



Soundwell Swimming Club Committee Meeting Minutes

Location: Zoom
Date: 25th April 2024

Present: Jon, Sarah, Tara Simcock, Matt Chubb, Claire Kerslake, Louise Phillips, Emma Dodd, Corinne Moore, John Buchanan, Russ Smith

Apologies: Sue Long

Agenda Items:

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1. Welcome, Updates and news – Sarah Taylor
2. Treasurer Update – Matt Chubb
3. Collection of race fees through Team Unify – Sarah Taylor
4. Welfare Update
5. Head Coach Update – Jon Wills
6. LTS Update – Emma Dodd
7. Camp Update
8. Disputes and Complaints
9. AOB

Key Discussion Points from 28.3.2024

Ref	Key Discussions
1.	Sarah opened by thanking everyone who attended. <u>National:</u> The new CEO of Swim England, Andy Salmon, is doing some face-to-face sessions around the country over the next few months. There is one in Bristol in mid-June which Sarah will attend. The session will, amongst other things, discuss taking forward the conclusions of the Listening Report. <u>Regional:</u> Soundwell were the organising Club for the Regional Championships first weekend at Hengrove. It went well, with the weekend running as smoothly as it could. There was lots of great support from local clubs who stepped up to help, as well as lots of support from Soundwell parents. The Region have donated £500 to the Club – some will be used to buy our officials some Soundwell-branded shirts, with the rest going into Club funds. <u>County</u> The County Exec meeting is next month, so nothing to report. We have had County approval on a date for the proposed joint Level 2 with Bristol Penguins – 14th

	September. Waiting for confirmation of a venue before going to the Region for a licence. <u>Club</u> Our Open Meet was our most successful yet. We had a record number of swimmers participating, and are very positive take up of parent volunteers, including officials. Really good feedback from parents. There were a couple of issues to follow up with Hutton Moor regarding slippery steps and first aid treatment of swimmers by lifeguards which wasn't recorded, but I've followed up with the venue and the clubs concerned. We've booked the last weekend in March in 2025 at Hutton Moor, in addition to our 30th November-1st December date in 2024. Hutton Moor are happy to hold our December 2025 date, and we only have to formally book it once the 2024 has been completed. Sponsorship – The Club is really pleased to announce that we have partnered with Howden Insurance. Howden is the Swim England Insurance Broker and sponsor of the British Lions. Their local branches support community sports teams, and you will see their logo on our new batch of swim hats which are arriving in May. In addition to the direct financial contribution they have made, they have a referral offer where for any parent who takes out a policy with them the Club receives £50. This is an ongoing initiative and Sarah will be sending out the link, which will be on our website, when she update parents on the partnership. We are exploring more options with them, including sponsorship of our swimmers going to Nationals this year, as well as sponsorship of our Club medals.
2. & 3.	<u>Treasurer update</u> Matt updated the meeting on the actual money received over the past month, compared with the cashflow forecast. We remained above the 90% target of squad membership, and had increased fees received compared with our forecast. Sarah had drafted a new race fees policy, reflecting discussion at the March meeting about collecting race fees through Team Unify, rather than receiving payments by BACS transfer. There was a compelling case to move to do this, as considerable time was taken by the Competition Secretary in chasing fees – parents frequently forgot to transfer them at the time of race entry. Given the club paid for entries when they were submitted, arrears in fees impacted cashflow. In addition, there have been circumstances where parents are in arrears with squad fees, and continue to enter competitions, with those fees also being in arrears. It was important to connect squad and race fee balances, which could be done through Team Unify. There was discussion around the proposed 5% admin charge in lieu of the current £2 per racing day chaperone fee, with concern around the financial impact on parents following on from the recent squad fee increase. However, it was determined that any swimmer entering up to 10 races over the course of a 2-day meet would be no worse off, and in most cases better off, than if they paid the current chaperone fee. Team Unify would be configured to prevent any parent entering their swimmer for races if their squad fees were more than 30 days in arrears. The committee voted to proceed with the new policy, which would be communicated out to parents. It was agreed that it would be trialled on the Soundwell Club Champs to allow time to ensure the process works, without impacting other clubs.

4.	<u>Welfare Update</u> Claire mentioned that she was engaging with a couple of parents on Welfare issues, but nothing of note to report to the committee. She mentioned that she had sent all Team Managers details of some Diabetes Awareness training. Whilst it was not compulsory, all TMs were encouraged to look at the training to enable them to support any swimmers with diabetes. She had also issued some Dos and Don'ts for TMs and Coaches dealing with swimmers with diabetes at training and competition. She also continues to liaise with Swim England on this issue to ensure we are operating best practice. Safeguarding training emails have been sent out to those with qualifications expiring in the next few months to allow them to book onto courses as early as possible. Codes of Conduct have been updated and will be sent out for signature on Team Unify. Sarah and Matt are working out how to do with. The Welfare team are now joining up on One Note to ensure they are both fully aware of any Welfare issues in live time.
5.	<u>Head Coach Update</u> Training All training running well. The squads are looking very healthy. The network sessions at Bath are busy. These are now providing great opportunities to swim with other national level swimmers and it's bringing in good money to the club. The new bungee cords are getting good use across all the squads. The kids enjoy the variation in training. Thanks to Matt for ordering. Competition Soundwell Last Chance - another great open meet. Lots of first time swims and regional times gained. Massive thank you to everybody who helped on the weekend. Great team effort. British Champs - a great show from Harriet and Roger and Jake. There was lots learned from rubbing shoulders is the best swimmers in the world. COB L1 - very hot poolside. Massive thank you to everybody who helped cover on this meet. Lots of good swims across the board, some ranking themselves in the national window. Regionals weekend 1 – Good swimming across the board. Lots of PBs and five finals. Maia 200 butterfly Jonah 200 front crawl Zach 100 backstroke

	Elsa 200 IM Theo, 50 fly The 1500m event was very strong. Josh bagged himself a silver. And Lucy T and Olalla gained bronze medals.
6.	<u>LTS update:</u> - Lessons are running well. The team met up to discuss the new Framework proposed by Heather and how to improve progression and assessment. They will aim to meet more regularly to discuss Stage moves and swimmer progress. - Pleased to have Lacey E and Millie-Ann D committed to undergo teacher training in July, and will be ready to teach poolside in September. They will also take safeguarding and undergo DBS checks in time to teach in September. We have arranged a Swim Teachers meeting on Thursday 11th April when we will go through this further along with discussing any updates etc. In addition, Bea L has started as a poolside assistant and will take the teaching course in October once she has turned 16. Bea has completed the SE Poolside Helper course.
7.	<u>Camp update:</u> The Easter raffle made £372. That combined with the other fundraising to date, including the Soundwell towels means we have raised nearly £1,000 already. More fundraising to come in the next few months. No other activity on camp for the moment.
8.	Disputes and complaints: None
9.	AOB: None
	OUR NEXT MEETING WILL BE ON THURSDAY 23RD MAY AT 7.30PM ON ZOOM