 window/British or England) Coach Jon. Regional age Jon. Regional potential – County age & Youth Paul & Jon. County Development Ashley. Comp Skills Claire. Skills Development Claire/Emma. Learn to swim Emma. * These groups need to encourage Optimal Athlete development, be on the right path for the swimmers, Be inclusive * Communication re : above information to current swimmers: End of July squad structures, End of Aug squad meet via zoom to include expectations & plans. September there will be a 6 week period to ensure that swimmers meet criteria. Top squad is full & below squads have swimmers ready to move. * There will be individual conversations for those who are adversely affected by the changes in July * Fees – these will not change in September Adjustment of £3/swimmer to former sprint squad to take into account the ½ hour loss of pool time * Land training will return to ½ hall as before covid |
| 6. | Emma Dodd (pre-prepared LTS swim updated) Read by Emma May   * All current swimmers have been assessed and we are now in a good position to plan for September, I’m going to work with Phoebe who has good knowledge of the swimmers to best use the pool time we have available. * Depending on additional pool time agreed we will need to advertise and recruit through the local schools, I don’t anticipate a problem with filling available spaces. * Still have a good-sized waiting list for lower stages. * All swimmers are going to have the opportunity to take a badge before the end of term, for learner pool this will be water skills and for main pool this will be water safety, chosen these so all swimmers will pass and obtain a badge by the end of the term. * I have set up an account with Swim England and applied for a credit account to buy badges – I will speak to Matt separately about this. * Term ends on 25th July when we will be losing Harry Joyner as he is off to Uni but we now have Alice and Heather who have passed their Level 1 and Alex who is due to take his this month. We have also been approached by another ex-swimmer who is taking their course in September which will be handy for cover / taking their own lessons. |
| **7.** | AOB   * Jon/Matt to prepare for AGM * Minutes from previous meetings to update website * Agree date of September meeting to share with parents * IT Gap as didn’t replace |

**Date and location of next meeting: Thursday 9th September 2021**