

Soundwell Swimming Club Committee meeting minutes

Location: Kingswood leisure Centre. **Date:** 13 November 2018

Present: Tracey Ellis, Tree O'Donnell, Tracy Blake, Jackie Weatherall-King, Claire Kerslake, Donna Hussey, Alison Williams, Clare Brewer.

Apologies: Jon Wills, Chris Turner, Stuart Mason

Agenda items:

1. Actions from previous meeting
2. Head coach report
3. LTS
4. Finance
5. ASA registration
6. Team Unify
7. Open meets
8. Camp
9. Welfare
10. AOB

Actions from this meeting

	Action	Owner	Date	Status
1.1	Clare B to provide Tracy B with a list of swimmer's names and fees to be paid from LTS	CB	08.01.19	New
1.2	Clare B to establish whether she can run a teaching course for the club.	CB	08.01.19	New
1.3	Tracey speak Jon about using the email facility on TeamUnify	TE	08.01.19	New
1.4	Claire K to speak to Chris T regarding Level 2 team manager trained volunteers,		08.01.19	New
1.5	Tree to amend Claire K's TeamUnify profile to see if she can access emergency contact details. If successfully this will be rolled out to Ashley and Jess.	Tree	08.01.19	New
1.6	Tracey to ask Jon to update the qualifying times on the website	TE & Jon	08.01.19	New
1.7	Tracey to put an advert out asking for Swim Mark volunteers with the help of Rachel and Sadie.	TE	08.01.19	New
1.8	Tree to send out an email to committee members asking best availability for committee meetings in order to establish whether there is any other time that suits a majority of committee members.	TE	08.01.19	New

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Key Discussion Points

Ref	Key Discussions
1.	<p>Tracey opened the meeting by welcoming everyone and thanking them for their attendance. She introduced Clare Brewer as the new LTS co-ordinator.</p> <p>As November's and December's meeting minutes had not been produced for various reasons, it was agreed that we could not and would not go through them and that we would start afresh at this meeting.</p>
2.	Please see attached the head coaches report.
3.	<p>LTS</p> <p>Clare explained that there are still issues with the number of swim teachers. This has unfortunately resulted in us having to cancel a couple of sessions. However, in the coming weeks the number of teachers is hopefully set to increase.</p> <p>There are 10 new swimmers due to start on Sunday. Clare B will provide a list of these names and the payments to be made to Tracy B.</p> <p>In the last pathway, 10 swimmers took part, 6 were offered places in D squad and 4 were able to commit.</p> <p>We have a lot of swimmers who need to move to the big pool. It was discussed and agreed that we would offer 8+ year olds the opportunity to swim in The Pathways sessions as well as the LTS swimming sessions. This ensures that they are given a taste of what swimming in the competitive side of the club is like and at the end of the 12 sessions if offered a place in D Squad both the swimmers and their parents / guardian, will be aware of the commitment.</p> <p>Clare will also look in to whether she can run a teaching course for the club.</p>
4.	<p>At the moment the bank accounts are looking healthier.</p> <p>It was agreed that if squad swimmers were either not registered on TeamUnify or their annual or monthly fees had not been paid they would not be able to swim from 1st January. This was communicated on several occasions and as a result has helped to get our accounts in order and making parents / guardians accountable for their swimmers fees.</p> <p>There are still some Sprint swimmers not paid, but these are being processed accordingly.</p>
5.	<p>It was agreed that we need to review all ASA registered names.</p> <p>The membership pack still needs updating regarding the ASA fees for both LTS and Squads.</p>
6.	<p>At new year there was an embarrassing payment run issue with TeamUnify in which a majority of payments were not collected. Tracy did a sterling job of communicating to all who hadn't paid and the payments were subsequently collected a few days later. TeamUnify have identified what caused the issue, resolved the problem and have apologised for it.</p> <p>TeamUnify will be used for competitions, but we do not have to collect payments via TeamUnify for this as TeamUnify take 2% of collections, so payments will still be made through the Co-Op account.</p> <p>It was agreed that we need to use the email facility in TeamUnify more, eg Jon emailing about upcoming events / competition selections. This definitely helped Tracy when communicating to individuals about payments.</p> <p>Tracey will speak to Jon about using the email facility more as well as Snapchat, Twitter and the website for updates eg last minute session cancellations.</p>
7.	<p>There is a meeting regarding our Open meets scheduled for next week where feedback from our December meet will be discussed. A big thank you to Jenny, Rhona and Darren for all their help in organising and managing the Open meet. Their hard work is very much appreciated, as is that of all the volunteers who helped out at this meet.</p>
8.	<p>Swim camp is booked for Monday 28 October to Friday 1st October and Mount Kelly. However due to the Winter Nationals Jon has requested that the camp is brought forward to enable swimmers to enter this competition. Since the meeting Claire has successfully managed to move the camp dates to Saturday 26 to Wednesday 30 October 2019.</p> <p>There will be three coaches – Jon, Ashley and Claire. Emma Dodd will be the lead chaperone and Team Manager and is helping Claire with organising and planning the camp.</p> <p>There will be four lanes targeting 30 swimmers, however camp is open to all squads for 30 – 40 swimmers.</p> <p>We will need a first aid trained person attending camp and we need at least 1 chaperone who is level 2 team manager trained. Claire will ask Chris T for a list of Level 2 team manager trained volunteers who may be available to chaperone on camp as we may not need to pay for another course if there are</p>

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	volunteers who are already trained who could chaperone on camp. That being said it is very important to have the right mix of people attending the camp.
9.	<p>Stuart has sent Tree the completed Welfare policy document. This will be circulated with the minutes for people to read and confirm if all ok so that this can be added to the club's other policy documents.</p> <p>One complaint / concern has been raised in December and this is being addressed by Stuart and Tracey.</p> <p>There is a need for coaches to have access to emergency contact details on TeamUnify. Tree will trial Claire on TeamUnify and amend her access level to see if this can be done whilst also ensuring the correct levels of privacy. If successful this can be rolled out to Ashley and Jess with the view to adding other coaches if it is felt necessary.</p> <p>Donna has looked up GDPR info regarding LTS and how we hold their information. We really need to consider getting LTS swimmers info on to TeamUnify.</p> <p>Tracey asked where swimmers are allowed to go and not go during Open Meets. It was discussed and depending on the meet, swimmers normally stay poolside until they have finished competing (only leaving poolside to go to the toilet/change after they have told a chaperone where they are going). If a swimmer does leave poolside for any other reason (e.g. medical reason) then again a chaperone must be asked (the chaperone will liaise with the coach if necessary) and then if agreed, it will be only for an agreed time and knowledge of where and who they are going with, especially younger more vulnerable swimmers. They must also inform a chaperone that they are leaving when they finish racing .</p>
10.	<p>A.O.B</p> <p>Qualifying times need updating on the new website. Tracey will ask Jon to do this.</p> <p>Swim Mark – we need help with this, Tracey will ask Sadie and Rachel to help but an advert together regarding the role and what it involves. Sadie and Rachel are happy to give guidance to whoever takes on this role.</p> <p>Committee member availability was also discussed as not all committee members can attend a Tuesday evening. Tree will send out an email asking for availability to see if there is a more suitable time and day.</p>

Date and location of next meeting: 12th February 2019 @ 19:00 – Soft Play area KLC.