

Bourne End Junior Sports Club (Swimming Section)

Annual General Meeting

Saturday 3rd March 2012 18.00 to 20.00

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

Agenda

- Apologies for absence.
- Confirmation of 2011 AGM Minutes.
- Chairman's Report - Claire Donlon
- Competitive Section Coach's Report - Andy Ruler
- Court Garden Report - Ellie Couves & Emily Cubitt
- Financial Report - John French
- Club Captains Update - L Bailey & L Wotherspoon
- Election of Committee Members 2012
- Any Other Business
- Close of Meeting

Attendance

R. and A. Pearce, C. Donlon, J. and L. Couves, E. Couves, S. Lawrie, C. Wotherspoon, L. Wotherspoon, G. and T. Zychowicz, M. James, G. Grego, M. Storr, W. Healy, E. Cubbit, N Bailey, A Ruler, Mr & Mrs Joy, J. French, S. Haveron-Jones, F. Gooddy, D. McGrath, G. Hannaford, J. Matthews, A. Sones, P. Sones, J. Keeley, M. and K. Wheeler, S. Cox, E. Walker, S. Nicklin.

Apologies for Absence

T. Highsted, Mr & Mrs Ayres, R. Wroe, J. and A. Pantridge, Mr and Mrs Ferguson, A. Branch.

Welcome and 2011 Minutes confirmed and agreed by those present.

Chairman's Report 2011-12- Claire Donlon

Good Evening Everyone.

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!

I must also take this opportunity to formally thank all the parents and non-parents, who have supported the club throughout the past year:

- our Coaches and Teachers
- our Lifeguards
- our Poolside Officials & Helpers
- our Shop Administrator
- and all of our other helpers and Administrators

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

Over the last year. I continued to represent the club at ASA County Executive Meetings, County AGMs, BBAT and the BEJSC Section Leaders meetings. I have also had the pleasure of being part of the club at various galas & particularly Chiltern League. It is great to see new swimmers experience the challenge and fun of being in a team event for the first time. The more regular team members do a great job in looking after the new ones and it creates a great evening. We have a club and a bunch of swimmers to be proud of.

My duty this evening is, of course, to record and recognise our achievements over the last year. Starting of course with a big thank you to those who have relinquished their posts during the year starting with Jo Tomlinson, Alice Peacock, Neil Bailey, Grace Grego and Paul Lewington. They were all providing teaching and coaching at Court Garden and/or Handy Cross. To Mike & Jo Southby, Claire Wotherspoon, Michelle Slater who also stood down as Fixtures, Officials, & Medal Secretary respectively. Many of these volunteers have also moved on from the club for various reasons – all connected with life changes. Our thanks to them all – their involvement is sorely missed and has created a bit of a gap as you can imagine.

Thank you to Rachel Wroe and Alison Branch who volunteered last year as Swim Shop and Membership Secretary respectively and have thrown themselves into the roles. We now have new T shirts which have been incredibly successful and are now online with the ASA for membership details.

And a thank you to all the other committee members, coaches and teachers who stepped in to undertake the myriad of tasks that were needed.

Innovations and Achievements

I would like to thank Ellie Couves and Emily Cubitt for taking on the leadership of 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 introduction 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. Due to A-level commitments both Ellie and Emily are stepping down so the role of Head Teacher Court Garden is on the list of vacancies.

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.

Reflecting back over last year has shown that we continued to maintain and grow a thriving swimming section. Having grown by about 20% some four years ago, the main club's membership has maintained a steady average of 110 swimmers. 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 would also like to thank Andy Ruler for his amazing leadership, of the Competitive section as Head Coach for the last 6 or more years. His passionate enthusiasm for coaching and competition and dedication and commitment to the role has been immense. Unfortunately, Andy is stepping down from the role of Head Coach so this

will his final report. I am pleased to say that we are not losing Andy as he will still be poolside coaching.

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.

All of our coaches and teachers are ASA qualified, but they all just started out by helping out poolside. If they can do it you can!!

My thanks also to all our lifeguards who have been spotted regularly at Handy Cross undergoing regular training. Together with our existing teachers & coaches, they are consistently providing excellent levels of teaching and coaching to all our swimmers both in the Competitive section and Learn to Swim section at Court Garden. On behalf of everyone, I'd like to take this opportunity to thank them all for their dedication and commitment.

Another one of our achievements is that we continue to have new swimmers on the Junior Committee of BEJSC, with Joe Lawrie being elected as Bourne End Junior Sports Club Captain for 2011- 12 for the second year running. Tommy Ruler, Sian Wotherspoon and Emma Couves are undertaking 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.

Claire Wotherspoon and Sandra Cox were our first parents to undertake the new Judge level 1 course and will shortly become the club's first licensed officials under the new ASA rules. Wendy Healey and Marleen James are following in their footsteps so good luck to them. The club will need a significantly large number of licenses officials so anyone who may be interested should take the opportunity to talk to these parents to find out more.

Our collaboration with Aylesbury. Thame Swimming Club & Didcot has continued (the BBAT team) goes from strength to strength. Our two meets held in September 11 and Jan 12 were very successful and will be held again this year. This year the September meet will be licensed in order to satisfy new ASA regulations so look out for requests for helpers etc.

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. My thanks to Wendy 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. Our challenge this year is to build on these so I am hoping that someone will step forward later this evening to take over these roles.

The feedback received from the newsletter has been very positive so I would encourage parents and swimmers are encouraged to read it and follow up some of the topics. I would also encourage everyone to provide articles and feedback and even ask questions. The world of competitive swimming is constantly changing and the need to keep everyone informed and updated is constant.

Future Focus

Which brings me on to the perennial problem of volunteer-run clubs - the constant need for volunteers.

There will always be swimmers joining and leaving the club so naturally there will always be the need for new volunteers. The last couple of years has seen an absence of parents stepping forward to become teacher or coaches and competition officials. These are key roles without which we cannot sustain ourselves as a Competitive Swimming Club. Another teacher will be leaving us shortly as he undertakes another tour of duty overseas. This brings us the need to replace 4 teachers alone if we are to maintain the standard and cover we have become used to.

This year we are looking for volunteers to take over from those parents who have stepped down and perhaps parents who may be prepared to undertake an activity or one-off tasks or two to support one of the committee members.

We currently have gaps in a number of key roles and I strongly urge you to get more involved in our club to help ensure that we are the best club that we can be. The specific gaps are:

- Chairman
- Vice Chairman
- Membership Secretary
- Head Coach
- Court Garden Head Teacher
- Medal Secretary
- Coaches/teachers
- Officials/ i.e.timekeeper/Judges/Starters

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 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 tops of a coach or the canary yellow of a lifeguard is your calling

Swim 21 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 a pre-requisite for some types of ASA support and funding. Most clubs have achieved this and this will need to be a key objective for the future.

Conclusion

Looking back over my fourth (and last) year as Chairman, it never ceases to amaze me just how much has been achieved. There has been the constant challenge of a dwindling force of volunteers but it still gives me great pleasure to say that this has been yet another very successful 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 Chairman of this section.

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. My apologies if I have missed anyone out.

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



Summary

We have now stabilised at 110 swimmers in the competitive section of the club with 5-10 external swimmers per term approaching us for a trial and a steady stream of younger swimmers from Court Garden joining us each term. We have continued to attract swimmers from other clubs based on our reputation in the swimming and the wider community as well as our philosophy of providing an inclusive swimming environment.

Several of our experienced coaches have extended their qualifications to Level 2 but we are still looking for parents to step forward to join the coaching staff in preparation for some of our coaches leaving the club as their older swimmers do so. If we cannot get more parents poolside then we will be in a very difficult position. We are a volunteer club and rely on parent participation in order for the club to continue.

You do not require any prior knowledge of swimming or teaching, and we can provide all the skills and knowledge through mentoring on poolside with experienced coaches and also the ASA/UKCC swimming teaching and coaching courses. The important thing is to have enthusiasm and to enjoy working with our swimmers. We all find working with our swimmers hugely rewarding and I would encourage any of you who feel you would like to try working poolside to join us and have a go.

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 two more BBAT meets this year with Thame, Aylesbury and now Didcott swimming clubs. The September meet targeting all swimmers who are looking to improve their personal best times and the January meet specifically to secure County qualifying times. These will continue and we are looking for more support from our swimmers moving forward.

However, the participation in the higher level competitions has dropped off considerably this year making it less enjoyable for the swimmers who have entered and this has had a direct effect on our entries to Counties this year where we have had the poorest entry record I can remember. If our swimmers do not compete through the year they will not improve their performances and their times and this is a shame as we have a number of very good swimmers at the club.

Performance

We have attended 18 competitions in the 12 months since the last AGM competing on 24 separate days. We have seen 111(118) of our swimmers compete 1493(1593) times since the last AGM, continuing the lower level of competitive entries. We produced 861(800) new or improved personal best times, this is up on the number last year and represents a 57% PB rate (50% last year). We had 59(70) DQ's 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 268(337) events entered by swimmers who did not actually swim (104 from Club Champs), 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 15% of all entries not competed.

Our seven squads separate into three levels. In Tadpoles and Minnows, our swimmers continue learning their strokes and develop early competitive skills such as dives and tumble turns. Blue and Green Squad continue this skills development but also begin to swim more distance to start building competitive fitness. A, B and Yellow Squads concentrate on conditioning training to allow them to swim faster and more powerfully whilst reinforcing their competitive skills with drills more than with specific instruction.

This approach makes it important that we ensure swimmers are moved through the squads only when ready, especially when joining the seniors as any issue with technique is less easy to fix at this stage when we are focussed on conditioning.

We still have some swimmers in squads where we would like a higher general standard, we are working to balance this out so that we keep the numbers in each squad and each lane during training to the right numbers for swimmer safety. We are continuing to see our junior swimmers come through into the senior squads, adding to the depth within the squads whilst we continue to provide the less frequent trainers an environment where they are able to take part in their sport.

Highlights

We broke a number of club records this year showing that we are producing better swimmers at the top end than in previous years.

We currently have 16 short course and 11 long course records which were set in the last year with several of these having been broken several times over the last year. Congratulations to these swimmers who are clearly training very hard and competing for our club at a high level.

At Counties in 2011 we got into 6 finals overall and came away with one bronze medal, I hope this year our swimmers can achieve a similar result.

32 medals at Bletchley and 38 medals at the Wycombe B and C Grade Open was a great result for our swimmers who also picked up a number of medals at Abingdon and Witney in particular.

Developments This Year

We have had a number of our parents and coaches going through the Judge Level 1 qualification process allowing us to provide qualified judges to open meets and galas.

We are developing an application which will allow us to update the website more easily before, during and after competitions as well as maintaining the other areas of the website without requiring web skills.

We hope that this will allow others in the club to become involved in maintaining the website content as well as providing more resilient competition set up and reporting.

We would still like to organise the squads differently to give more pool time to the swimmers who train regularly by organising the less frequent training swimmers into training squads swimming on certain days. This will require a level of consultation within the club and so remains a future plan.

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.

Court Garden Coach Report – Ellie Couves and Emily Cubitt

This year, our learn-to-swim programme has continued to provide a great service to our local community for fun, low cost swimming lessons for a range of abilities. As well as an opportunity for senior swimmers to show their appreciation to the club through their voluntary contribution to the section and our younger swimmers.

Our numbers have varied over the course of the year from a minimum of 43 swimmers to a maximum of 74. Currently we have 63 swimmers on our registers. Another aim of the club is to provide the competitive section with swimmers who are ready to begin training with tadpoles and this year 17 of our top swimmers have moved to the competitive section.

Some changes which have been made to the way the programme runs this year include the introduction of lane swimming from improvers level – we hope that this will better prepare our swimmers for moving to the competitive section in the future as well as improving their overall stamina. A rota system has also been introduced which helps to ensure that we would have appropriate numbers of in pool helpers, level 1 teachers and a level 2 mentor who would be present to support and mentor other volunteers as well as to ensure that our practice complied with the clubs HSEE regulations. Progression cards have been created in order for us to track and monitor the progress of each of our swimmers based on the ASA's national teaching plan for swimming. Finally, we provided a short training session for our in pool helpers in September – which we hope helped them over the course of the year, and we would like to specially thank Alice Peacock for her help in running this course.

We believe that this year our programme has continued to meet its intended aims and provided valuable swimming lessons for all of our members.

We would like to end by thanking everyone who has supported us and all of our swimmers this year. Firstly Claire Donlon – who has supported us throughout the year and has come down on Fridays to ensure that all membership forms etc were up to date . And Eryl Walker – who processed the CRB forms for all of our new volunteers. Our Level 2 teachers – John Couves, Chris O'Connell and Marleen James who have supported and mentored us, our level 1 teachers and in pool helpers on a regular basis as well as continuing to commit to teaching every week. Neil Bailey and Alice Peacock for their continuing support this year – and although they have now moved on, they volunteered for the section and are greatly missed. Our level 1 teachers – Jo Tomlinson, Katherine Donlon, Jess Kier and Alice Sones. And all of our in pool helpers who have helped this year – Sarah Donlon, Matt French, Peter James, Angharrad Goodwin, Jasmine Gorsuch, Sian Wotherspoon, Emma Couves, Hannah Hunt, Georgia Hylton, Amy Beech and Imogen Tomlinson. We believe that the success of our learn to swim programme is down to all of our volunteers which commit to helping and teaching on a regular basis – it would not be the same without them. Finally a massive thank you to all the children who swim with us – for making all our hard work worthwhile.

We have thoroughly enjoyed volunteering for the club this year and have learnt a great deal from the experience. However we feel that it is now the best time to step down from our role, but we look forward to continuing to teach with the club in the future. Thank you to everyone for providing us with this opportunity.

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 of the swimming pools. In the recent past we had a cumulative deficit of circa. £4.5k so our financial objective moving forward was to recoup that loss which we have done yet.

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

1. The number of swimmers remained at the high levels experienced 2010 (approx 111) hence receipts are roughly equal to last year when we exclude the PGL Easter trip. No trip to PGL this year but even if there is if it is cost neutral to the budget.
2. Pool hire costs roughly the same as we continued on with August swimming as started in 2010.
3. We had planned some £6k for lifeguard and teacher training but only spent £3.5k 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.
4. ASA costs have gone up and we have just paid £2982 in Feb so I have allowed an additional £300 for the remainder of the year
5. The Swimshop had revenue of £945 and costs of £1,635 the majority of the difference being the stock of hoodies bought in December for £400 and the new Tea bag shirts. The overall objective is to break even.
6. Funds were allocated to replace a higher number of trophies in 2011 than in previous years as well as source medals hence the higher costs
7. The club covered the costs for the coach/bus for the Chiltern league team trips
8. No trip to PGL was held this year.

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

Looking forward in 2012:

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 2012 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 2011 including a 5% increase in pool hire costs for Parkwood. The figures allow for a small operating loss for the swimshop to maintain stock however the target is to break even. We have purchased a club laptop for £899 which will be a club asset and depreciated over four years as per normal main Club accounting principles.

We have funds in the budget to buy:

1. PA system for use in our Spring & Autumn Champs Galas- £400
2. Hytek software to use for organising and submitting entries to Galas - £150
3. MS software for new PC £200
4. Court Garden miscellaneous equipment £150
5. Other miscellaneous £150

Summary

Even with these expenditures we should still have sufficient scope to train our Coaches and Lifeguards in 2012 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 me or 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 5 years of duty for Tracy and with our kids going off to University next year it is about time we handed over the duties to someone new. It isn't a huge job but it is an important one for the Club so if you would like to get involved just say so and we will get you involved during the upcoming year to ensure there is an easy handover.

Key activities of Section Treasurer:

1. Request cheques from Main Club to pay invoices.
2. Submit cheques to BEJSC club bank account.
3. Reconcile bank statements to membership list to ensure SO are correct and chase people to rectify any anomalies.
4. Review financials from Main Club accountant to ensure consistency with our records.
5. Keep Committee informed of any issues.

Club Captain Updates – L Bailey & L Wotherspoon

Hi, I'm Lucy Wotherspoon and I currently swim with B squad.

I joined Bourne end swim club when I was in year eight- starting in tadpoles (I couldn't swim fly!!) I progressed quickly through all the squads until I reached b which will be my final resting place

Hopefully your children are enjoying Bourne end swim club as much as I have.

I enjoy training and for several years enjoyed competing at different grade swimming meets. Going to meets and Chiltern league galas is a great way to get to know the other swimmers well- you can spend several hours sat together between races- so you do get lots of time to talk (even more than in the shower after training!) I have made several close friends through swimming club.

The atmosphere at galas is always great and they are such a good place to see older, more proficient, swimmers and learn a lot about swimming and competing.

Club champs is a great way for younger swimmer to start competing and get a taste for competitive events. The swimmers can learn the basics about what to wear pool side at a gala, waiting in line for a race, what happens at the start and how to behave, In a friendly environment so when/if they go to outside competitions they are prepared for what will happen, make sure therefore that your swimmers sign up for club champs. Younger swimmers should always talk to their coaches about what races to enter

The club also organises socials- please come along, the summer BBQ and bowling are always great fun and another way to cement your swimming club friendships.

Lots of us senior swimmers do things other than swimming that are related to the club.

I used my swimming skills to qualify as a lifeguard as soon as I was 16 I now work for Parkwood leisure as well as lifeguarding for the club. Other members of A and B squads are also lifeguards. Many also help our learn to swim section at court garden and quite a few have used this experience to qualify as level 1 swimming teachers. All this is great for university/job applications

My swimming skills have also been very useful in helping me fulfil the practical course content for my gcse and a level sports science.

So, Bourne end has a lot to offer swimmers as they progress through the squads.

Teaching

Fitness

Life skills

Friendship

We hope all your swimmers stay with the club and get to enjoy all this.

Lewis Bailey, gave an eloquent speech upon his experience of swimming which was very well received.

2012 Committee Appointments

<u>Position</u>	<u>Nomination</u>	<u>Notes</u>
Chair	Vacant	
Vice Chair	Vacant	
Secretary	Tina Zychowicz	
Treasurer	John French/Tracy Cubitt	2013 replacement req.
Child Protection Officer	Eryl Walker	
Swim Shop	Racheal Wroe	
Volunteers Co-ordinator	Wendy Healy	
Medals Secretary	Sandra Cox	
BEJSC Sports Club Official	Claire Donlon	
Social Secretary	Vacant	
Newsletter Editor	Sarah Haveron-Jones	
Head Coach	Andy Ruler	
Membership Secretary	Alison Branch	
Lifeguard Co-ordinator	Rick Pearce	
Court Garden Head Teacher	Vacant	
Court Garden Admin	Claire Wotherspoon	
Representatives	Vacant	
Club Champs Co-ordinator	Marleen James	Mr & Mrs Wheeler to assist.

Any Other Business

A lively discussion regarding the vacancy of Chair and future direction of the club. Action agreed, Claire Donlon to write official letter of resignation, which will be distributed to all club members. Committee to produce and publicise breakdown of Chair and other Committee Member roles. General feeling without this the roles are too ambiguous for people to confidently volunteer for.

Meeting Closed at 8.00pm