Soundwell Swimming Club
Committee meeting minutes

Location: **Zoom** **Date: 17th March 2022**

Present: Jon Wills, Emma May, Matt Chubb, Sarah Taylor, Donna Hussey-Yeo, Lisanne, Alison (K Iphone??)

Apologies: Fiona West, Emma Dodd

Agenda items:

1. Welcome, Updates & News – Sarah Taylor
2. Treasurer Update – Matt Chubb
3. Welfare Update – Fiona
4. Head Coach Update – Jon Wills
5. LTS Update – Emma Dodd
6. Disputes – Sarah Taylor
7. Policy Changes – Matt Chubb
8. 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 17.02.2022

Ref	Key Discussions
1.	• Sarah welcomed the meeting and thanked everyone for attending • Kit is in and the distribution will start Friday and Sunday • There are a few spares so we are hopeful that everyone who did not pre order would still be able to get one • Kit list will be extended in a month or so time • Around 70 Tshirts that were pre ordered, were ordered plus extras for stock • County Exec Meeting > County champs was the main discussion, official feedback meeting is next Monday. If there is any please share with Sarah and she will share. • Meeting will also include 2023 plans and whether they will be running long course • Big discussion around spectators • Our Meet > Plans progressing at a pace – All details have been sent out and no new heats will now be added. Email going to parents in the next couple of days. • All Risk assessments are complete. We are accepting spectators Max 200 and wristbands will be sold. • Pre covid conditions – not the same amount of space for swimmers as there has been at

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	recent events – therefor it will feel busier but we are working to current guidelines. • Visiting clubs have all been advised of the above • We are still in need of lots more volunteers – Lisanne is working hard on this but there are still gaps that we need to fill. DBS roles are pretty much filled. • The bulk of the event Admin is now done • GL1 can now book meets – Booked for December – Awaiting for county before we book March 2023 • Constitution > New swim mark changes – Once we know the changes we will look at ours and make any amendments. New complaints section to be completed in time for AGM 2022
2.	• Treasurer Report – Matt Chubb • Matt Shared an Excel Spreadsheet with up to date accounts for the Committee to view • This was a normal invoicing month for the club • We have a circa 3 month le-way and are currently running at a £3.5k loss per month • Matt would like to discuss with Sarah with regards to running a meet at Kingswood to try and help inflate the bank • We will receive August fees but we will not need to pay for pool time which will help • T-shirt expense has been pretty much covered and payments made • Numbers are 1 up on Feb – squad 109 Academy 114 • We do owe refunds for cancelled swims • National Potential squad – the fees are currently half the cost of the swim time – we do not want to price swimmers out of being able to swim. • If a squad session is cancelled we do not refund as the club runs at a loss – therefor the refund is not possible • We could improve our loss: More volunteers, run the shop, arrange more meets • The club will only be sustainable through extra income. • We will need to relook at fees in July ready for September if we do not buld a big enough team of volunteers to allow us to organise more events/shop's etc to source income from other areas • Our capacity is 148 swimmers – if we were full then we would break even and the club would not be running at a loss.
3.	• Welfare Update • There has been a significant progress on the DBS checks – thank you to Fiona for your hard work on this • There is an up to date report where Sarah and Lisanne can look at current DBS checks/expiring • No welfare issues or concerns
4.	• Head Coach Update – Jon • Training is going well across all squads – the concentration has been main stroke & specific work • Lower squad IM • Jon and Ashley did a swap and Jon has recognised some swimmers who are now able to move up • 4 swimmers qualified for British Champs • Jon will need to arrange cover for his pool time while at British Champs • Counties – 4th Place – Pleased with the result • Team Bath Level 1 has just finished – the long days exhausted swimmers • There will possibly be a level 1 meet with Horfield – we could help with workforce • Racing is going really well – we have 30 swimmers to counties in 2022. We took 45-48 in 2021, we currently had lots of young swimmers with no times so we were unable to take them

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	• We had a swimmer in every final, except for the junior boys. Medals are being sent to the club and Jon would like to organise a presentation pool side • We have a lot more skill development from a younger age – this will gradually feed up through the squads • Regional is now out – qualifying times out and they are more generous for younger swimmers
5.	• Emma was not able to attend • Jon advised that they are planning to work through the registers and see who is actually attending their space – email out and ask for attendance of to leave • Move up who we can which will refresh the groups • Start a complete new stage 1 • We are over subscribed for LTS with a big waiting list but we would need more instructors to be able to do anything about this
6.	• Disputes etc • National Chairs Forum – Dispute resolution • Would be good to include this into the agenda moving forward – we can then discuss them and take minutes • Sarah has not had any formal complaints
7.	• Notice Period • Matt would like to make a general change to the policy to include a 30day notice period • Use the tick box in team unify to stop the removal of bank card before last payment is taken • Matt will update the policies and this can be shared with parents to implement this • The Finance policy and Joining paperwork will need to match what is in the constitution – this will need checking • A new policy/paperwork when children move from LTS to squad – parents handbook with links info etc • We currently pay fees over 12 months and swim for 11 – we could increase the monthly amount and pay over 11? This should be raised at the AGM as a thinking point because over the year this could impact a big loss when children leave
8.	AOB • No AOB

Date and location of next meeting: Thursday 28TH April 2022 @ 7.30pm via Zoom

Author: Emma May
17.02.2022

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