



# Thame Swimming Club Annual General Meeting

30<sup>th</sup> June 2017  
Thame Leisure Centre



# Agenda

- **Welcome**
- **Chairman's report: update and plans for the future**
- **Head Coach's report: update and plans for the future**
- **Appointment of 2017/18 Captains & Vice Captains**
- **Treasurer's report: financial position and plans for the future**
- **Election of Committee**
- **Questions and feedback**

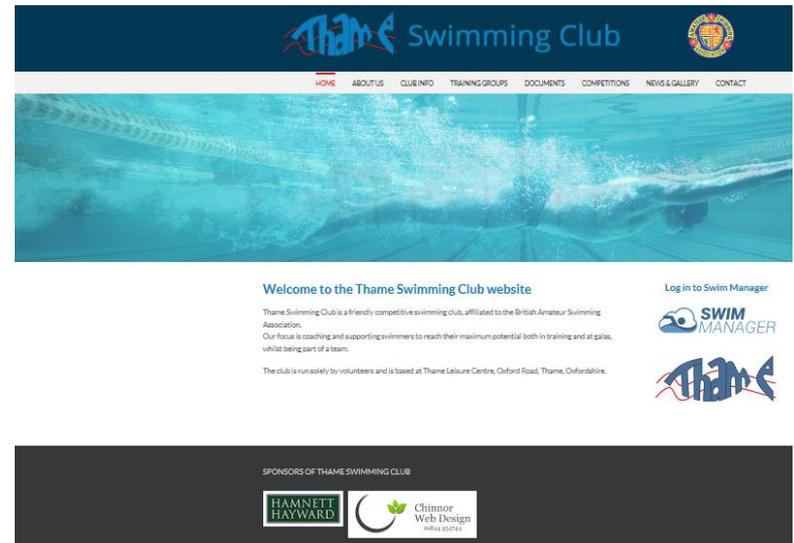


# Chairman's report

# Key successes



*Fundamentals*



My Account   Manage Club   Phil Evans   Logout

**Membership**

- Accounts
- Members
- Squads**
- Finance
- Invoices
- Payments
- Regular Payments
- Credit Notes
- Reconcile
- Payment Plans
- Discounts
- Coaching**
- Teams
- Times

**Squads** Add New Squad

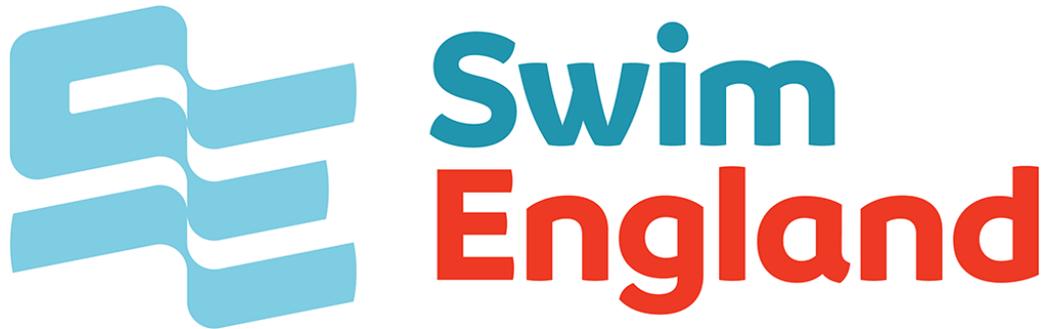
10 Squads Displayed

Name	Email Address	Members	Capacity	Utilisation	Revenue	Maximum Revenue
1 - Developer & Training	thame.1-developer-training@clubs.swimmanager.co.uk	28	0	0.00%	£13,272.00	£0.00
1 - Developer & Training Plus	thame.1-developer-training-plus@clubs.swimmanager.co.uk	8	0	0.00%	£4,128.00	£0.00
2 - Competitor	thame.2-competitor@clubs.swimmanager.co.uk	25	0	0.00%	£13,950.00	£0.00
2 - Competitor Plus	thame.2-competitor-plus@clubs.swimmanager.co.uk	17	0	0.00%	£10,506.00	£0.00
3 - Performance	thame.3-performance@clubs.swimmanager.co.uk	22	0	0.00%	£15,312.00	£0.00
4 - County & District	thame.4-county-district@clubs.swimmanager.co.uk	15	0	0.00%	£12,240.00	£0.00
Coaches	thame.coaches@clubs.swimmanager.co.uk	9	0	0.00%	£0.00	£0.00
Fundamentals	thame.fundamentals@clubs.swimmanager.co.uk	10	12	83.33%	£2,400.00	£2,880.12



# Swim England

- Swim England is the renamed Amateur Swimming Association(ASA) and is the governing body for swimming in England.
- The role of swim England is to help people to learn how to swim, enjoy water safely and compete
- Swim England produce publications such as Wavepower which is safeguarding procedures and is a key part of how clubs operate



# SwimMark

- SwimMark was previously known as Swim 21 is Swim England's quality standards for clubs
- It is to create best possible swimming experiences, raise quality of provision of swim clubs.
- TSC has applied for SwimMark essential which is the first module, the second being swim mark network and the third being swim mark performance
- TSC submitted for accreditation to SwimMark to the national panel for agreement on 28th June



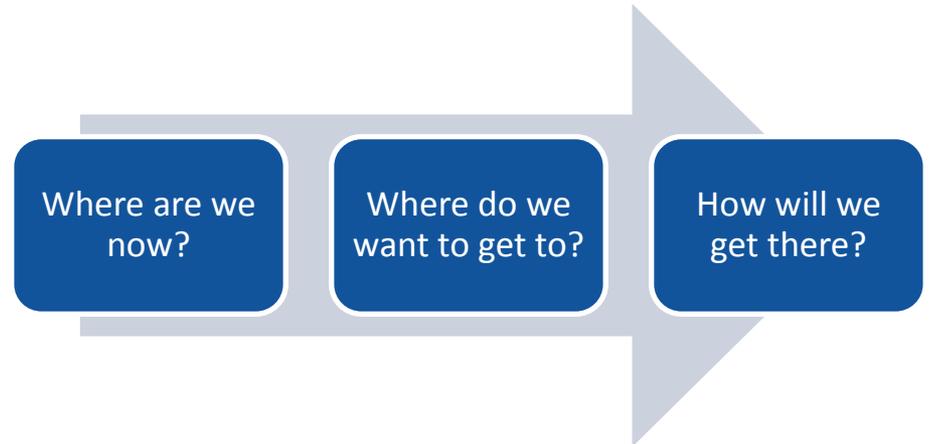
# SwimMark

**There are 16 elements to Swim mark and the accreditation lasts for 2 years. Elements include:**

- A club development plan
- A club constitution and budget plans
- Evidence of codes of conducts, emergency procedures, risk assessments, equality plans
- Evidence of safe practice by personnel records of qualifications, safeguarding and DBS checks

# Club development plan

- The Development Plan sets out objectives that the club will work towards over the next two years
- The Development Plan consists of the following elements:
  - Club statement
  - Club vision
  - 2 Year plan summary
  - Governance
  - Athlete pathway
  - Workforce
  - Marketing & communication
  - Partnerships



# 2 Year plan

	2 Year Plan
<b>Clubs Overall Objectives</b>	<p>By nature of the number of short-term actions, this Development Plan is effectively focused on the next 12 months</p> <ol style="list-style-type: none"><li>1. Ensure the long-term viability of Thame Swimming Club (Swimmers, Coaches, Committee, Officials and Volunteers)</li><li>2. Ensure a robust succession plan is in place for the Club especially for the future replacement of the Head Coach</li><li>3. Ensure increased communication between the Club, its Members, other swimming clubs, the Local Community and Business</li></ol>
<b>Year 1 Objective(s)</b>	<ol style="list-style-type: none"><li>1. Ensure increased Governance of Thame Swimming Club</li><li>2. Ensure the necessary athlete pathways are developed and in place</li><li>3. Ensure the Club has the necessary succession plan in place to guarantee the long-term viability of the Club</li></ol>
<b>Year 2 Objective(s)</b>	<ol style="list-style-type: none"><li>1. Evaluate legal structure and VAT position of Thame Swimming Club</li><li>2. Ensure a robust volunteer program is in place to sustain the long-term viability of the club</li></ol>

# Constitution update

**A couple of minor changes/ clarifications have been made to the TSC constitution, namely:**

- Change from ASA to Swim England throughout document
- **Clause 2.2** – removes reference to LWS as no longer a sports academy
- **Clause 3.1** – limit to club numbers
- **Clause 3.7** – updated to reflect TSC policy not to allow photography and also to also reflect that the club may use video from time to time for training
- **Clause 4.2** – clarification added with regard to the fees
- **Clause 4.5** – removed reference to multiple members from the same family as we have never offered a discount
- **Clause 5.1** – refers to written notice of leaving but didn't give a time scale. Our leavers/returners policy in the Documents section of the website says you must give at least 14 days' notice.
- **Clause 5.3** – refers to handing or posting a termination letter when someone doesn't pay their fees for 2 months, but it doesn't mention emailing, which is how we do all the communications

# Communication

**All the below is subject to the committee's agreement and further discussions regarding social media policy etc. We will not officially activate these accounts until we have issued and agreed the best practices**



- Facebook group has been created for the members
- Facebook Business Page has been created for promoting the club



- Instagram account has been created to raise the profile of the club and possibly provide a platform for the swimmers to interact and promote the club



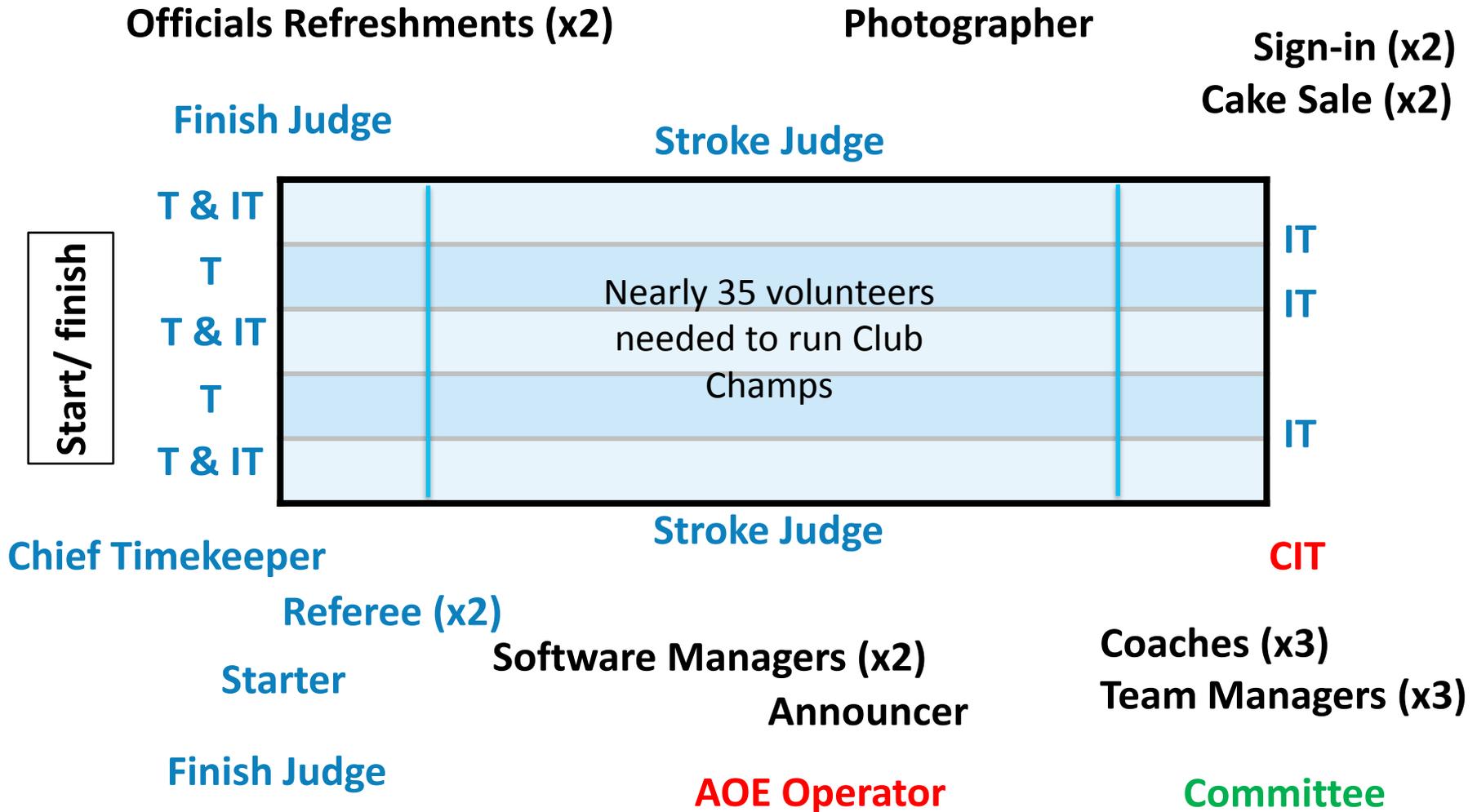
- Twitter account has been created again to use for communication

- Went live in May 2017



- Hopefully members are seeing the advantages of Swim Manager e.g. ASA imported times, booking open meets
- We will continue to work with Swim Manager to build on its development

# Supporting the club







# Head Coach's report

# Coaches

## Group 1



**Holly Revill**



**Lucy North**

## Group 3



## Head Coach & Group 4



**Ian Blyth**

## Group 2

## Group 1+



**Karen Powell**



**Mark Simms**



**Iain Phillips**

# Captains & Vice Captains

*Selected by the Coaching Team*

	Girls	Boys
Captains	Ella Simms	Marcus Birmingham
Vice Captains	Maisie Randall	Harry Block

## Invite:

As part of club development and succession planning, Swim England recommends offering that the Club Captains can attend committee meetings to represent the views of swimmers and assist in providing advice and guidance from a swimmer's perspective

- Invite will be for September and to attend committee meetings quarterly



# Treasurer's report

# Income & expenditure summary

	2015/ 16	2016/ 17	Difference
Income	£97,329	£118,238	£20,909
Expenditure	£106,275	£110,537	£4,262
Surplus (deficit)	(£8,946)	£7,701	£16,647
Reserve	£5,169	£12,870	

<u>Item</u>	<u>Variance</u>	<u>Comment</u>
Grant income & Fund raising	+ £6,683	£3,950 raise in fund raising and £3,000 grant awarded
Training Fees & club membership	+ £7,720	Full years fee increase plus at capacity membership
Coaching	- £1,863	Coaching fees for all to be re-instated
Land Training	- £1,811	Cost saved from cancelling spinning

## Notes:-

- No guarantee that we will raise same level of funds – still asking for a parent to volunteer as Fundraiser for the club.
- We need to re-instate training fees for coaches who agreed for these to be waived.
- Cost of pool hire has gone up by 1.8% across all pools.
- Proposal to raise Membership Fee across all groups by £1.00 per month.
- In summary finances are in healthy position but with increase cost and potential reduction in income we need to have a small fee increase.



# Election of Committee

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Role	Proposed	Stepping down
Chairman	Phil Evans	
Vice Chairman & Swim 21	Helen Birmingham	
Club Secretary	Michele Block	
Treasurer	Rachel Humphreys	
Membership Secretary	Geraldine Dodds	
Head Coach	Ian Blyth	
Officials Secretary	Emma Camp	
Gala Manager	Sue Hewett	
Communications Manager	<b>Will Hard</b>	Helen Williams
Health & Safety Officer	George Day	
Welfare Officer/ Club Kit	Natalie Phillips	
Website Design	Claire Revill	
Fundraising Manager	<b>Vacant</b>	



# Your Feedback

## Questions & Answers