

Soundwell Swimming Club

Committee meeting minutes

Location: Kingswood leisure Centre. **Date:** 11 June 2019

Present: Tracey Ellis, Tracy Blake, Tree O'Donnell, Jackie Weatherall-King, Alison Williams, Donna Hussey, Emma Dodd and Chris Turner.

Apologies: Claire Kerlake, Clare Brewer and Stuart Mason

Agenda items:

1. Actions From Previous Meetings
2. Safeguarding course
3. Finance update
4. Head Coach Report
5. Arena League
6. Three Counties
7. Pool closure
8. LTS
9. Welfare
10. Camp update
11. Open Meet
12. Swim Mark
13. A.O.B

Actions from previous meetings

	Action	Owner	Date	Status
2.2	Clare to provide Alison a list of the Swim teachers to ensure that they are registered with the ASA at the correct level. Update – Tree will remind Clare that this information needs to be provided.	CB & TOD	12/02/19	Closed
2.4	Chris to contact all Team Managers / chaperones to obtain their availability for a meeting to discuss appropriate behaviour for volunteers Update There is a meeting this Thursday.	CT & TE	12/02/19	Closed
5.1	Tracey to reply re sponsorship query	TE	14.05.19	Closed
5.2	Tracey to discuss Sprint Squad with Jon and the Sprint Squad coach Update – meeting planned	TE	14.05.19	Closed
5.3	Tracy to update the membership pack.	TB	14.05.19	Closed
5.4	Tracey to discuss issues raised below with Jon	TE	14.05.19	Closed
5.5	Tracey will look in to holding a meeting with parents of younger squads re swim club etiquette.	TE	14.05.19	Ongoing
5.6	Tracey to confirm where the Mini Series is for this weekend.	TE	14.05.19	Closed

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Actions from this meeting

	Action	Owner	Date	Status
6.1	Chris and Donna to look in to the option of us hosting a Safeguarding course.	CT & DH	11/06/19	New
6.2	Jon to re-submit DBS info to Donna	Jon	11/06/19	New
6.3	Emma to let Jon know when to send a tweet out reminding of the next camp payment.	ED	11/06/19	New
			11/06/19	New
			11/06/19	New
			11/06/19	New

Key Discussion Points

Ref	Key Discussions
1.	Tracey opened the meeting by welcoming everyone and thanking them for their attendance. Actions from previous meetings were then discussed, please updates above for information.
2.	Chris has found an on-line safeguarding course but Stuart has confirmed that the first course for volunteers should be face to face. A majority of chaperones need to do this course approximately 10. The costs of the on-line and face to face courses are similar. Due to numbers we could look to hosting a course and Chris and Donna will look in to this using their contacts.
3.	All bank accounts are still looking healthy. Tracy has issued a second lot of chases for arrears payments to LTS. 1 more letter is to be issued at the end of next week and if no payments received by the end of June then no swimming from 1 st July. This has the potential to affect 30 swimmers. In general the arrears are going down thanks to Tracy's sterling efforts. Circadian are still sending incorrect invoices which Tracy has been challenging and not paying. Now that Jess' exams are over Tracy will email Harry's mum about the 1:1 session payments.
4.	Please see attached head coaches report. Jon explained that we are now in the 3 rd cycle of the annual plan. There will be a third network session in September which is being organised by the Bristol Penguins which will include a nutrition talk and swim session. This session will be targeted towards Performance Squad. Lisane Hunt is currently helping to coach and Emma Dodd is now also helping to coach in Bath, thanks you both. Jon is currently looking for additional pool time, even looking at private pools, however this is proving difficult. After the recent meets, Tracy asked Jon why he thought some of the older swimmers struggled to achieve their PB's. Jon explained that the window was not the best and that this may have had a subconscious effect on the swimmers. Jon also explained that he is getting to know some of these swimmer's characters better so will be able to consider their individual personalities in the future. In addition he has introduced a new tapering style and this has been a change to the norm.
5.	Last season we struggled with entering two teams for the Arena League, both for swimmers and for volunteer support. Jon wants to put in 1 team next season and explained that Bristol Penguins runs a series of different age band meets, with no upper time limit and so is in addition to the Mini Series. They run along side the Arena League, however, these meets are always in Bristol so there shouldn't be an Exeter / Cardiff meet at the same time and much less travelling around the south West which can put some swimmers off. This would mean more swimmers are getting the opportunity to compete and swim for the club. It was agreed that this would be a good idea.
6.	This year the Three Counties championship and the Fast 5 are being run simultaneously, for the first time and unfortunately emails were sent to parents regarding sanctions being placed on the club if their selected swimmer did not swim in the Three Counties Championship. Tracey has emailed all involved. It should be noted that the club are supporting the three Counties, however, some of the swimmers selected wish to do the Fast 5 which is perfectly acceptable.

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7.	Kingswood Leisure Centre will be closed from 4 th December to 2 nd January, due to a new pool membrane being fitted, drainage issues changing rooms being updated. They will be trying to source extra pool time for us. Tracey will be keeping in contact re the pool time, as this will be an integral part of the training season ahead of the Counties.
8.	<p>There is a meeting scheduled with Clare Brewer, Tracey, Tracy Jon and Tree on 20th June and there are going to be meetings with the LTS teachers regarding all things LTS and moving swimmers. Clare wanted to know when we can start advertising for new swim teachers and we confirmed that she could start advertising now.</p> <p>It was agreed that Simon and Matt could attend a Level 2 swim teaching course and that the club would pay for this under the condition that they would remain teaching at the club for 12 months after the course. If they do not wish to make this commitment then they can either pay for half or all of the course.</p>
9.	Lisane will need to be DBS checked and her ASA level needs amending. Jon still needs to re-submit his DBS check which he will do asap.
10.	<p>There is currently 1 camp payment outstanding.</p> <p>Emma will inform Jon when to tweet a reminder for the next monthly payment.</p>
11.	<p>Jenny is intending on putting together a meet pack for our December Meet in the next few weeks which has been approved, and will send this out to all the clubs that have attended our meet previously. This will also be put on the website and entries will need to be handed in before the summer break.</p> <p>Jenny has also confirmed that 21-22 March 2020 and 5-6 December 2020 open meets are all booked with licensing and GL1.</p>
12.	Tracy has taken on SwimMark which is proving a very difficult task. Emails have been sent out to relevant people and she has requested that they are given urgent attention. It is extremely important that we maintain our SwimMark accreditation.
13.	<p>A.O.B</p> <p>Claire and Ashley would like to hold a parent meeting in a room at the pool to go through important information such as gala and meet etiquette, expectations for swimmers and parents, how to support your swimmer etc. It was agreed that this is a good idea.</p> <p>Jon has been reviewing the new bolt on to TeamUnify and he will train this out to the other coaches once he has got to grips with it. So far this is looking very useful indeed.</p> <p>Tree asked on behalf of Simon whether LTS swimmers could be selected for the development galas as we did not have enough swimmers at a recent gala which meant that we were docked points, but also it will help them see that they are part of the bigger club. It was agreed that this would be a great idea and Jon will liaise with LTS teachers ahead of future development galas.</p>

Date and location of next meeting: 9 July 2019 @ 19:00 – Soft Play area KLC.