

BOURNE END JUNIOR SPORTS CLUB
SWIMMING SECTION

ANNUAL GENERAL MEETING 2009

SATURDAY, 28 FEBRUARY 2009
6:00 – 8:00 PM

HELD AT: BEJSC, New Road, Bourne End, Bucks

AGENDA

- Apologies for Absence
- Confirmation of Minutes of 2008 A.G.M.
- Chairman Report: Swim section **CLAIRE DONLON**
- Competitive Section Coach's Report **ANDY RULER**
- Court Garden Coach's Report **NEIL BAILEY**
- Financial Report **JOHN FRENCH
/TRACY CUBITT**
- Election of Committee Members 2009/2010
- Any Other Business
- Close of Meeting
- Refreshments

MINUTES:

- Apologies: The O'Connell's, The O'Donnell's, Gail Smith, Chris Godfrey, Jules Armstrong, Julie Matthews, Roger Keir
- 2008 Minutes unanimously approved.

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Chairman's report – Claire Donlon

Good Evening Everyone.

Thank you for attending the Swimming Section AGM.

My first duty this evening is to thank all those parents and non-parents, who have supported our 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.

Looking back over my first year as Chairman, I have been amazed at how much has been achieved and am delighted to be able to say that this has been yet another very successful year.

My first duty this evening is to say a few thank you's.

In the last year we have lost the assistance of a number of people who have helped and supported the club in official roles. Kate Newberry, and more recently Amy Vance who as I speak will be flying back to the States with Christina and Andrew. These parents have all moved on from the club for various reasons – all connected with life changes. Our thanks to them all - they will all be greatly missed.

I would also like to thank Peter Sones, Marlene James, Tina Rhymes, Sally Lawrie and John French who are stepping down from the roles of Vice-chairman, Court Garden Administrator, Swim Shop, Newsletter Editor and Secretary respectively. They have all been doing the roles for several years and have felt that it's time for a change. I'd like to record our thanks to them for their support – although they are not escaping yet!!

One of our major achievements last year has been the increase in membership numbers. The main club's membership has grown by some 20% to just over 100 swimmers.

This increase has been due to a number of factors but the major contributor continues to be Court Garden which is run by Neil Bailey as Head Teacher at Court Garden, (and will be providing his report later this evening) I'd like to take this opportunity to thank and praise Neil for the tremendous job that he has done there and indeed for the other work that he does for the club. His indirect marketing of the club & Court Garden has resulted in Court Garden being until very recently at capacity with there even being talk of the need to create a waiting list. Unfortunately, the economic climate has resulted in several children stopping swimming. So we have small breathing space with a couple of vacancies. Several swimmers have joined us from other clubs most notably Wycombe (and no Andy Ruler is not poaching them contrary to what the Wycombe coaches think!!!) and more recently, several of our ex senior swimmers have returned to regular swimming.

We continued to cover all training sessions with fully qualified teachers and lifeguards. I am pleased to report that six parents and 6 senior swimmers volunteered and successfully undertook the Level 1 Teaching Course. And Emma Lewington successfully completed her Level 2 course last November. Congratulations to you all. Together with our existing teachers & coaches, they are consistently providing suitable levels of teaching and coaching to all our

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swimmers. On behalf of everyone, I'd like to take this opportunity to thank you all for your dedication and commitment.

Succession planning to maintain this level is one of our key areas for the coming year . Level 1 courses will be arranged and volunteer parents requested.

Our swimmers continue to train at Handy Cross and the Abbey School Pool. To reflect the changing age profile of the club and make best use of available pool time, we have over the year introduced some changes to the training schedule. These changes are working well and is an example of how flexible and responsive to the needs of our swimmers the Club and its members are.

I am pleased to report that after almost two years, the dividing wall at Handy Cross has now been replaced. This will restore the flexibility of use of the pool and allow us to run our Club Champs as a short course rather than the long course that we have had to do.

Despite our efforts, we have not been successful to date in obtaining additional time at Wycombe Abbey. We haven't given up. But I would like to take this opportunity to remind everyone that we pay a heavily reduced rate to the Abbey and that our continued usage is also dependent on our behaviour and adherence to the specific conditions of usage – PARKING, ACCOMPANIED SWIMMERS, NON-COMMUNICATION WITH PUPILS, CLEAN CHANGING ROOMS, ETC.

I am also delighted to report that our younger swimmers will this Easter have the opportunity to enjoy the Easter Camp at ARETHUSA, organised Claire Wotherspoon. Tricia Hylton has volunteered to support Claire at the camp but we would really appreciate another parent (preferably male) to join them to provide the preferred level of supervision.

There can never be too much communication within the club. We have the website, a newsletter and our own notice board at Handy Cross. Our challenge next year is to build on these so I am hoping that someone will step forward later this evening to take over the newsletter from Sally and work with Andy to assist in the on-going development of the website. It is everyone's newsletter, so I would encourage everybody to provide articles and feedback.

Another challenge for next year is to achieve 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 a pre-requisite for some 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 bent to help the club to achieve this important accreditation.

This brings me onto the perennial problem of volunteer-run clubs. The need for volunteers! 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:

- Membership Secretary
- Parent Liaison and Child Protection Officer
- Swim Shop
- Swim 21 Liaison Officer

As well as the need for:

- Timekeepers
- Judges
- Starters
- Lifeguards
- Poolside helpers
- Swimming Teachers

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Please either 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 committee people to discuss how best you can get involved.

As a final point, 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 hard and achieving so much this year so far.

Thank you.

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HEAD COACH REPORT – ANDY RULER

Summary

I think that this has been the busiest year for our club since I became involved 7 years ago. We have recruited many swimmers into the teaching end of the club from Court Garden and have also seen the steady stream of older swimmers continue to come to our club. We have also added seven new coaches to the pool side team and are running a very healthy swimming club.

We competed in a mixture of open meets and team galas last year giving our swimmers the opportunity to take part in A, B and C grade competitions designed to allow all of our swimmers to take part rather than only the fastest. We competed on 24 days this year, 4 more than last year and this included an extra team gala at Christmas which was possibly the loudest evening I have ever spent pool side.

We have seen 92 of our swimmers compete 1147 times last year, more swimmers competing but in fewer competitive swims than last year. We produced 590 new or improved personal best times, down on last year in direct ratio to the reduced number of competitive swims we had last year. We have gained feedback from swimmers and parents and are looking for more B Grade competitions over the coming year so that swimmers have more qualifications for events rather than entering one or two in a whole day which is discouraging to many.

Looking at Counties, we achieved 123 county qualifying times which was the same number as the previous year. We made 10 finals and Joe Lawrie produced a bronze medal swim in his backstroke. This year, however, we have had fewer county qualifying times due in part to the lack of opportunity to swim 200m events at Club Championships and at other times through the year meaning we have failed to achieve these times in the numbers we would usually.

A contributing factor to these falling numbers has been the unprecedented rejection rates we have suffered recently with some events we enter each year being over subscribed way above the numbers allowed by the ASA for an event. This has meant fewer opportunities for our swimmers to set new personal best times and therefore more likelihood of rejection next time, a vicious circle. This is frustrating to the swimmers parents and to our coaching team as we want to see you compete regularly. We are addressing this issue by looking to enter some different meets this year which will be less likely to be over subscribed and therefore allow our swimmers to compete in more events and improve their competitive performance as we know they are capable of doing.

Another measure is the introduction of time trials which will allow our swimmers to set or improve their personal best times in 200m and 400m events without relying on competitions and which will generate more qualifying times for our club. This is normal for 400m events and we are seeing it more for 200m events these days.

We continue to move our swimmers up through the squads on merit and not on age or time spent in each level. We assess each swimmer according to their attitude to their training, how they approach to each session and also their competitive skills improved through the training plans we deliver.

Our aim is to ensure that the swimmers in each squad are at the same fitness and skill level so that they can be set suitable sessions which they are all capable of achieving so as to extend their fitness and technique bringing them up to the level of the next squad and the next challenge.

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

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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.

Highlights

We always enjoy the Chiltern League galas. These are team events involving more swimmers than an open meet where swimmers enter as individuals. Our swimmers are able to cheer each other on through the evenings making lots of noise and we find that swimmers perform very well when swimming for the team. The coach trip is a valuable part of the experience where our swimmers can spend time together building friendships, sharing sweets and drowning each other out with a variety of mobile phone tunes.

We added Aylesbury's Christmas gala to our events calendar last year, a great success and a great deal of fun especially in the 32 by 25m relay at the end of the night which saw all swimmers taking part, boys at one end and girls at the other. We had to work out how to get some swimmers to swim more than once due to our only having 27 swimmers at the meet.

We also introduced the Witney Gala to our calendar on a lovely Sunday afternoon in July, a very pleasant event where we achieved a great number of medals and some very nice performances. We hope to repeat this meet and hopefully encourage more swimmers to attend.

Developments This Year

We have had seven parents qualify as swimming teachers through the UKCC Teacher Level 1 training programme last year meaning that we have the largest coaching team I can remember. We have been able to adopt an ASA model whereby our experienced teachers and coaches can work together with our newly qualified teachers to mentor them and help develop their pool side skills. As a teaching club this is very important and something we are looking to improve on this year in several areas to develop out understanding of swimming teaching and coaching more fully.

We have started the long process of creating a set of teaching plans for every one of our 164 training session through the swimming year. We have developed a yearly plan which includes distance and technique phases, rotating the strokes each session and targeting specific skills within each stroke as a specific theme for the session. We then have a short period of sprint and competitive skills training where the sessions still rotate through the strokes but concentrate more on preparing the swimmers for Club championships and for Counties.

We will be constantly reviewing these session plans through the next year, refining them, reviewing the content and suitability to each squad and ensuring that the skills developed relate to each squad's requirements for developing their swimming so that they can move into the next squad.

This is a long process involving much work in preparation and publication but which will support our new swimming teachers well and provide our club with an ongoing improvement programme which will guide our swimmers in improving their performance through both fitness and technique.

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Web Site

I cannot miss the opportunity to mention the web site which we use to communicate many aspects of the clubs activities including news of the cancelled sessions during the snow week recently as well as competition and training news.

We are planning to re-launch the site with a slightly different look and more easy maintenance in the near future and are aiming to add a Frequently Asked Questions page to better inform our members of the intricacies of competitive swimming. We will also include a Who's Who page so that you can put names to the faces you see round the pool week in week out.

Please visit the site, it is there for parents and swimmers and will hopefully provide all of us with a full picture of what we are doing in the club. If you feel there is anything on the web site you think is incorrect or if you would like to see something there which is not currently then please let me know. It is sometimes difficult to see swimming from a parents view point when we are so involved in the detail ourselves.

And Finally

Thank you to all the coaches and life guards who work together to provide a consistently high standard of teaching and coaching for our swimmers and well done to all of our swimmers for training hard and achieving so much.

We attract a great deal of attention in the community and a steady stream of new swimmers due to our offering a fun and friendly environment in which our swimmers can develop their swimming skills. We try to allow our swimmers to develop at their own pace, some aiming to compete and some aiming to swim for fitness and with their friends rather than to compete. It is important that we can offer this in the increasingly high pressure world in which our children live and I am proud to be part of that above all else.

Our club is entirely volunteer run, all of us on pool side having come into the sport with little or no experience of the roles we have taken on in our swimming club. We are able to support new teachers with pool side experience and training courses so if you would like to become involved pool side, please come and see me or Neil Bailey and hopefully you will discover as I have just how rewarding it is to work with our children.

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Court Garden Report : Head Teacher : Neil Bailey

Apologies – I can make it as I am not a leader on a school ski trip.

My report is as follows:

- We have around 75 children at court garden – I have allowed the numbers to drop off – we have a smaller group of beginners as this was placing our quality under pressure – expect by September for this to change back the other way and fill up with beginners
- Combination of word of mouth, reputation and previous marketing efforts have ensured we are over subscribed – this is likely to increase as Nexus withdraw locally – the team are now running and delivering teaching all over the Wycombe District area both commercially and voluntarily – example was February half term myself and my team ran a crash course at RGS – this had 90 children in it – one of the largest in the country – we ended up teaching over 60 children to swim for the first time in one week – I am planning one for Whitsun (150 children) and one for October (175 children) as well as a first week of the summer course for beginners only
- We have great adult helpers – but these will shortly reduce – myself, Chris, John, Marleen, Juliet (who finally finishes in July)
- We have some fantastic helpers in and out of the pool they are a credit to modern youth – they give up their time whilst their peers do not
- We trained a large number of adult and young people – one of the largest block training courses in the country – I am arranging another to supplement attrition over the year as some of the current helpers will be leaving to go to University
- Since last report have now worked with solely STA trained people – did not like the end result – we will stick to ASA/UKCC for moment – working on better pricing model – delivered to our timetable using our assets to lower cost and lower stress for attendee's
- We are making a significant financial surplus to assist the non learn to swim section of the club
- Special thanks to Marlene who has done a tremendous job providing bookings and register management – she is finishing this and handing it off
- We really need to supplement me as at present we are no longer running two senior teachers for the whole session and this is a quality risk – still ongoing – we do not have an effective succession plan – I am becoming increasingly involved in the wider swimming community and there will come a time where Court Garden for me is impossible to do

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2009 A.G.M. – Treasurers Report John French/Tracy Cubitt

First of all I would like to mention that Tracy Cubitt is the source for this data and I would like to congratulate her for sticking with the financial work this year. It wasn't easy for her with a number of other commitments on the go and having a steep learning curve to get up top speed with spreadsheets and the main club processes.

Also a big thank you to our Chairman, Claire, who spent a considerable amount of time preparing the 2009 budget and other financials reviews in addition to all her other activities.

What I have distributed is a summary of the Swim section accounts as of August 31, 2008 (top half of the sheet Section A) and the 2009 Budget.(bottom half: section B)

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

1. The substantial increase in members subscriptions, £6,391 for the year, went toward fund lifeguard and teacher training costs which totalled £7,134
2. HX & CG costs increased by substantially 11% and 6% respectively
3. The swimshop had a reduction in volume but we still had a small profit in that area.
4. In the year ending 08 we reduced the deficit to £373 from just under £4k in 2007. In previous years we ran a surplus but our normal objective and the yearly objective is to balance the incomings and outgoings and hence our objective is to post a small surplus over the next year.

Let us have a quick look at the 2008 – 09 budget.

Claire & Tracy spend a lot of effort sorting this out in June and July of last year.

In the swim club we aim to agree the budget and the necessary fees in June / July so we can issue new figures when we start back to swimming after the August break.

Tracy and I will be tracking this in order be able to set a new budget this summer over the next couple of months..

The other item which should be noted is that we aim to make a Gift Aid claim this year. Work is ongoing to match Gift Aid volunteer data to payments made and we are looking back as far back as 2005 at the moment. Hopefully this will generate some much welcome boost for next years income.

In summary we have set a fairly conservative budget with an objective to turn in a small surplus as of August 31, 2009.

I would highlight:

- the key assumptions are listed on the sheet
- outgoings include an investment of £6k in coaches training.
- a trip to Arethusa is being undertaken this year and is intended to be a breakeven activity for the club.

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2009 – 1010 COMMITTEE APPOINTMENTS

PERSON	NOMINATION
Chairman	CLAIRE DONLON
Vice Chairman	
Secretary	JOHN FRENCH
Treasurer	JOHN FRENCH / TRACY CUBITT
Child Protection Officer	JACKY RAVENSCROFT
Swim Shop	LESLEY SONES/CARMEN HOSTETLER
Championship/Fixtures Secretary	CLAIRE WOTHERSPOON
Officials Secretary	CLAIRE WOTHERSPOON
Medals Secretary	GAIL SMITH
BEJSC Sports Club Official	
Social Secretary	CARMEN HOSTETLER
Newsletter Editor	
Head Coach	ANDY RULER
Membership Secretary	GRACE GREGO
COURT GARDEN	
<u>POSITION</u>	<u>NOMINATION</u>
Head Teacher	Neil Bailey
Admissions Contact	
Administration	DEBBIE BELL

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AOB

Easy fundraising was noted as a way to link our website to this website and the club would get a commission on the purchases thru this link

Action for Youth was highlighted as a worthwhile program in BEJSC. Currently Joe Lawrie, Ellie Couves and Emily Cubitt are in the program and other swimmers were encouraged to join in.

Also the BEJSC Junior Committee was recommended. Currently Joe, Ellie & Emily are in the Committee and it is open to all swimmers.

The meeting was closed at 7:40pm