



Gloucester City Swimming Club Limited

## Minutes of GCSC Committee Meeting

at GL1 17<sup>th</sup> November 2015 from 6.30-8.15pm

Present: Bea, Flavia, Andy, Sue, Bernice, Vic, Mark, Gavin

Apologies: Jenny, Emma, Carolyn, Rich

### 1. Review of Previous Minutes

The September minutes were approved for publication.

Noted that there was no meeting in October due to L2 Meet and Camp, just some notes from Bea, which will be covered here.

### 2. Chairman's Summary

There has been a lot going on behind the scenes recently, resulting in some session changes, published recently.

The October Level 2 Open Meet was excellent. Thanks to Sue and the team for a very well organised and run event.

There is a need to improve the efficiency of the committee; a separate meeting will be called to address this [**Bea**]

Session swaps, in exceptional circumstances (i.e. religious or school timetable) are to be recorded and approved by Andy.

### 3. Financial Summary

#### Community Amateur Sports Club (CASC)

The rules changed this year, so combined with our status as a Company limited by guarantee; we needed to re-apply for CASC status. A response was made to HMRC who had queried some information, but we have not yet heard if we have been granted CASC status under the new rules. The impact of this could be that we get no tax exemption on our external income and may therefore have to pay tax.



### Open Meets

Excluding the potential tax implication, the Open Meets this financial year have brought in approximately £11k each in April and July and approximately £15k in October (significantly increased due to being Level 2 = faster = more swimmers). This is above the budgeted figure, but will be below if we have to pay tax.

Noted a need in the first part of the season for L3/L4 competition opportunities, so will target other club events, and maintain our L2 in October 2016. April 2016 will also be L2 and include long distance events.

### Pool Hire

Annual pool hire costs are approximately £96k, excluding long course, incurred over approximately 44 weeks (plus land training of approx. £13k). The new timetable was introduced to reflect capacity and address tiredness / training efficiency, but has the potential benefit of approximately £3k saving for the remainder of the year. However, the adjustment provides the minimum lanes for current capacity, so may need to be modified again during the year.

### Expenses

All coaching expenses to be co-ordinated through Andy and hopefully can be managed within a reduced target of £5.5k

### Fees

Current monthly training costs are still low at approximately £11.5k compared to budget of £12k (every squad at capacity). Approximately 25% of members still have not paid annual membership / ASA fee. Letters for these, as well as debtors are prepared and will be sent, in-line with Constitution [**Flavia**].

Clarified that all swimmers must be ASA registered to be covered by insurance, but any swimmer who is ASA registered with another club as their 'rank' club, can have dual-membership at GCSC for an annual fee of £10. Hartpury fees to be dealt with separately [**Mark**].

### Grants

Suggestions for appropriate use of the County Grant included long course training and purchase of a dedicated iPad to use for stroke improvement. Video permission to be confirmed from membership forms [**Mark**]



### Camp

General fundraising income is approximately £2500, including an 80/20 split from the major events. Sprint Meet income (assuming tax liability) is approx. £4900, so if this is split 50/50, per previous proposal, the total to be shared between those that contributed is approximately £5k. The Exec will meet with Emma and Jenny to confirm who meets the 'significant contribution' criteria and is therefore eligible for a share. If CASC status is subsequently obtained, an additional split of the income from Sprint Meet will be made.

### 4. Camp 2015

This year's camp was very successful and big thank you to Emma and the team for such a great job.

The deficit of approximately £3k is less than last year and will be covered largely by the other half of the Sprint Meet income.

Recognising the benefit of a camp to younger swimmers as well, a UK-based camp is likely next year, to enable a wider participation and focus at all levels.

### 5. Membership

There have been several trials recently resulting in 7 new members up to November, balancing the 5 that have left this year. A detailed listing of squad numbers was provided showing that TTC is nearly full, SSK is quite full, with some gaps and space in Club. Therefore new enquiries will be subject to a waiting list. GL1 swim school / academy are a potential route in, but must still come through trials / waiting list.

Links with Hartpury and Gloucester Uni are working very well and CLC is developing. There is also potential for Cheltenham College pupils to become members, subject to trials.

The timetable will be reviewed again next year, looking at future need of current swimmers, with a possibility of extending TTC8 capacity and combining TTC15/15s.

Confirmed that bridge sessions are offered during assessment to another squad. There is no charge for 3 months, but if the coach determines that extension beyond this is appropriate, the additional hours will be charged.



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The annual membership form is to be circulated, to confirm contact details / identify and change in medical conditions / advise any change in video or photography permission and acknowledge Club Policies [**Mark**]

### 6. Welfare

Marion Britton continues to provide welfare support. Advert for new Club Welfare Officer to be publicised urgently [**Vic**].

Vic will continue to support DBS applications for poolside helpers / volunteers. List of currently registered volunteers to be checked and any renewals to be progressed [**Vic**]

### 7. Workforce

October Level 2 Open Meet was successful, with some new volunteers enjoying their roles. Some have already offered to help at April meet.

### 8. Open Meets / Competitions

#### Open Meets

October Level 2 was excellent, thanks to Sue and the team for all the effort.

Sue is stepping back from the lead role to take a well-earned break, but will provide support and guidance for a new volunteer.

4 meets are booked for next year, with licenses already arranged. However, conditions will be adjusted, to avoid some of the recent issues with external entries, for example falsified HyTek entry files. Pool is booked for the next four years.

A separate session to be arranged to review exactly what is needed, i.e. external entry co-ordination, HyTek support etc, so that adverts can be created and volunteers identified [**Sue**]

#### Competitions

Mark has created an updated entry form, to include coach approval for any valid adjusted times, plus instructions to include HyTek evidence of times and limitation of 5 events per day. Agreed that forms need to be kept simple and limited to a single page. Also need to add details for on-line bank payment



[**Mark**]. Bernice will require on-line access to the Competition Account to check payments [**Gav**]

Initial investigation regarding payment combined with HyTek / Team Manager software, costs £5/month per swimmer. Noting that we are now charged for every cheque paid in, further investigation required to identify a potential solution, where a transaction fee may be less (refer to National entries, where the swimmers are not 'members') [**Mark**]

The bus hire cost for National Arena League is approx. £300 and is used by approx. 30 swimmers and 10 helpers, therefore costs approx. £7.50 per person. The recent proposal to charge this in full caused significant concerns and the fee was therefore reduced back to £5 per head for the remainder of this year's NAL rounds and the loss will be shown in the accounts. However a revised proposal of £7.50 per swimmer and £2.50 per helper will be made at the AGM.

Thanks to Clair Bulpin, who is now co-ordinating Four Seasons galas. In addition to the bus hire costs for Four Seasons, we also have to arrange one of the sessions and hence incur additional costs. Therefore the charge of £5 per entry will remain for Four Seasons or £7.50 is using bus.

### 9. Coaches Report

Camp was excellent with great atmosphere and good to have the Para swimmers included. Thanks to everyone involved in making it a success.

There is currently an excessive amount of activity in the background, making it harder to focus on the daily activities. However there is a good and improving atmosphere in training. Captains have embraced their roles supporting swimmers and coaches.

There are a lot of meets in the near future, but trying to provide flexibility for all swimmers to gain qualifying times for County events. There have been some issues with GL1 communication, which needs to improve.

The October L2 Open Meet was amazing, with several performance clubs entering. Noted that some Level 3/4 opportunities are required in the first cycle, which may be achievable with a closed network of local clubs next year.

National Arena League round 1, no-one had to swim out-of-age. Uni / Hartpury swimmers contributed to a great performance. Round 2 had less entered, but also saw some good swims.



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Good performance at Western Counties short course, including some National / Home Nation qualifying times.

The Uni swimmers performed extremely well in the recent BUCS event, competing against Bath and Loughborough etc including Team GB swimmers, resulting in Gloucester achieving 16<sup>th</sup> place on the medal table.

Andy and James have attended some coaching conferences, to keep themselves up to date and ensure the club is providing the appropriate support.

During the Christmas / New Year period, there will be some opportunity for rest, but some land training provided, including some alternative activities in the GL1 Sports Hall and rock climbing at the Warehouse.

The Christmas Gala will be on Sunday 20<sup>th</sup> December, organised by the Young Volunteers and Captains.

### 10. Communications

Several queries over new timetable. A clarified explanation to be issued [**Flavia**]

### 11. Fundraising

No activity to report, vacancy still needs to be filled.

### 12. Volunteer of the Month

*October:* Mark Hanson for support of multiple fundraising events for camp

*November:* Gary Fairs for Team Manager support at October L2, without a swimmer competing

**Next Meeting:** Tuesday 15<sup>th</sup> December 6.30pm