



Tiverton Swimming Club

Meeting Minutes

27th March 2017

Opening:

The Annual general meeting of the Tiverton Swimming Club was called to order at 19:15 on 27/03/17 at Old Heathcoat School Community Centre by Sara Dilks (Chair).

Present:

Sara Dilks(SD), Natasha Attwood-Groves(NAG), Anna-Marie Southcott(AMS), Sue Haigh(SH), Terry Fullick(TF), Mandy Aldridge(MA), Denise Bennet(DB), Tony Dilks(TD), Lucy Walton(LW), Lyndsey Baker(LB), Ian Davies(IB), Donna Webber(DW)

I Jones, J Jones, J Bennet, M Aldridge, G Arrowsmith, L Boyde, L Burston, L Olsen, A Lawrence, G Yardley, R Wilson

Apologies:, Emerys Owen(EO), Sally Tovey(ST), Tony Follett(TFT)

K Fullick, An Jansen, K Revolta, A Stewart

A. Approval of Agenda

The agenda was unanimously approved as distributed.

B. Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

C. Open Issues

Reports

1. Chairman's Report – see appendix 1
2. Treasurer's Report and Club Accounts –see appendix 2

Note from the Chairman :-

I can confirm that the club accounts for the year ending November 30th 2016 have not been completed this year in time to present at the AGM, and have not been independently examined. We plan to elect a new Treasurer shortly who will take the club accounts forward and I will arrange a Special General Meeting in the next few months to discuss the club finances with our members.

The question of how much money was raised at the Tiverton Sparkler was asked, SD confirmed that unfortunately the Treasurer has not provided the committee with the exact figure to date.

3. President's Report – see appendix 3
TF began his report by congratulating Sue Haigh on setting new records at recent swimming competitions. Sue set new 400m, 800m and 1500m European long course records at Swansea and a new 200m British short course record and 400m European and British short course records at Millfield.
4. Head Coach's Report – see appendix 4

Confirm independent examiner remains in office

It was confirmed that Mrs Jenny Blake, certified accountant will remain in office.

Committee positions to elect

Secretary – nominee Donna Webber. Nominated by Terry Fullick and seconded by Tony Dilks.

Treasurer (in Tony Follett's absence) – nominee Ian Davies. Nominated by Sara Dilks and seconded by Denise Bennet.

Membership Secretary – nominee Lyndsey Baker. Nominated by Tony Dilks and seconded by Terry Fullick.

Confirm names of remaining 9 committee members

1. Chairman – Sara Dilks
2. President – Terry Fullick
3. Swim 21 co-ordinator – Sue Haigh
4. Welfare Officer – Denise Bennet
5. Competition Secretary – Sally Tovey
6. Publicity officer – Mandy Aldridge
7. IT and Website – Tony Dilks
8. Coaches Representative – Lucy Walton
9. General helpers - Emerys Owen

Agree Rule amendments to the Club Constitution

The following amendments to the constitution were presented by the committee to the AGM and were unanimously voted for at the AGM: -

- 9.1 AGM date changed from January to March.
 - 2.1.2 Equal opportunities amended to ASA Equality and Diversity Policy and as maybe altered from time to time.
 - 7.2 This clause will be amended and will state that the Welfare Officer must be independent of the head coach, secretary and chairman.
 - 7.4 Notice of meeting will be amended to 7 days.
 - 14.8 This is a new addition.
 - 16 Custodian of the club – NAG proposed TD to be the custodian of the computer equipment, AMS seconded. TD accepted this proposal. SD to liaise with EO about becoming custodian of the pool equipment.
 - 17.4 This is a new addition.
 - 18 This is a statutory requirement for being a CASC
- Motion passed.

D. Any Other AGM Business

Water bottles in cupboard

Concern was expressed at the high number of water bottles which are being left in the store cupboard and the potential health hazard these pose.

NAG to email out to club members, all bottles need to be collected from the store cupboard by a set date, if they are not collected they will be disposed of.

Winning draw ticket

At the close of the AGM, a raffle ticket was randomly selected to win a month's free swimming for a member of the club. This prize was won by Ian and Julie Jones.

Minutes submitted by: Natasha Attwood-Groves 28/03/17

Appendix 1

Chairman's Report 2016

Hello, thank you all for coming along this evening to hear the report about the activities TSC has achieved in the last year. We have seen many changes and updates occurring in the club, with the appointment of Lucy Walton as Head coach, the continued development of the coaching team and the club squad restructure in October. Lucy has taken the training plans forward for the club and continues to drive the competitive nature of the club forward, with the help of the entirely volunteer coaching team who develop our swimmers skills and improve their competitive racing abilities. We have plenty of people wishing to be part of this swimming club, but it would grind to a halt without the volunteer coaching team, so I am immensely grateful to all of the coaches and teachers who give their time and passion for the swimmers both in the pool, and at the many competitions they race at.

For 2016 the club focused on:

1. Financial issues – to be able to pay the bills, and to break even at year end.
2. Promoting swimmers through the Club development pathway.
3. Maximising the number of swimmers in each training group.
4. Continuing to run the club competition calendar & 10th Sparkler open meet
5. Repeating and improve on the previous year's success
6. Appointing a new head coach & promoting the club externally

I'm pleased to say we have delivered on most of these 2016 club plans.

We are still financially viable as a club – however after paying the pool fees and club administration costs we do not make enough income to cover the paid head coach role, so are still reliant on additional fundraising to ensure we can balance the accounts at the end of the year. Fundraising still proves to be difficult- we are looking for a new fundraising co-ordinator to take this role and run with it for the club- are there any volunteers? This year Jo Skeel took the Sparkler fundraising forward, and created a great grand raffle with many prizes, which was a great success on the day, sadly she had now left TSC, so we have a gap to fill.

Club competitive objectives –We had a busy club competition calendar with great results at meets, particularly at Devon Counties and South West Regional Championships. We held 5 race night events for the CSA swimmers and a distance night for LTS children. We introduced a raft of young swimmers into mini-league, competed in the Devon InterClub gala and Arena league in Division 2. We also gave open meet opportunities to our competitive swimmers and held a L3 Sparkler open meet and L4 licenced club championship event. We have started land training for the competitive swimming squads, offered long course (50m) pool training opportunities for the regional swimmers in the club at the Mount Kelly pool in Tavistock, by creating partnerships with Dawlish and Exeter swimming clubs.

Coaching Investment- has been important and we have appointed a new head coach. Further workforce development included the club sourcing training for two new L1 coaches Jasmine Swanston and Rosie Jones, and a new L2 volunteer coach John Bishop who has also joined the club. Sally Tovey qualified as a J1 official, and Gemma Owen is soon to complete her J1 training. All coaches and poolside volunteers have been given a TSC logo T-shirt as part of the club uniform policy, and a small thank you gift voucher was given to each one at Christmas from the club.

Team manager development- We have also trained 8 parent volunteers to develop as team managers to support the coaches on poolside at galas and team away events.

Publicity- we continue to send regular articles in the Gazette and Express & Echo thanks to press secretary Mandy Aldridge. The Club website has been updated by Tony Dilks, which is a good place to look for club information. Items are posted on the club Facebook site and the twitter account is growing in its followers plus there is a club newsletter issued every 2 months. The poolside noticeboard is regularly updated with information about the club and upcoming galas.

Social aspects- We offered two funsplash pool events in July for the swimmers at EVLC, and brought the club together for the Club Champs in July (we had 73 swimmers enter this year). A club meeting was held in October at the Football Club to explain the changes to the squad structure for older swimmers, and an awards presentation night was held in January at Moorhayes CC to celebrate the club swimmers achievements. However I feel we would benefit from arranging more social events for the club members in the future. If anyone would like to volunteer their time in organising non-pool social events for the club members, please let me know.

I would also like to thank the committee members for their continued support of the club and myself. I really appreciate their efforts and the hours they put into the club. There are three members retiring from office this year and we plan to vote in 3 new members shortly. Many thanks goes to Natasha and Anna-Marie who have served for 2 years, and Tony for 15 months.

Secretary –Natasha Attwood-Groves

Treasurer – Tony Follett

Membership –Anna Marie Southcott

Enormous thanks also goes to ongoing committee members:

Competition Sec – Sally Tovey

Welfare –Denise Bennett

Swim21 – Sue Haigh

Press secretary -Mandy Aldridge

Website & IT guru- Tony Dilks

President & official extraordinaire Terry Fullick

and Emrys Owen on the poolside.

I also want to personally thank the coaches, teachers and young volunteers who make this club function on a daily basis: Lucy Walton, Garry Arrowsmith, Teresa Smith, Lorna Burston, Emrys Owen, John Bennet, Karen Fullick, Alison Williams, Helen Wilson, Steve Carder, Lin Olsen, Nathan Muggerridge, John Bishop, Jasmine Swanston and Rosie Jones, and young volunteers Jake Stoneman, Gemma Owen, Katie Walton, Yasmin Smith and Dylan Cleverly all brilliant at giving time and effort to the club. We also have some relief coaches Christine Pugsley and Sue Haigh to help us out in times of need.

Plus more thanks goes to our great team of TSC officials who we take everywhere with us when we compete- Terry Fullick, Alison Williams, Teresa Smith, Jim Loosemore, Rebecca Jenkinson, Sue Haigh and Sally Tovey! We are very lucky to have such a strong team of dedicated officials at our Club.

I have the following plans in mind for the club for 2016/17

1. To gain Swim 21 essential accreditation again this year, plus Eastern Devon Hub Network Swim 21 accreditation.
2. Strengthen the competitive nature of the club for swimmers to reach their potentials and , offer a L4 and L3 licenced event for our club swimmers at EVLC.
3. Increase the workforce- more L1 coaches & teachers, more J1 officials and more parent volunteers to assist with running the club.
4. Improve the communication occurring across the club and increase our social events
5. Review the club policies and procedures and update as required for Wavepower
6. Develop a new membership pack for TSC members

7. Maintain and improve the financial status of the club, exploring gift aid opportunities

This last point about financial status is important- Mid Devon Council has decided to increase the pool hire charges again this year, which will have a small impact on every swimmer. We have negotiated with the Leisure Centre Management Committee for a 3% rise in pool hire fees, and will pass this increase onto swimmers in May so we remain in financial balance as a club in the future.

My last note is- I will continue as Chairman of TSC for the next 12 months, and plan to stand down as Chairman at the AGM in March 2018, to make way for someone else to have an opportunity to take the club forward.

Thank you- do you have any questions?

Sara Dilks
Chairman
Tiverton Swimming Club

Appendix 2

Treasurer's Report and Club Accounts (year ending 30th November 2016)

Firstly, I apologise for not being there in person tonight.

The accounts are yet to be finalised, however I can share the following information:-

Overall the finances have stabilised in the last 12 months, although the club has a constant struggle to maintain this position with expected increases in pool hire costs from Exe Valley leisure centre imminent (The clubs main outgoings). And last year's position was only possible by increasing membership fees to offset the increasing costs.

The cash position at the end of the year was as an annual cash surplus of £226.76.

In addition the club operated for 4 months of the year without a full time head coach, which was not ideal, however enabled the club to save costs for this period of time.

The annual sparkler was again a good source of income for the club, and thanks go to all those involved who made this a successful event.

In addition the club is grateful for the support of the Heathcoat's trust who again donated £1,000 in the year to the club.

2017 will be another challenging year and the club will also be reliant upon fundraising activities and income generation to offset the expected increase in costs.

Tony Follett

Treasurer

Tiverton Swimming Club

Note from Chairman:

I can confirm that the club accounts for the year ending November 30th 2016 have not been completed this year in time to present at the AGM, and have not been independently examined. We plan to elect a new Treasurer shortly who will take the club accounts forward and I will arrange a Special General Meeting in the next few months to discuss the club finances with our members.

Appendix 3

President's Report

At the end of my report last year I said that I was looking forward to another great year and I was not disappointed. With a new Head Coach, a committed and dedicated coaching and teaching team and with the support of an excellent committee and numerous volunteers, 2016 has not failed to disappoint.

As an official at many of the county and club events it was great to see so many Tiverton swimmers excel over the last twelve months whether it be completing their first length at learn to swim through to achieving a national qualifying time at the County Championships. I never tire of being part of that success and it the reason why I and so many other volunteers support the club. The recent excellent club awards night acknowledged much of that success, but perhaps the highlight for me that evening, was presenting Jim Loosemore with an award for his many years of service. Without volunteers like Jim, who put in hours of their own time, this club and many like us would not survive.

During 2016, as a club we celebrated the 10th annual Sparkler Meet which is held in November and a firm favourite with many clubs and swimmers. The continued success of this event is down to the support we get from the army of volunteers who work tirelessly both leading up to the event and on the day. We will shortly be looking for help for the 11th Sparkler!

Under the direction of Sara, we have a great committee, who have over that past 12 months worked hard to rearrange the training sessions in the pool time that we have available, in order to give as many swimmers as possible the chance to both enjoy the sport and improve. That said, we still have waiting lists for many of the sessions. In addition, they have attended to the many administration duties and legal requirements that have enabled the smooth running of the club.

We are again an accredited Swim 21 club. I would like to take this opportunity of thanking them on behalf of the club for their help and support in 2016.

During the year we were delighted to welcome Lucy as our Head Coach, who has brought with her a new and fresh approach to the coaching and teaching, ably delivered by the coaching team and teachers. Again a big thank you for all your dedication and help throughout the year.

Young people often receive 'bad press' but I am delighted to see how so many of our younger swimmers offer their free time helping and supporting the club. During 2016 we had 2 qualify as Level One coaches, well done Rosie Jones and Jaz Swanston and another gain her Judge 1 qualification as an official, congratulations to Gemma Owen. In addition, we have a number who support the teachers and coaching staff throughout the week again well done and thank you.

Finally I wish to thank all the other volunteers and helpers whether it be cooking cakes for the open meeting, selling raffle tickets or supporting the club at galas, your help is much appreciated.

Terry Fullick
President
Tiverton Swimming Club

Appendix 4

Head Coach's Report

I would like to begin by thanking the committee for their support this year. We have seen many changes in the coaching team and the squad structure this year but I believe that with the hard work and at times difficult decisions that have been made this year will benefit the club for many years to come.

I would like to particularly thank Sara Dilks. Without Sara, TSC would undoubtedly grind to a halt and not have progressed the way it has. She has been such a great support to me and the club over the last year. Sara works tirelessly with determination most certainly above and beyond the role of chairman to help make changes and progress TSC. She is determined to help make the changes to drive the club forward.

I am grateful for the opportunity to be the Head Coach of this swimming club and have thoroughly enjoy the chance to work with talented swimmers. In the past 12 months there have been many challenges particularly with the departures of many of the senior youth swimmers which has taken experience and success from the pool. However, the success of our younger swimmers in both the county championships and regionals has shown that the club has much talent for the future. The focus in 2017 is to continue developing this talent and find more with the talented next generation of swimmers at Tiverton Swimming Club. This will take time but it is a long cycle and we all need to support each other on this journey.

The Head Coach is only as strong as the team behind them and I wish to extend my gratitude to the volunteer coaching team that continue to support me and provide an excellent standard of teaching and coaching to all levels of the club.

This year saw a major change, a restructuring of some of the squads (Skill Development and above). This was a complicated process and after a few little problems the squads seem to be working well. The first 6 month review of squads resulted in a bit of squad movement.

Tony Dilks has done a great job on the TSC website. The website is now updated and all the information is now up to date. All the squad information, coach details, meet information, competition calendar and lots other useful information can be found on the website.

This year has seen us join the Exeter hub network. This gives us access to support from Exeter SC, our performance swimmers have been able to access long course and land training with Exeter SC at Mount Kelly. As part of the Exeter hub we have also joined with Dawlish SC for long course training on a Thursday evening at Mount Kelly. In the run up to regionals we are joining Dawlish for another 10 weeks training at Mount Kelly, we have 10 regional swimmers taking part in this opportunity.

In February we introduced land training at EVLC on a Sunday 4-5pm for the competitive swimmers. This has been well attended and is currently running at capacity which is very positive. It is something we have been wanting to do for some time and it is really good we have got it up and running. Land training is a key part of the swimmers training and it will improve their swimming.

We have had some change in the coaching team this year. We have two ex-swimmers, Rosie Jones and Jasmine Swanston, complete their level 1 coaching and now help coach some of the younger swimmers. John Bishop, a level 1 & 2 swimming teacher, has joined us from Exeter SC to help coach on a Tuesday evening and Teresa Smith has completed her level 2 coaching and continues being a key coach in CSA.

During the last 12 months we have seen great success in the pool and I would like to take a few paragraphs to reflect upon these before outlining our key areas for focus in the coming 12 months.

The 2016-2017 season started with our own Tiverton Sparkler which brought about a lot of success and fast swimming for our swimmers so early in the season. It still is an area of concern though that our own open meet in our own pool still only sees an entry of less than half of those registered to compete.

In the Autumn of 2016 we competed as a club in the National Arena League Division 2 and finished an excellent 8th place overall. This was an excellent success for a small club especially given the shortfall of swimmers in the certain age groups. This is a particularly significant success as we entered a team of 100% TSC swimmers. This did put a significant strain on certain swimmers and next time we will join with our hub club Exeter and borrow swimmers to assist in the areas we are short of swimmers.

During the last 6 months the club has been active in various open meets. A big thank you goes to Sally Tovey who has been particularly successful at pushing and increasing the number of our swimmers entering these meets. I would still like to encourage more people to attend competitions in the coming 12 months.

In October 2016 we had two swimmers, Jack Aldridge and Sam Arrowsmith, selected for the Devon team at the Inter county competition in Sheffield.

In January the club competed in the Devon County Championships. This year produced the most entries we have had for some time. There were some excellent results with Sam Arrowsmith, Jack Aldridge, Gemma and Jodie Dilks standing out. There were also several first time finalists. Overall the results of the County Championships showed a total entry of 18 swimmers totalling 84 best times, 1 championship final, 52 age group finals and 25 medals.

We entered three teams in the Devon County relays in March. The U13 girls won bronze in the IM relay and the U15 boys won double silver in the freestyle and IM relays.

The masters swimming group continues to grow and with the expert guidance of Steve Carder they continue with their success resulting from their continued focus and commitment. I hope that they can pass this knowledge onto the younger swimmers. The masters group have also been involved in open water swimming events which are becoming more popular.

In October Rebecca Jenkinson took part in the ASA National Masters Short course championships in Sheffield narrowly missing out on a medal in the 100 Bk finishing 4th. Sue Haigh has had another successful season recently gaining British records for 200m SC & LC, 800m LC, 1500m LC and British and European records for 400 SC & LC freestyle. Four swimmers were part of the Devon country masters team that won the regional shield and came 5th in the national team event in November.

Over the next 12 months the target of the coaching team is to ensure that swimmers are enjoying their swimming, enjoying success, understanding their bodies and enable swimmers to be in the right training group to meet their needs. We also aim to encourage more of our senior swimmers to moving into coaching and teaching on poolside to help with the younger swimmers and their development.

The club always needs more help and I am sure there are people who want to help. Please offer that help even if it is only for 1 hour. It will help us and help you to understand what direction we are going in. The more people we have helping the more individual attention can be given to those that need it.

Tiverton Swimming Club is a competitive swimming club. Without the success that competition provides the name of the club is not broadcast throughout the local community and the wider county and region. If this club ceases to be competitive then I believe that the club in its current form will not survive. If swimmers do not wish to be competitive then we as a club should still embrace that decision but those swimmers should not prevent the development of those that do.

As a swimming club we have access to limited pool time but we do have the potential to still achieve great success, swimmers need to make the most of every opportunity that they are given. I passionately believe in what we are aiming to achieve. It is a long journey and the results are achieved after hard work and dedication, there are no quick short cuts. The future of this club is bright we have some very talented swimmers.

Lucy Walton
Head Coach
Tiverton Swimming Club

Appendix 5

Tiverton Swimming Club's Activities and Achievements

Presentation & Awards night in January from club championships held at Tiverton Rugby Club
2nd Dartmoor sprint meet 24th January (15 swimmers)
Devon County age group Championships over 3 weekends in January & February (18 swimmers and 40 medals)
Devon County relays in March a boys team 13/14 and a girls 11/12 team (8 swimmers)
Devon county Sprints in March (SC) (8 swimmers)
Swimmer development day for 12 swimmers aged 11/12 in March with ED Hub network
Mini League x 3 in Tiverton, Barnstaple & Torridgeside junior team event
WSM L3 Easter Meet at Hutton Moor in April (10 swimmers)
Exeter Easter meet L1 at Millfield (LC) (8 swimmers)
Royal Navy Masters at Millfield in May (2 swimmers)
SW Regional age group & youth championships in April and May (12 swimmers)
European Masters Championships in May (1 swimmer)
Race Nights in March, April, July, October and December for (45 CSA swimmers) at Exe Valley Leisure Centre
Devon Development Gala 3 days in June (for 16 swimmers)
Devon Interclub gala in June at Plymouth TSC Team came 6th in County
Club Championships one day in July L4 for all at Exe Valley Leisure Centre (73 swimmers)
SW regional Fast 5 sprint gala in July (4 swimmers)
Inflatable fun splash for CSA and squad swimmers in July end of season fun
Masters outdoor swimming Burgh Island & Bantham pub to pub
Devon Masters at Exe Valley Leisure Centre in September (5 swimmers)
SW Regional relays championships - 2 teams one girls and one boys (8 swimmers)
Exeter Hub club Championships in Pyramids in October (18 swimmers)
Devon Intercounty team gala in Sheffield in October (2 swimmers)
Arena league Division 2 three galas- October (hosted), November and December (34 swimmers)
November Sparkler L3 open meet at Exe Valley Leisure Centre (29 TSC swimmers, 220 in total)
Exeter Meet L2 at Plymouth in November (13 swimmers)
Devon Intercounty Masters Gala in October (4 swimmers)
Yeovil Xmas meet L3 in December (19 swimmers)
Distance night for LTS swimmers in December
Fun splash finish & chocolate bar for all swimmers at last Wednesday session in December before Christmas shutdown.

Additional activities:-

Competitive start award for 22 swimmers including shallow diving assessment in January
New Head coach appointed in April
AGM in March plus regular committee meetings at Exe Valley Leisure Centre
Negotiation of pool hires fees in April
Won iPad air for completing club survey & article in Swimming Times
Swim 21 Essential accreditation achieved in May & Hub club Swim 21 network accreditation
ASA safeguarding course for 2 volunteers in April
Lorna Devon sports Young Coach of the year- winner
October Club squad restructure & members meeting
Many club press releases published in Gazette and Express & Echo.
Five club Newsletters sent out- February, April, August, October and December
Backstroke wedge bought for club use
Website, Facebook and twitter regular updates
Organised the 10th Sparkler L3 meet for 220 swimmers a L3 gala- including touch pads, electronic timing, parking, Hytek desk, officials & food, swim shop & photos & awards.

Fundraising and sponsorship from local charities sourced
Club policies developed- Lane sharing, Swimmer etiquette, Child Protection statement, four codes of conduct, new membership form and ASA code of ethics.
Two new trained coaches L1 plus one L2 extra coach recruited.
Supported member to achieve swim 22 fundraising for Diabetes UK
One new J1 official, and another new trainee J1 for the club.