

Minutes of ASKA Swimming Club Annual General Meeting 12th May 2019

Agenda

Club chairman's Review	Andy
Financial report	Lucia (on behalf of Sue)
Club membership status	Kevin
Safeguarding	June
Swim 21	Kevin
Competitive swimming	Lucia
Fin swimming	Dave
Election of committee roles	Andy/Lucia
AOB	

The reports prepared for each section have been compiled into a single file. These minutes do not attempt to repeat the content of the reports, only actions, decisions and ideas are captured below. The AGM collated reports and these minutes will be shared on the Club website. ACTION ANDREW

Chairman's report

Consider idea to re-introduce land-training. Investigate options with gym in Uni ACTION NIA

Financial Report

Finances are healthy. (See report)

Safeguarding

Ask younger coaches if they'd be interested in "practice/examples" discussion regarding safeguarding. ACTION JUNE

Competitive Swimming

Idea: Join forces with Chester SC to enter Area league

Find out if there is a Time-keeping training course that can come to us ACTION LUCIA

Fin Swimming

Get input on coaching from new head coach @ British Fin Swimming ACTION ANDY/DAVE

Get control of list of Fin Swimmers names (especially those not in ASKA club already) ACTION DAVE

Review the "renting" of fin kit arrangements ACTION DAVE

Ask if Al would be interested in training to be Fin coach ACTION ANDY

Jun 29th is Fin gala in Bath

Election of Roles

The outcome of election to roles was as follows:

Club Chairman – Andy Griffith
Membership Secretary – Kevin McCann
Club Treasurer – Sue Gifford
Welfare Officers – June Symes, Kevin McCann
Deputy Welfare Officer – Louise Coates
Swim 21 Co-ordinator – Kevin McCann
Club Secretary – Lucia McCann
Fin Swim Section Leader – Dave Naylor
Shop Manager – Vicky Hutchinson
Communications Manager – Andrew Searson
Publicity Officer – post vacant
Social Secretary – Nia Waganaar
Awards Officer – Helen Tiffin
Workforce co-ordinator – post vacant

AOB

If senior swimmers would like to be lifeguard trained the Club will support them

Send "badges" note out via Seesaw ACTION HELEN to send to ANDREW

Update the website with Committee/Coaches names and Bios ACTION ANDREW

Nutrition at galas could be improved. Louise will meet up with Yuri (via Nia) to see what can be learned and implemented ACTION LOUISE

ASKA Swimming Club

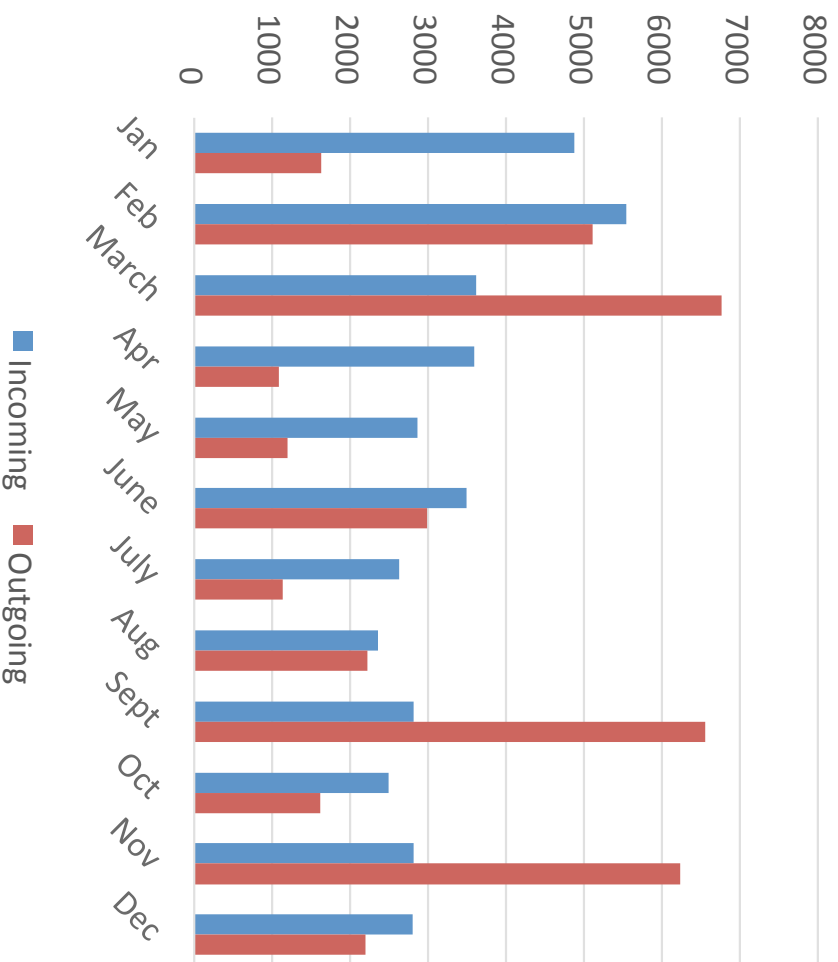
AGM 2019

Selected Reports

(further reports will be available at the AGM)

ASKA Accounts Summary 2018

Cash Flow



End the year with a net profit of £1135.56 and a balance of £13017.10 (note: pool fees for Autumn term outstanding)

FINANCIAL HEADLINES 2018:

- **UPSKILLING**
 - Coaching – Al, James & Abbie
 - Safeguarding – June
- **EQUIPMENT**
 - New monofins
 - Laminator, badges & certificates for swimming awards
- **SOCIAL**
 - Free entry to club gala
 - Bowling event
 - Christmas chocolates
 - Charity donations
- **STAFFING**
 - Agreed new pay & expenses level for Head Coach

Safeguarding

Highlights

- No Safeguarding incidents in 2018.
- We now have a male and female WO.
- Female WO completed TTL course on 15.10.18.
- Up to date DBS's completed by coaches and committee members.
- Coaches and committee members attended Safeguarding Course in January 2019.
- Risk Assessments reviewed and updated for competitive/fin/ASKA galas in 2018/19.
- Swim Mark accreditation maintained for Club.

Lowlights

- Adults to provide clear and consistent information when advising younger members of the Club to complete tasks/activities on Club's websites.

Next Steps

- Encourage new committee members who would like to be deputy WOs.
- Support junior coaches with any potential WO/Safeguarding concerns.
- Support Swim Mark full re-accreditation in Q2 2019.

Finswimming

The ASKA Finswimming section is now three years old. We have around 25 participating swimmers, including coaches and parents. Attendance at training varies from 7 or 8 up to 17.

During the 2018/19 we have attracted a number of new swimmers – most who are already ASKA members, but a small number – especially very young swimmers – from outside of ASKA. Also the arrival of the Slims has brought a coach and a competitors!

We attended three galas this year. We took nine swimmers to the June Bristol long course gala, and won the team competition, with all the swimmers achieving good individual and relay time, setting a number of age group records. In November we went to London for the British Championships – a limited number of available events reduced our team size to five – good performances were put in by everyone and the team finished third overall.

The third gala was our own inaugural ASKA gala in March. Thanks to a huge effort from a team of parents in planning the event and DOZENS on the day, we put on a successful event at Ellesmere Port Sports Village. We had 42 competitors entered (17 from ASKA) from most of the main UK clubs attended. Many age group and British records were set by competitors from each club, and despite stiff opposition from Neptune's team of 14 swimmers (including a number of world-class juniors) ASKA won the overall team competition.

For the ASKA gala we received great reviews from the visiting clubs and lots of help and positive feedback from British Finswimming. There were a few snags on the day and plenty of lessons learned, but everyone involved thoroughly enjoyed it. Thanks to the ASKA committee for giving the go-ahead for the event, at a stage when there were some unknowns. Financially the entry income basically covered the cost of the pool hire plus the event medals (with surplus medals left over). Other costs were incurred for printing and thank-you gifts etc but these were met by parent donation. The club purchased some assets which were used at the event – e.g. stopwatches, and also covered costs of BFA subscriptions for coaches.

There has been quite a high loss of swimmers – a key reason has been the loss of training sessions when the Uni pool is closed. After Bristol there was good momentum to build up the club but the sudden pool closure almost immediately after prevented any progress until September. The loss of Oz and reliance on Andy as coach is also a concern which contribute to loss of swimmers. The arrival of Al has really helped, and Steve Aylott and James Dring step in regularly to keep things going. Often the coaches have to concentrate on the new young swimmers, the experienced swimmers organise their own sessions.

Virtually all of the finswimmers are established ASKA swimmers. The discontinuous training sessions has pretty much deterred all those who only joined for the Finswimming.

Many of the newer members have purchased their own monofin and/or bifins, but usage of the club's fins remains high. The fins are becoming worn and have required repairs, some need straps to be replaced. Thanks to the committee for funding a racing fin and some replacement junior fins. We will need to review the club's stock and see what further repairs or replacements need to be made. A number of the snorkels need repair (perhaps we should require members to provide their own?)

The next gala is in Bristol on 29 June (long course). It is great that it looks like finswimming can continue during the summer with the booked Uni pool sessions.

Thanks to Andy and Al (and Steve and James) for coaching and for the support from the rest of the ASKA committee.

Dave Naylor

Membership

Currently 99 registered swimming members
(114 last year):

- 68 non-competitive swimmers Cat 1
(63 last year)
- 31 competitive swimmers Cat 2
(51 last year)
- 20 committee/coaches Cat 3
(15 last year)

Competitive Swimming Report | ASKA AGM May 2019

Competitive Gala Attendance

Entries are ~10 swimmers per gala on average. A high of 18 entered Winsford (Dec 18) and a low of 3 or 4 over a couple of galas in Nov 18.

In June 18, Leeds Viking was not well attended (too much on the calendar in June – ASKA gala, Fin gala), and in November there were 2 events, splitting swimmers (Performance meet for swimmers chasing Cheshire times and Macclesfield Junior County Champs, where max. age is 12)

A new group of younger competitive swimmers have joined the entry lists in 2019.

What went well....

Publishing a forward calendar of gala dates and having clear deadlines for entry

Having Meet Packs posted on website as soon as they are available

One gala (Winsford) trialled new system with direct parent gala entry/payment to the host. Very smooth and cut out double handling!

Concentrating swimmers into one gala per month

Room for improvement....

We now only have 1 active trained official (leaving us a bit exposed). Need more volunteers trained. Would also be useful for running ASKA swim gala and ASKA hosted Fin gala.

Many galas entry use Sport Sys (easier entry workload), but some stubbornly remain HyTek (lots of typing in of times)

Need to actively promote/invite people via the coaches and have parents talk to other parents about what's involved in Swim galas to ensure good uptake at each event.

Reliance on one Gala entry person also leaves us a bit exposed. Need to train another.

Calendar of Galas 18/19 & Choices for 2020

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2020 Gala Calendar Choices

In 2019 the March calendar slot was taken by the ASKA-hosted Fin Gala. Will this continue for 2020?

May 2019 was planned for the Wigan gala, but this gala moved to June. No desirable alternative for May was available. Fill the May slot with “sub-optimal” gala and risk a low up-take or leave calendar blank in 2020?

June 2019 looks *very* busy again! Change for 2020?

In October 2019 we'll do the Geoff Drew Meet at Holywell. This means 2 Holywell events in a row. Try it for 2019 and decide for 2020 if its right for us.

SWIM21 / Swim Mark

- SWIM21 rebranded by ASA as Swim Mark
- Interim re-accreditation (health-check) passed in Q2 2018.
- Excellent progress with Safeguarding training of more committee members on official accredited Swim England courses.
- Our full re-accreditation takes place in Q2 2019.



The story of 2018/9

2018/19

Pool time: Issues with University's Lifeguard availability has caused us to sought pool time elsewhere.
Good relationships with Buckley and Christleton as a result.

Coaches: Recruited senior swimmers into coaching (James and Abbie), with more to come this year.
Also welcomed Al Slinn and Charlotte Curran onto the coaching team. James and Abbie also now working for ASKA Swimming at Saltney.

LTAD introduced with pathways to reward more senior swimmers with qualifications in coaching and teaching.

Membership: secure and stable.

Committed committed continue to be a fantastic support.

Competitive swimmer group is looking extremely strong in the younger age groups.

Gala calendar has been reduced to try and encourage bigger turn outs at fewer galas.

Finswimming – held our first gala which was a huge success! Some new talented swimmers!





ASKA Levels

		ASKA Club Level 1		ASKA Club Level 2		ASKA Club Level 3		Level 4	
		1		2		4		6	
		£22.50		£30.00		£35.00		£39.00	
Donna		Wes		Donna		Andy/Wes			
Sunday 4pm - 5pm Sunday 5pm – 6pm		Wed 6pm – 7pm Wed 7pm – 8pm		Friday 5pm – 6pm Friday 6pm – 7pm		Wednesday 6-8pm		Friday 5pm – 7pm Sunday 4-6pm/5-7pm	
4 lanes (35)		1 lane (8) x 2		1 lane (8)		4 Lanes 32			



Plan for 2018/9

Targets from previous year yet to be satisfied:

- Develop Swimmers' voice. ✖
- More regular awards. NTP etc. ✓
- Time trials / tests. ✖
- Improve nutrition levels up to and on gala days. ✖
- Fin swimming committee. ✓
- Collaborate with other clubs... friendly galas etc. ✖

New targets for 2018/9:

- Introduce performance 'layer' within competitive swimmers. ✖
- Increase pool of coaches – parents trained up etc. ✓
- Reward senior swimmers for loyalty to club with qualifications. ✓



Plan for 2019/20

Targets from previous year yet to be satisfied:

- Develop swimmers' voice
- Time trials/tests
- Improve nutrition
- Collaborate with local clubs... friendly galas etc.
- Performance layer.

Targets for 2019/20

- Introduce swimmer of the month award – both from competitive group and non competitive group.
- Track attendance and reward highest attendees next year.
- Publicise time trial dates and use these to train timers.
- More socials!



Target Sheets



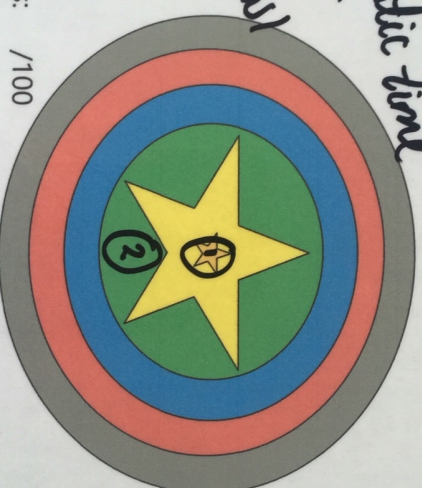
Gala Target Record Sheet

Ben Hutchinson	Dob	29/11/2005	ASA	962085
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Meet : Wirral Metro Christmas Meet, 19th & 20th Dec 2015

#	Event	Entry	PB	Cheshire '16	Target	Recorded Times (Placings)
6	Boys980 50m Free	NT	NT		00:58.00	50.48 (10)
13	Boys 9-18 Back Stroke	NT	NT		00:59.00	1:03.66 (11)

★ fantastic time for your first crawl!



40/40

ASKA Points: /100

1	= Within 30% of Target	15	= Within 5% of Target
5	= Within 20% of Target	20	= Achieve Target
10	= Within 10% of Target	25	= Beat Target by 5% or more

Personalised Timings

	PB	Target	Times to beat (secs)					
Boys980 50m Free	NT	00:58.00	00:55.10	00:58.00	01:00.90	01:03.80	01:09.60	01:15.40
Boys 9-18 Back Stroke	NT	00:59.00	00:56.05	00:59.00	01:16.70	01:04.90	01:10.80	01:16.70

★ Super proud of you Ben! No Dqs and 2 great times!





Swimming

ASKA Committee Roles

1. Chairperson

Role of the Club Chairperson

The Club Chairperson is seen as a figurehead, ambassador and a principal officer for a club. A Club Chairperson is an elected member of the committee with responsibility for overseeing the running of the club.

Duties of the Club Chairperson

- Provide direction and leadership to the club.
- Be one of the signatories on the club's bank account, as per the club constitution.
- Chair and control the meetings of the management committee.
- Be involved, where appropriate, in the coordination of all club activities.
- Oversee decisions made by the management, sub committees, officers and other club personnel.
- Present the annual report in conjunction with the Secretary.
- Present the annual accounts in conjunction with the Treasurer.
- Consult with the Secretary on the content of the agenda and minutes of meetings.
- Help ensure the correct and smooth running of all aspects of the club in accordance with its rules, constitution and by-laws and also ASA law and UK law.
- Ensure that statutory documents and other returns are filed on time.
- Maintain a good working relationship with the pool providers(s).
- Advise the Treasurer on the use and investment of club funds. Report to the officers of the management committee at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the management committee.
- To deal with issues as and when they arise
- To fulfil any club requirements, i.e. events and club management meetings.

Skills and qualities required

- Enthusiastic with a good knowledge of the sport and club.
- Be well organised and able to delegate.
- Have the ability to control meetings.
- Be a confident public speaker.
- Be unbiased and impartial.
- Demonstrate strong leadership skills.
- Be approachable, diplomatic and helpful.
- Have the ability to maintain harmony between the club and committee.

Level of commitment required

This will vary from club to club, but will include attendance at club meetings and could include attendance at meetings with the Local Authority, pool operators, and ASA and County Sports Partnership staff. There will be other time commitments in addition to this in order to fulfill the above criteria.

Term of office

This will vary according to club constitutions and club election processes. Some clubs have rules stipulating that a new Club Chairperson should be appointed each year, or impose a limit to the number of times a person can be re-elected, to prevent one person remaining in post for too long.





Swimming

ASKA Committee Roles

2. Workforce Co-ordinator

Workforce Coordinator

Role of the Workforce Coordinator

A Workforce Coordinator is responsible for overseeing the volunteers and staff within a club, e.g. secretaries, coaches, committee members, officials and helpers, etc.

The role of the Workforce Coordinator is not to line manage, but to ensure volunteers have a meaningful and enjoyable experience, to recruit the right volunteers to the right roles, and provide appropriate training, support and recognition. The Workforce Coordinator should report to the Club Chairperson.

Duties of the Workforce Coordinator

- To act as a main point of contact for volunteers and staff within the club.
- To be responsible for creating and implementing a Workforce Development Plan.
- To build effective relationships with all club volunteers, staff and the ASA County Workforce Coordinator (if in place).
- To coordinate and help organise training for the club workforce.
- To ensure all members of the club workforce have role descriptions.
- To be responsible for leading the recruitment, induction and support of all club volunteers, in association with others.
- To establish and manage a volunteer recognition programme within the club.

Skills and qualities required

- Enthusiastic with a good knowledge of the club, and the volunteer roles required.
- Be an excellent communicator.
- Have a knowledge of and empathy for volunteer needs.
- Have good organisational skills and the ability to delegate.

Level of commitment required

This will vary from club to club, but will include ongoing weekly responsibilities, particularly in reference to recruiting and inducting new volunteers, and supporting existing volunteers.

Term of office

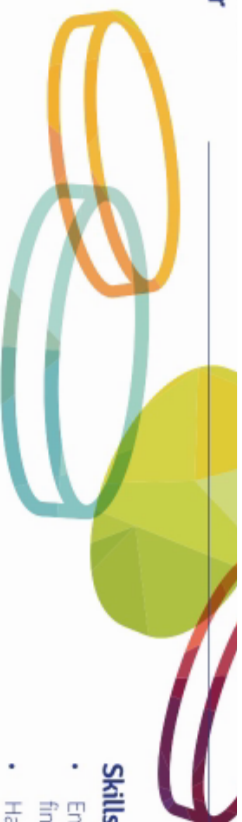
This will vary according to club constitutions and club election processes. Some clubs have rules stipulating that a new Workforce Coordinator should be appointed each year, or impose a limit to the number of times a person can be re-elected, to prevent one person remaining in post for too long a period of time.



ASKA Committee Roles

3. Treasurer

Treasurer



Role of the Treasurer

The Treasurer of the club is responsible for producing and managing the club's accounts and finances and will be responsible for all income and expenditure for the club. Benefits of the role including being able to contribute to a well-managed and governed club and to have the potential to grow and develop the club's finances. The Treasurer should report to the Club Chairperson.

Duties of the Treasurer

- To be responsible for all club finances by ensuring adequate accounts and records exist.
- To plan the annual budget in agreement with the club committee and to monitor throughout the year.
- To prepare end-of-year accounts and present to the auditor, management committee and AGM.
- To ensure that all funds are used appropriately and banked promptly.
- To plan floats with members who would need to collect or pay out cash and make them aware of procedures.
- To maintain up-to-date records of all transactions and records of income and expenditure.
- To be responsible for maintaining records of any wages/salaries paid and for meeting the requirements of HMRC.

Skills and qualities required

- Enthusiastic with a good knowledge of the club and its financial position.
- Have a financial background and good knowledge of managing and producing accounts.
- Have a knowledge of using and producing accounting spreadsheets or other accounting systems.
- Be reliable and honest.
- Have a knowledge of various banking systems such as direct debit.

Level of commitment required

This will vary depending on the size of the club, but will include attendance at club meetings, and ongoing budget and financial responsibilities.

Term of office

This will vary according to club constitutions and club election processes. Some clubs have rules stipulating that a new Treasurer should be appointed each year, or impose a limit to the number of times a person can be re-elected to prevent one person remaining in the post for too long.





ASKA Committee Roles

4. Secretary

Role of the Club Secretary

The Club Secretary provides a central point of contact for administration, information and communication. It is the Club Secretary who initially deals with all correspondence and communications, and is key to the smooth running of a club.

The Club Secretary also provides a link between members, potential members and external organisations, e.g. pool operators, local authorities and the ASA Regions. The Club Secretary should report to the Club Chairperson.

Duties of the Club Secretary

- To act as a main point of contact for the club, maintain records and information in relation to queries, all administration and communications.
- To deal with the day-to-day running of the club including all internal and external correspondence.
- To process and deliver appropriate correspondence and information to and from county, regional and national ASA levels.
- To organise committee meetings and AGMs, prepare agendas, take minutes, and distribute and communicate these as appropriate.
- To liaise with other club committee members to ensure all appropriate administration is in place.
- To have a knowledge and understanding of the roles and responsibilities of other club committee members.
- To maintain up-to-date contact details of all members, committee members, other key club personnel and ASA secretaries at national, regional and county levels.

Skills and qualities required

- Enthusiastic with a good knowledge of the club and people within it.
- Be an excellent communicator with good verbal, written and IT skills.
- Have good administration skills, including word-processing and minute-taking.
- Have excellent organisational skills.
- Have the ability to maintain confidentiality.
- Have the ability to work in partnership with others, both inside and outside the club.
- Have the confidence to represent the club at external meetings.

Level of commitment required

This will vary from club to club, but will include ongoing weekly responsibilities, particularly in dealing with correspondence.

Term of office

This will vary according to club constitutions and club election processes. Some clubs have rules stipulating that a new Club Secretary should be appointed each year, or impose a limit to the number of times a person can be re-elected to prevent one person remaining in post for too long.





ASKA Committee Roles

5. Welfare Officer

Role of the Welfare Officer

Every club should have a Welfare Officer and every swim 21 club must have a Welfare Officer.

This role is essential in providing a first point of contact for children, parents and adults within the club who have a child safeguarding or welfare concern. In partnership with the club committee, the Welfare Officer ensures that the club is adopting and implementing child safeguarding policy and procedures which are necessary for it to demonstrate its duty of care to children.

The importance of the role cannot be underestimated - you may become involved in the most private aspects of a club member's life and take part in meetings and discussions with the Police and statutory agencies in order to safeguard a child/children.

Clubs can choose to have more than one Welfare Officer - often one male and one female officer is helpful.

It is recommended that the Welfare Officer does not hold another position on the club committee, and is not an active teacher or coach at the club. In addition, the Welfare Officer should not be related to other members of the committee or members of the coaching team. This recommendation is made to avoid difficulties and conflicts of interest that could arise from a club member wishing to refer a concern to the Welfare Officer but feeling unable to do so.

We are aware that for some clubs it may not always be possible to recruit a truly independent Welfare Officer, and those clubs should therefore appoint a second or standby Welfare Officer. This means that, should a conflict of interest arise, the concern can be referred to the second Welfare Officer who could be someone else at the club able to meet the requirements of the role. Where a second Welfare Officer cannot be recruited, some clubs have made an agreement with the County or Regional Welfare Officer to assist in circumstances where the Welfare Officer is conflicted.

Duties of the Welfare Officer

- To assist the club to put Wavepower, the ASA Child Safeguarding Policy and Procedures document, in place.
- To assist the club to put implementation plans in place for child safeguarding.
- To be the first point of contact for club staff, volunteers, young people, and parents for any issues concerning child welfare, poor practice or potential or alleged abuse.
- To ensure that all incidents are reported correctly and referred, in accordance with Wavepower.
- To act independently and in the best interests of a child at the club, putting their needs above that of others and the club itself.
- To ensure that all relevant club members, volunteers and staff have a DBS Enhanced Disclosure and the opportunity to access appropriate child safeguarding training.
- To ensure that ASA Wavepower procedures for the safe recruitment of staff and volunteers are followed.
- To ensure that all appropriate existing staff or volunteers have an up-to-date DBS Enhanced Disclosure. These should be updated every 3 years.
- To be aware of, and have a note of contact details of, the local Children's Services, Police, Local Authority Designated Officer and Multi-Agency Safeguarding Hub and the ASA Safeguarding Team.
- To ensure that Codes of Conduct are in place for club staff, volunteers, coaches, competitors and parents.
- To sit on the club management committee to advise on child safeguarding issues or be in attendance as necessary.
- To ensure confidentiality is maintained and information is only shared on a need to know basis.



Welfare Officer

Skills and qualities required

- Have a child-centred approach.
- Have basic administration and record-maintenance skills.
- Have excellent communication skills.
- Have confidence when referring cases externally.
- Have the ability to ensure policy and procedures are effectively implemented.

Level of commitment required

This will vary from club to club, but will include attendance at club meetings and dedicated time should any child protection concerns be raised.

Team of office

This will vary according to club constitutions and club election processes. Some clubs have rules stipulating that a new Welfare Officer should be appointed each year, or impose a limit to the number of times a person can be re-elected, to prevent one person remaining in post for too long a period of time.



Getting started

Training required

- SCUK Safeguarding and Protecting Children Workshop or approved accredited Local Safeguarding Children's Board equivalent.
- ASA NSPCC Child Protection in Sport Unit "Time to Listen" child safeguarding training for designated persons. Please refer to www.swimming.org/volunteering for details of courses running in your area.

Tools for the role

As the Welfare Officer you will need copies of the following resources:

- Wavepower, the ASA Child Safeguarding Policy and Procedures.
- NSPCC Child Protection in Sport Unit document 'Safe Sport Events, Activities and Competitions'.
- ASA Child Welfare Complaints Process shown in the ASA Handbook.
- Wavepower/Swimming poster in order to publicise their contact details to the club.

Additionally, 'Child Power leaflets' can be requested from the ASA Safeguarding Team to be distributed to the club's young members.





ASKA Committee Roles

6. Public relations/
communication officer