

Bourne End Junior Sports Club (Swimming Section)

Annual General Meeting

Saturday 2nd March 2013 18.00 to 20.00

Held at: BEJSC, New Road, Bourne End, Bucks.

Agenda

- Apologies for absence.
- Confirmation of 2012 AGM Minutes.
- Chairman's Report inc Court Garden - Claire Donlon
- Competitive Section Coach's Report - Andy Ruler
- Financial Report - John French
- Election of Committee Members 2013
- Any Other Business
- Close of Meeting

Attendance

G & T Zychowicz, J Matthews, D & A Dean, S & C Godfrey, J French, J Couves, C Donlon, R Gadsby, T Highsted, M Quinn, E Walker, K & R Millard, G Hannaford, A Ruler, J & S Keeley, N & P Mittal, T & P Ayres, C Perry

Apologies for Absence

W Healy, Z Staines, E Martin, I & A Branch, H & N Brown, S Green, S Cox

Welcome and 2012 Minutes confirmed and agreed by those present.

Chairman's Report 2012-13 – Claire Donlon

Good Evening Everyone.

I wasn't expecting to be doing this again after retiring last year!

Can I welcome you all to this year's Swimming Section AGM. Thank you all for supporting your children with their swimming – I know how difficult it is to get up early on a Saturday morning and sitting poolside at galas, but I'm sure you will agree the effort is worth it!

The AGM is the opportunity to formally thank all the parents and non-parents, who have supported the club throughout the past year in the roles:

- our Coaches and Teachers
- our Lifeguards
- all our Officials & Helpers

Thank you all for your time and energy spent in support of our swimmers. It's great to see so many actively involved.

Despite not having a Chairman, I continued to represent the club at ASA, ONB County Executive Meetings, County AGMs, BBAT and the BEJSC Section Leaders meetings.

The Chairman's duty is, of course, to record and recognise the club's achievements over the last year. Starting of course with a big thank you to those who have relinquished their posts during the year and a thank you to those who took on new posts. And a huge thank you who have continued teaching/coaching/and lifeguarding

I won't list everyone by name but I would like to highlight just one or two people. I would particularly like to thank Frank Ravenscroft . After more years than either he or anyone else could remember, and after seeing his four sons all pass through the swimming club, Frank retired from teaching last Autumn.

I would also like to thank Ellie Couves and Emily Cubitt who continued to provide the organisational support for the Learn to Swim Programme at Court Garden. They showed a dedication and commitment to the role which was amazing for such young adults. Their organisational abilities and communication skills were demonstrated time and time again with the managing of rotas for both teachers and helpers to name but one activity. The Section now has a group of very well trained helpers, clearly understood aims and expectations of the Court Garden learn to swim sessions and regular meetings

I think that the club should be very proud that it has contributed to these young people's personal growth and that there have been a succession of young people that it has helped developed in past and I hope will continue to do so in the future. The girls will be looking out for replacements from this summer on.

And a thank you to everyone else who has stepped in to undertake the myriad of tasks that were needed.

Innovations and Achievements

Reflecting back over last year has shown that we continued to maintain and grow a thriving swimming section. A major contributor to achieving this is the quality of coaching provided by all our teachers and coaches under the leadership of our Head Coach.

I will not steal Andy's thunder by going through the competitive year – but suffice it to say that it has been yet again a busy year.

We continue to have a strong representation on the Junior Committee of BEJSC, with Joe Lawrie being elected as Bourne End Junior Sports Club Captain for 2012- 13 for the third year running. Tommy Ruler, Sian Wotherspoon and Emma Couves completed the Young Leaders course. Qualifying age for participating in this excellent programme is 14 years and if any of you have children who may be interested, do have a chat with the girls and boys. The Junior Committee is always looking for new members and they do have a good time with lots of opportunities.

Our collaboration with Aylesbury. Thame Swimming Club & Didcot has continued (the BBAT team) and goes from strength to strength. Our two meets held in were very successful and will be held again this year. This year the September meet will be a licensed meet over two days (21st & 22nd) so do put the date in the diary.

Communication

There can never be too much communication within a club. We have the website, a newsletter and our own notice board at Handy Cross. Our thanks goes to our Secretary

Tina, for keeping the notice board so current and up to date, to Grace for producing such regular and informative newsletters and Andy for developing and maintaining the entire website.

I would encourage parents and swimmers to read the newsletter and check the website regularly. Feedback is always welcomed as are articles or topics of interest that swimmers would like to see. The world of competitive swimming is constantly changing and the need to keep everyone informed and updated is constant.

Future Focus

We have several key challenges:-

Succession Planning in Teaching and Coaching

Appointment of Leadership Roles

Swim 21 accreditation

Qualified Officials

Succession Planning in Teaching and Coaching Our challenge is to have replacement teachers for both Court Garden and the main section to fill both existing and future gaps. From September 2013, we will have a significant loss of teachers in Court Garden which is our primary feeder into the competitive section.

We have 1 parent about to do their Level 1 teaching to fill gaps created by the loss of Dave Hammond and Frank Ravenscroft last Summer. A reduction in numbers does put pressure on those remaining to fulfil and maintain our timetable & standards as we are used to. I would ask everyone to consider whether they might be interested in adding a new skill to their CV. Or does anyone already have a teaching/swimming qualification they might be able to put to use here at Bourne End? Please talk to our teachers and coaches and come along poolside to get a taste of what's involved.

Swim 21 accreditation. This is a quality standard applied to swimming clubs aimed at ensuring consistently high quality delivery of swimming and swimming coaching / teaching. Achievement of Swim 21 is now a pre-requisite for all types of ASA support and funding. The Swim 21 co-ordinator's role is one of the vacancies for which we currently do not have a volunteer. I would like to encourage anyone with such a talent, to help the club to achieve this important accreditation.

Qualified Officials

The Club needs licensed timekeepers and judges to support entry into various galas and meets. Wendy who isn't here this evening as she is at a gala doing her JL1 training would love to hear from you.

Conclusion

On behalf of all of our swimmers I would like to record their thanks to all who assist at our Club and by doing so provide the competitive yet friendly environment that they obviously thrive upon.

Well done to all of our swimmers for training so hard and achieving so much last year. I wish them continued success in the coming year.

I believe that the quality of teaching & coaching delivered by everyone here compares very favourably with any equivalent club in the County and I have been proud to be involved.

Which just leaves me with an on-going plea for volunteers.

There will always be swimmers joining and leaving the club so naturally there will always be the need for new volunteers. We are fortunate in that several roles have been filled and continue to be filled. However, we have not been as successful in filling key leadership roles of Chairman, Vice-chairman and Head Teacher of Court Garden, and new Teachers/coaches. This is making succession planning a difficult task.

I strongly urge you to get more involved in our club to help ensure that we are the best club that we can be.

Please volunteer here this evening when we come to the elections, or if you are shy, come and talk to me or one of the other volunteer parents to discuss how best you can get involved.

All the roles and tasks are within the capabilities of every single person in the Club – and I urge each and every one of you to get involved – In the word of the old proverb “Many hands make light work” – or to put it another way: time passes much more quickly at swimming events when you are actually doing something!!

... and, of course, if the azure blue tops of a coach or the canary yellow of a lifeguard is your calling

Summary

We continue to hold our membership around 110 swimmers with a steady stream of high quality swimmers from Court Garden as well as from swimming trials. We have formalised our trials to once at the end of each term so that we can prioritise swimmers moving within the club ahead of new swimmers and have the potential for a waiting list which has not yet materialised but is planned for as numbers approach 120.

Marleen James has qualified as Level 2 Coach in 2012 and we have started Sarah Haveron Jones career as a coach, Zoe Staines starting this month and more parents having enquired about joining the teaching team. Sarah is booked on her Level 1 Teacher course and hopefully we will have a couple more before the end of this year.

We said goodbye to Dave Hammond who left for a tour of duty overseas and to Frank Ravenscroft who has given ten years to creating excellent junior and senior swimmers for our club. We will also say goodbye to Peter Sones this summer after ten years supporting our club as chairman, life guard and coach.

As always I would encourage our parents to take an active role in our swimming club, we are all volunteers and started from a position of little or no knowledge of our sport. Our team of coaches will support all new coaches as they gain experience poolside and prepare for the excellent ASA / UKCC teaching and coaching qualifications.

We have continued to be involved in a variety of team galas and open meets of all levels to present our swimmers with the opportunity to compete. We held a BBAT meet this year with Thame, Aylesbury and Didcott swimming clubs targeting all swimmers who are looking to improve their personal best times to enter more competitions through the year. We took part in a relays gala in April for the first time underpinning our policy to involve as many swimmers as possible in competitive events. These will continue and we are looking for more support from our swimmers moving forward.

Whilst the higher end competitive swimming continues to decline in numbers of entries, we have had major success in setting numerous new club records over the last 12 months.

Performance

We have attended 17 competitions in 2012 competing on 23 separate days. We have seen 105(111) of our swimmers compete 1546(1493) times which is a big jump in the level of competitive entries and does not include swimmers competing in relays. We produced 915(861) new or improved personal best times, this is up again on the number last year. We had 57(59) DQ's and 3 Did Not Finish swims which are unfortunate for the swimmers but always create a learning for the swimmers and coaches and so are a positive part of competing.

However, we had 214(268) events entered by swimmers who did not actually swim, this is sometimes due to swimmers pulling out of events for competitive reasons but very often by swimmers and parents entering events then organising something else for the same day. In these meets, swimmers are usually rejected due to the number of total entries being too high and someone taking a place at a meet then not

swimming is unfair on the swimmer who was not allowed to swim. This number has reduced from last year but is still not desirable.

Squad Changes

Our seven squad system is coming to an end at the end of the summer term to be replaced by a squad system which will allow us to create competitive swimmers through our teaching program at Court Garden and at the main club but then to stream our swimmers into Club and Performance swimmers.

The ethos of the club remains to ensure we provide an environment for our young people to develop through our sport but recognises that club members have different aspirations with their swimming and so our new structure will allow us to align pool time, resource and training programs to the swimmers needs in a way that we are unable to do in the current linear squad system.

We will be publishing our paper on the new squad system and how this affects our swimmers at Easter 2013 including our proposed squad selections for Autumn 2013. This will provide our swimmers, parents and coaches to spend the summer term assessing and discussing the changes so that we are all ready to start the new squad system in September.

These changes are in line with most other swimming clubs providing competitive swimming. This will be a successful delivery of change provided we all move through the changes together which I am sure we will.

Highlights

We broke 26 club records in 2012 which is a very encouraging number showing that we are producing swimmers who are competing at a higher level than we have done before.

At Counties in 2012 we got into 5 finals overall and just missed out on a medal. We have entered several of our top swimmers again for counties 2013 and wish them all good luck over the next two weekends.

Our swimmers continue to win medals at a large number of events through the year, improving our reputation each time we swim.

Developments This Year

Several of our parents have continued to progress their qualification process as competition officials through the ASA process and it is pleasing to see our officials taking an active role in open meets through the last year.

The swimming club administration application continues in its development and now provides much of the data for the website through online results entries including team galas. We used this system for the first time live at Club Champs in November to enter swimmers, produce the various documentation required to run Club Champs and to record the results online also.

And Finally

Thank you to all of you for supporting our club so well again over the last year. Please remember that we all started with little or no knowledge of our sport and have developed our skills through the years and with a great deal of support from within and outside our club. If you would like to find out what it is like to teach at our club then come along to poolside and find out what it is all about.

As with any organisation, it is often the smaller tasks that make all the difference so if you have a couple of hours you can spare to carry out a role with our club then you will be making that difference to our swimmers participating in their sport.

Financial Report 2012 - 2013 – John French

Our financial objectives are to break even or turn in a small surplus hence we run a fairly conservative expenditure profile with the largest cost by far being the costs to rent the swimming pools.

In looking at these figures I would like to highlight the following:

The number of swimmers remained at higher than budgets (over 109 at HX) and together with increased sales of the Swim shop results in receipts being up by £2272 compared to last year.

No price increase from Parkwood this year and we had refund due to the unexpected pool closure last September

We had planned over £6k for lifeguard and teacher training but only spent £4.4k hence this under-spend contributed to our surplus. One of our key budgeting principles is to provide sufficient funds to train our volunteer coaches and lifeguards.

ASA costs have gone up slightly due to increased numbers and slight increases in fees.

The Swimshop had revenue of £1817 and costs of £2405 with the difference being the operating stock. The overall objective is to breakeven but a small loss can be tolerated.

A number of trophies were replaced in 2011 hence there was a drop in expenditure in 2012.

The club covered the costs for the coach/bus for the Chiltern league team trips

No trip to PGL was held this year.

Overall operating costs from 2011 to 2012 only deviated by £200 hence is pretty consistent at just under £38k

We have purchased a club laptop for £899 which will be a club asset and depreciated over five years as per normal main Club accounting principles.

In conclusion, we now have had three positive and consistent years in a row and this has put us on a solid footing for the section to move forward.

Looking forward in 2013

Once again our objective is to balance the incomings and outgoings whilst providing sufficient funds to train teachers and lifeguards and post a small surplus over the next year.

In the 2013 view we are assuming no increases to subscription fees although in our budget we are more conservative in that we can handle drops in swimmers numbers to the 106 level. It also has key costs based on 2012 including a 5% increase in pool hire costs from Parkwood. Incidentally the Parkwood contract is up in 2014 so there may be changes to the pool costs going forward.

The figures allow for a small operating loss for the swimshop to maintain stock however the target is to break even.

The club will be making a Gift Aid submission but I have not added this into the revenue stream. It is expected to only be £100 - £200 benefit hence will not affect the numbers to any great extent.

So in summary, even with these expenditures we should still have sufficient scope to train our Coaches & Lifeguards in 2013 and should we wish to do so we have the scope to purchase in Lifeguarding support from Parkwood as well as keep a positive cash position even if there is a downturn in swimmer numbers.

If there are other suggestions for items or events you believe the club would benefit from investing in please feel free to put in your suggestions to the Committee at any time.

Finally, I would like to thank Tracy Cubitt who is putting in the hard work doing our bookkeeping, including banking of cheques, paying invoices and the reconciliation of payments on a monthly basis.

This will be the last year for Tracy and I working as Treasurer – it has been some 7 years of duty for Tracy and with our kids finishing 6th form we have handed over the duties to Tracy Highsted who has now taken over the Treasurer duties.

Thank you Tracy for taking this on and good luck.

2012 Financial Summary & 2013 Budget

	2012 Actual (£)	2013 Budget (£)	Notes (£)
<u>Receipts:-</u>			
Subs, shop & champs etc	53,743	48,760	106 HX 65 CG
Easter Trip	0	0	No Trip
<u>Costs:-</u>			
Pool Hire (HX,CG,WA)	21,270	23,098	5% increase
Training Courses (inc Lifeguards)	4,399	6,470	
Swimming Affiliation Fees - ASA	3,442	3,500	
Swimshop	2,405	2,100	
Trophies/Medals etc	1,202	1,500	
<u>Misc Expenses</u> Head Coach, Chairman, AGM	3,087	3,100	
BBQ & Thame/BBAT	694	1,000	
Travel-Chiltern League	1,286	1,300	
Subtotal Costs	37,785	42,068	
PGL Easter Trip	0	0	
Receipts less Costs	15,958	6,692	
Depreciation	230	230	
Membership fees to main BEJSC	3,332	3,624	
SURPLUS	12,396	2,838	

2013 Committee Appointments

<u>Position</u>	<u>Nomination</u>	<u>Notes</u>
Chair	Vacant	
Vice Chair	Vacant	
Secretary	Tina Zychowicz	
Treasurer	Tracy Highsted	
Child Protection Officer	Clare Perry	
Swim Shop	Racheal Wroe	
Volunteers Co-ordinator	Wendy Healy	
Medals Secretary	Sandra Cox	
BEJSC Sports Club Official	Vacant	Prev Claire Donlon as Chair
Social Secretary	Morag Quinn	
Newsletter Editor	Vacant	
Head Coach	Andy Ruler	
Membership Secretary	Alison Branch	
Lifeguard Co-ordinator	Rick Pearce & George Hannaford	
Court Garden Admin	Claire Donlon	2014 replacement req
Club Champs Co-ordinator	Marleen James	Martin & Kate Wheeler to assist.

Any Other Business

- Further discussion on the vacancy of Chair/Vice Chair with **no** resolution. Tina to publish AGM minutes together with plea for volunteers.
- Motion put forward that club could pay someone to prepare the Swim 21 paperwork as it would be of great benefit to club. Claire Donlon to contact other local clubs who have already attained their certification and get a name.

Meeting Closed at 8.00pm