



Soundwell Swimming club

Committee Meeting Minutes

Location: Zoom

Date: 23rd November 2023

Present: Jon Wills, Sarah Taylor, Matt Chubb, Emma Dodd, Sue Long, Claire Kerslake, Louise Phillips, Helen Mills

Apologies: None

Agenda Items:

1. Welcome, Updates and news – Sarah Taylor
2. Treasurer Update – Matt Chubb
3. Welfare Update – Claire Kerslake
4. Head Coach Update – Jon Wills
5. LTS Update – Emma Dodd
6. Camp Update – Emma Dodd
7. Disputes and Complaints
8. AOB

Key Discussion Points from 19.10.2023

Ref	Key Discussions
1.	Sarah welcomed the meeting and thanked everyone for attending. <u>National update:</u> Sarah attended the Swim England Chair's Forum. Main points were: • Reminder that from 1/1/24 only Swim England Safeguard training would be accepted. Other certificates would no longer be accepted. This is in line with how other Governing bodies were going, and because it covers issues specific to aquatics, its unique challenges and aligns with Wavepower guidance. • Wavepower guidance is being updated. No significant changes, but some change in emphasis of wording, with SHOULD being changed to MUST for some things, for example use of mobile devices in changing areas. • Swim England are sending two newsletters a month – one is Club news and the other is Training News, both of which are for Executive Officers of the Club. They are asking for feedback on those, so please let me know if you have any. • They drew attention to the Good Governance Guide in their website which they say is full of top tips to help run a club. • Changes to Swim Mark from 1/11/23 is that Chair and Welfare Officer information sessions are now mandatory and Clubs now have to produce a Diversity and

	Inclusion Action Plan, which replaces the Equality Plan. We will need to do this before our next assessment. Lots of discussion around new supervision rules and challenges. Lots of Regions saying that Clubs are pooling together to support each other to ensure they can meet the requirements. Some regions are pushing to have Welfare Officer attendance at Meets mandatory, but there was a lot of push back on this from Clubs, and it was agreed to take the subject to the Welfare Officers forum. Very clear feedback about attendance of individual swimmers at Meets, and it was clear that this is being discouraged. <u>Regional news:</u> The Regional Chairs forum is next week. Sarah has checked Regional Summer Championship closing dates for 2024 to ensure our March Level 3 Meet is within the window. <u>County news:</u> Emma and Sarah attended the County Exec Meeting. New swimming committee is being formed with a first meeting next month. Preparations for County Blocks are under way with relay entries due in next week. Still concerns over the long term future of GL1, however new seating has been installed. The timing system is still fragile Reminder from Gloucester Officials Co-ordinator that trainee officials must complete their practical sign off within 11 months of taking their on-line training or they have to start the process again. <u>Club news:</u> Preparations are in hand for our Open meet with final timings going out early next week. Still short of officials and volunteers, and Sarah will be chasing individuals over the next few days to fill the gaps. Donations for Raffle prizes would be appreciated. Our Level 4 Distance Meet closes this week and we'll get the heat sheets out next week. We will need officials and Team Managers for all three dates, and we'll start chasing for people to sign up next week too. Particularly important for Friday 15th at Kingswood when we have a few people away at Nationals. Bristol North have offered to pick up the burden on officials that night. Christmas training programme agreed with Jon and pool providers and will be sent out early December.
2.	Treasurer update Co-Op General Account - Fees coming in for November totalled £11.3k, includes £1.7k of Annual Fee collection, £110 Shop and £30 for Kit. - Outgoings for November, £7.4k in Coaching Fees, covering the time away at Camp. (Camp Account needs to have the additional coaching time at camp be moved from the camp account to this account). Kingswood invoice of £8k also paid in November, £170 of ASA Fees and £720 of kit purchased.

	Lloyds Competition Account - £3.9k of income, £2.8k relating to the Soundwell Gala. - Outgoings were £1.5k for medal purchases, and Winter Regionals invoice £620 Camp Account - £4.5k of Deposits Swimmer Numbers - Total Squad swimmers I quoted as being 3 up, but actually at the end of the month squads are down by 2. Academy numbers have jumped in the month up 9 in the month, up to 103. Soundwell Gala coming up this weekend - Door Takings/Raffle etc will come in as income, and we will have the balance to pay for hiring Hutton Moor, as well as catering and other expenses.
3.	Welfare Update • One issue from camp. Was investigated and resolved with all parties. Had a feedback session with Emma and there are a few changes that will be put in place for future camps. All notes kept and stored if needed. • Investigation into allegations of behavioural issues at Arena League within the Bristol North team. Investigation carried out jointly with Tamsin at Bristol North and both are satisfied. This was carried out after formal complaints were made to the referee at Arena League, but no further contact has been made from Arena League or the other club involved. Sarah T has agreed to be poolside should we be swimming against this club again during this round of Arena League. • Ali has reported a first aid incidence at the pool which is being investigated with Active. • One DBS check completed for a potential TM just awaiting course and another DBS being carried out. Discussion: We have a healthy number of TMs now need to concentrate on increasing numbers of officials.
4.	Head Coach Update Training. Training going well across the juniors. We are now transitioning into the quality phase of training within the top squads. Competition <u>Arena league</u> Another trip to Plymouth for round 2 of arena league. Strong swimming from all although we had some sickness on the day. Great commitment from the team to pull together and place 6th. BN team had another strong round. There was some issues with swimmers from Clevedon, but it all seemed to be resolved on the day. <u>Gloucester Level 2</u> Great to be back at GL1. Some quick racing early on in the short course season. Good meet for the younger swimmers as the qualification times were reasonable. It was also part full so allowed time between sessions.

	<u>South West Winter Regional Champs</u> Very successful weekend at Millfield. Lots of finals, national qualification times and PBs across all the disciplines. We managed to bag a few medals in the junior category. Josh 3rd 1500 Roger 1st 100, 200 Brs & 200 IM and 2nd 50brs <u>Guildford Level 2 meet</u> Great meet, But very long! Great group travelled up for the weekend of racing. Good experience gained racing with swimmers out of region and staying away from home. The pool was quick but the seating was cramped. Will look at the Millfield meet next year as long as there is no clash with camp <u>Camp</u> Great camp – many thanks to all who helped on the camp. Lots of value gained from all who attended. Gym and pool were great and fit for purpose. Food lacked a little but swimmers were all full. Accommodation was better than the house we had previously. <u>Winter National Qualifiers</u> Amber W Jade H Harriet S Rhys D Harry K Harry T Josh M Roger D
5.	LTS update: 2nd cycle of this season with assessments taking place after Christmas. All going well generally. Some concerns over some classes that are not as full as they could be, but this is in hand now we are in a more stable position regarding swim teachers.
6.	Camp update: Very successful camp. It was the biggest group taken and some issues occurred, but were dealt with. Overall the kids were great and everyone joined in the activities. Next year's camp planning is underway – 20 kids signed up for the camp which is likely to be the final number now. Conversations commenced with Sports Abroad around finalising costs and fundraising will start in the new year. To draw down the Swim England grant payment needs to be made by 31st December 2023.
7.	Disputes and complaints: None
8.	AOB: None