



BRIDGWATER AMATEUR SWIMMING CLUB

Committee Members Annual General Meeting

Attendees:

Jess Prendergrast, Alison Coulson, Martin Kane, Ricky Hayes, Gin Towells, Martin Kemp, Alana Head, Kirsty Darlington, Heather Prothero, Rich Hill, Claire Ramsay, Kelly Short, Allen Robins, Sarah Walsh, Steven Coulson, Deborah Eele, Donna Chillingworth, Don Symes, Tia Hayes

Apologies:

Helen Kirk, David Flack

Jess opened the meeting and announced that we would record the meeting for the purpose of ensuring we have an accurate record of discussions.

Action points/matters arising from previous AGM:

Nothing to report other than both Ali's and Jess' surnames were spelt incorrectly on the previous AGM Minutes. For the purpose of an accurate record, these will be amended to the correct spellings.

1. Club Chair report – Jess Prendergrast

Jess began by welcoming Don Symes, President of the Club and thanked him for coming.

Her report is as follows:

It has been quite a strange year, not quite the steady ship that Gin promised me, but I suppose I cannot hold her responsible for the pandemic. If you can remember back that far to the old normal, it started well, with some great results in galas and counties, which I am sure Ricky will talk about, but also that we won Somerset Sports Club of the Year, a real testament to what a fabulous Club this is, and with Gin narrowly missing out on Volunteer of the Year – clearly a mistake. We also had great Club Champs and hundreds of trophies awarded at the Presentation Evening just before lockdown. It was a difficult decision about whether to go ahead with the evening but I am glad, given all that has happened since, it was a night to be really proud of all our swimmers.

Not a week later I think we took the heart-wrenching decision to close the club in the light of the growing alarm about coronavirus. It was a difficult time, responding to changing circumstances rapidly, but also incredibly heartening – as in many other walks of life at the moment, the pandemic has brought out the best in people, and I would like to extend my personal thanks to the Committee and coaching team who were utterly indispensable to the Club – I know this is true even in normal times, but it could not have been clearer than at that time. I'd like to thank Ricky and the coaches for their commitment throughout – we ran Club nights every Friday throughout the time when we were not in the pool – great fun, really important for keeping the spirit of the Club together, and quite the envy of other clubs around, and training sessions also continued. Ricky especially has worked extremely hard for us, both as a coach and in getting everything ready and in his role at 1610 for us to be able to return to the pool almost as soon as we were allowed. We are very lucky and very grateful.

Which brings me onto the rest of the Committee and all those who volunteer year round, on poolside, at competitions, at Club Champs, at the Presentation Evening, and latterly as part of Covid Crew – it's a real team effort. In most teams however there are times when certain people really stand out and deserve to be singled out, and for us this year that person is undoubtedly Martin Kane – our very own Covid Man. Though we have yet to see him in his superman outfit, he truly has been a hero, a powerhouse of strength for the club throughout the last six months – his



BRIDGWATER AMATEUR SWIMMING CLUB

Committee Members Annual General Meeting

knowledge, attention to detail, ideas, risk assessments and more have instilled real confidence in us all about how to deal with the impact of Covid-19 on the Club and how we could safely return to the pool – again my personal thanks to Martin for picking up so much, especially during what were some quite difficult times for me personally. He has organised us all brilliantly, and deserves a huge thank you from us all as a genuine superhero. As you know, he and Ricky got us all back in the pool at the end of the summer – with the vast majority of swimmers returning – we have all been impressed by their maturity and determination.

It will probably continue to be a strange year and maybe well into 2021 as well, but I think we can all go into it with a real sense of achievement, pride and confidence in our club, the staff and volunteers who make it happen and of course the swimmers themselves. Huge thanks to everyone involved.

2. Treasurer report – Alana Head

Her report is as follows:

Hi everyone, thank you for joining us this year, I'll try to keep this as brief as possible but if anyone has any questions feel free to ask at the end and I'll do my best to help. So, at last year's AGM I believe we were predicting a loss of £1,800 for 2019/2020 but hoping to break even. We are always a bit cautious at the start of each financial year as we don't know what our swimmer numbers are going to be, what fundraising or sponsorship opportunities will be coming in. However, I am really pleased to report that, despite Covid-19, we ended up with a £3,300 surplus which includes us being able to carry forward £2,500 into 2021.

A number of factors contributed to this, and there are a number of thank you's I would like to pass on:

- First of all our swimming parents – a huge number of parents continued to make payments and donations throughout lockdown and your support has been absolutely incredible and part of the reason we are able to move forwards with the new guidelines and restrictions in such a strong position. So thank you.
- We also had a number of various Sponsors and Donations including – Don, Glastonbury Festival, Carnival Club collection, the WPA Benevolent Foundation contributed to the new starter gun for the Club, Yeo Valley, Staceys Motors and The Friendly Spirit towards the cost of transport, Beryl Rood who sadly passed away very kindly left us money in her estate – all of which we are extremely grateful for.
- Our Chairperson Jess – managed to secure several significant Covid-19 grants to help cover costs incurred throughout lockdown. Overall, last year our Club saw over £10,000 in grants, donations and sponsorships, I am literally blown away. This is the largest figure I have seen since being Treasurer at the Club and we have all played a part in that so well done everyone and thank you.

With us being able to carry forward the £2,500 into this year, this has eased the transition for paying our pool hire. This has changed and we now pay in advance each month so this has meant it has been a really smooth process for the Club.

I would also like to take a moment to thank our providers – 1610 & Quantock Lodge for being so supportive, it could have been a very different story and by having this wonderful working relationship it has ensured we are up and running at both pools which is a fantastic achievement and a lot of work by Ricky and Martin for which we are eternally grateful.



BRIDGWATER AMATEUR SWIMMING CLUB

Committee Members Annual General Meeting

Looking ahead....

As expected, our swimmer numbers are ever so slightly down since returning in August, however the Club has seen only a handful of swimmers not return and overall we are still looking in good shape. We have approximately 120 registered for our sessions, and have some room for growth despite Covid-19 restrictions so really positive moving forwards.

In terms of our predictions for this financial year 20/21, we are predicting a loss of £2,000. This is because, at this stage, we have not included any fundraising whatsoever, as we do not know what we are able to do next year until we receive more guidance from Swim England or the government. Jess (being the expert) will continue to look at any other financial opportunities the club might be eligible for.

Membership fees have been frozen: our yearly payment not only includes the Swim England membership, it also includes additional Club insurance and other administrative costs incurred by the Club. We have been able to offer parents the option to spread the membership fees over Oct-Jan. If anyone wasn't aware of this please let me know and we can sort this out.

As always, **we reserve the right to increase fees and memberships this financial year.** A copy of the audited accounts are available at the end of this document.

3. Head Coach report – Ricky Hayes

Ricky started by saying it's been a strange year and season but despite the uniqueness of 2020 the 2019/20 season has still been full of plenty of positives for the Club. The season kicked off with the National Arena League and the swimmers did really well. Over the first two rounds they beat some tough clubs and gained a spot in the A final of Division 2. In that final, the calibre of swimming was extremely high. Overall we finished in 5th place in Division 2. This is probably one of the best all time results for the Club in the National Arena League.

The County Development Meet in October saw 30 swimmers enter the meet and the Club finished in 4th place overall – a really strong result, mixing it up with the best clubs in Somerset. There were 21 clubs taking part in that particular event.

The highlight of the season was the Somerset County Championships. There were many great swims by individuals such as Theoni Kane who took 5 Gold medals, as well as many other medals herself. Malaki Prothero also took a Gold medal and Max Head should also be mentioned for his haul of medals and team points. During the County Championships, Ricky had countless officials and rival coaches take time to seek him out and congratulate the Club on how brilliantly we were doing, how much we had improved and how we were so well deserving of the success we were having. The Club finished in 8th place overall out of the 23 clubs taking part, a huge achievement and beating some very successful clubs along the way. Ricky cannot express how proud he was of the club at the County Championships, especially when other clubs and officials validated the progress the Club has made.

The Cotswold League was a success again despite its early conclusion. The Club started in style with an away win against Bristol Henleaze, Weston-Super-Mare and Dursley Dolphins. We came second in round 2 with round 3 providing to be super exciting. We came back from third place to win the Gala in fashion. Shortly after that Gala the League was suspended before the Club was finally announced in fifth place overall, making it the third year in succession that we were in the top A final.



BRIDGWATER AMATEUR SWIMMING CLUB

Committee Members Annual General Meeting

Ricky feels that at the moment the only thing that seems to stop our wonderful Club is a worldwide pandemic. But apparently even that can't stop us. Throughout lockdown the swimmers maintained their great team spirit, attending the various Zoom sessions and taking part in the challenges. The swimmers return from lockdown has been absolutely inspirational. He said he knew they could do it because he knows how great they are. Just weeks after going back swimming they were back to a full programme and training better than ever. He said that swimmers must keep working hard because when competitions resume, they will get PBs and medals will follow.

Ricky gave a big thank you to all our sponsors and a big thank you to all the Committee. Ricky also gave a special mention to Martin for his Covid-19 work. He feels that our return wouldn't have been possible without his pragmatic and sensible approach. Finally, he thanked all of the coaching team as he couldn't achieve what he does without the team of coaches that he has.

4. Covid-19 Lead report – Martin Kane

His report is as follows:

The Covid-19 lead report is an item on this year's AGM agenda that none of us would ever have envisaged. In the Club's 126-year history, activity was only ever documented as suspended between 1917-19 and 1938-47, we can now add a 5-month period during 2020 to that list.

On Wed 18th March 2020 a Committee meeting was held at Quantock Lodge and all Club activity was suspended with immediate effect due to the growing pandemic. Following that evening's training, all swimmers present were notified of the Committee decision and the wider Club advised later that evening. This was then followed on Fri 20th March with the closure of swimming pools and schools and the subsequent cancellation of all 2020 competitive events.

As events unfolded the Club kept regular communications with members going strong. We sent out regular Newsbytes emails containing information both from the Club and our governing bodies. Swimmers were actively posting videos and challenges via social media and this ensured that Club cohesion remained intact. A large number of our swimmers took part in a Club wide video, posing in Club colours they would put a swimming hat on and then pass to the next one. Parents then submitted the videos and I put them all together into an almost 4 min long Club movie over the Easter weekend. This is still on our website homepage now and has been viewed thousands of times across social media.

To help with swimmer motivation and fitness, Ricky put together some excellent strength and conditioning videos which I shared with the Club and 'Ricky's Routines' as they were known, gained their own page on our website. Ricky also set an exercise called the Matrix Challenge, prizes were promised and very recently Ricky presented the trophies to the successful swimmers. As we entered May, Swim England were starting to hint towards a 'Return to the Pool' and work was being undertaken to make this possible. In June the first 'Return' guidelines were released, and this was followed up by Swim England launching an 'Open our Pools' petition. The guidance stated that each club should have a Covid-19 lead and I offered to fulfil that role. Although pools weren't open, I set about getting us ready for when the Club's activity could resume. Ricky was a fantastic help during this period and between us we had a plan to resume Club activities when permitted to do so.



BRIDGWATER AMATEUR SWIMMING CLUB

Committee Members Annual General Meeting

One of the first stages we had to complete was a Club survey to find out which swimmers would immediately return once we could resume. We had 92.67% of our swimmers state they would, only one swimmer left the Club and the rest said they would return after a little while. Health surveys and a risk declaration were also required and carried out; our website was used for all steps in our 'Return'. Our return had to be done in a Covid-19 safe way in accordance with the guidelines and included risk assessing, producing operating rules both for swimmers and for our home pools. Working with Ricky was a huge benefit during this whole process as we could quickly put plans in place and communicate out to the wider Club. This was the period of time that our website became the centre of the 'Return' process as it was a quick and efficient way for parents to complete necessary steps and also as a hub for the swathes of information we had to distribute. A number of protected web pages were created to allow us to do this.

Once the government confirmed pools could re-open in late July, 1610 advised the club that we could re-commence on 3rd Aug. Training schedules and times were initially shorter than normal as the coaching team eased the swimmers back to fitness and increased steadily to the almost full programme we have available now. Everyone had to adapt to new Covid-19 safe procedures, and this was done brilliantly although we continue to put out regular reminders to ensure the focus isn't lost. Part of Swim England's guidance requires us to appoint a Covid-19 liaison for every club session, who is present and is able to feedback and recommend changes to Covid-19 safety. An on-line system to book sessions and provide observations was created and to date every single session has had a Covid-19 liaison (or COVID Crew as they are known) present. Parents have been a superb support and we couldn't have done this without their help.

We also needed to create our own 'track & trace' system for swimmers. I put this in place on our website and any absences are now notified by way of an on-line submission. This ensures we know exactly who is swimming, when and with whom. Should a track and trace scenario arise we would be quickly able to identify which swimmers need to abstain from training. This system has benefits post pandemic as an attendance register removing the need for lists being kept by coaches and/or the Committee desk.

There is also a mechanism on our website for swimmers to notify us if anything changes on their Covid-19 health screen forms. This is an important part of Swim England's guidelines so we can ensure everyone is symptom free and as a Club we have the most up-to-date health information for every swimmer.

In summary, all Club activity was suspended between 18th March and 3rd August but has now resumed to almost pre-lockdown levels. We are swimming at both 1610 and Quantock lodge and have 97 active swimmers. Covid-19 safety remains paramount and is likely to continue for some time to come. Swim England continue to evolve the guidelines for clubs and version 8 was released on 29th Sept. COVID Crew cover is in place until Christmas and our risk assessment is regularly reviewed. Our website has been an invaluable tool during the pandemic and continues to be so. A new all-time record was set on 28th July when 623 views were logged. My thanks go to the entire Club for an unwavering desire for us to return and continue to operate in as Covid-19 safe a way as we can. Ricky's support in particular has been invaluable and we can now look forward to the resumption of competitive activities with new Level X meets which are due to be announced very soon by Swim England.



BRIDGWATER AMATEUR SWIMMING CLUB

Committee Members Annual General Meeting

5. Welfare report – Kirsty Darlington

Her report is as follows:

As it is my first year as Welfare officer, thank you for being so supportive.

What an interesting year, with very few swimming hours compared to our usual years, added to a dedicated squad, I am pleased to report that there are no outstanding red or yellow cards.

There have been a number of changes to welfare for the Club that are worth noting, not least that I am a new face.

Firstly, I would like to draw everyone's attention to the new Swim England Wavepower document, which the Committee have taken some time looking through to ensure that we are compliant in all changes to welfare and safeguarding policies. We would encourage all parents and swimmers to make themselves familiar with this document please. You can access it here: <https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>

Secondly, Martin and the team have worked tirelessly to ensure that our website has plenty of information and that our social media is kept up-to-date, with password protected documents being used to share information about training sessions and the all important Covid Crew.

Thirdly, compliance and training. I have recently undertaken the Swim England Welfare Seminar and also the Time to Listen course and am proud to report that as a Club we are way ahead in some of our practises to safeguard the wellbeing of our swimmers. I delivered Safeguarding training in November to coaches, volunteers and poolside helpers and this was a very useful time to share knowledge and become accredited. All DBS checks are in place and in progress as per Wavepower guidance and best practise.

Finally, there is now a welfare email address, please feel free to use it to contact me directly (and our soon to be appointed Vice Welfare Officer) and, as we are not able to be so visible to the swimmers, please share this with them – they can email and ask questions or raise concerns with me directly if they wish. The email address is: welfare.basc@hotmail.com

Thank you for welcoming me and trusting me to look after the wellbeing of Club members, this isn't something that I take lightly. I am hoping to work to get to hear the voices of the youngsters more as we move forwards and would be interested to have your viewpoints as to how to make this happen.

I'd love it if all of us would take five minutes just to remind ourselves how we can best support our swimmers by watching this short video:

<https://www.bing.com/videos/search?q=my+magic+sports+kit&view=detail&mid=DF888FB26EDB0290CA29DF888FB26EDB0290CA29&rnsid=821DB634CC766AFA394B821DB634CC766AFA394B&FORM=VDQVAP>



BRIDGWATER AMATEUR SWIMMING CLUB

Committee Members Annual General Meeting

6. Appointment of Officers and Committee

We are losing 3 Committee members this year – Ellie Patten, Helen Kirk and Gin Towells. Jess thanked Ellie and Helen for all her work over the years, and gave huge thanks to Gin for everything she's done for the Club over the years.

- Alana stood down and was re-nominated as Treasurer. Jess proposed and Heather seconded.
- Donna Chillingworth is joining the Committee, proposed by Jess and seconded by Gin with unanimous agreement from the Committee members.
- Jess remains as Chair with Claire as Vice Chair. Gin proposed both and Kirsty seconded the proposals.
- Ali remains as Secretary, proposed by Jess and seconded by Heather.
- Kirsty remains as Welfare Officer and Martin as Competitions Secretary. Jess proposed both and Alana seconded the proposals.
- Heather remains as Membership Secretary, proposed by Gin and seconded by Jess.

We really need a Deputy Welfare Officer and Vice Treasurer. We also need a Workforce Lead. We will discuss these positions in detail at the next Committee Members meeting.

General Committee Members who are happy to continue – Kelly, Rich and Martin Kemp. Jess proposed and Alana seconded the proposals.

7. Any Other Business

Jess appreciates that everybody is keen to get back to competitions. We are very aware of this and will certainly do so as and when we are allowed. We expect some announcements soon about Counties.

Regarding kit, we've moved to blue and orange following an overwhelming vote for this earlier in the year. We are looking at getting new kit in these colours.

Gin thanked everybody and said she has complete faith in the Committee.

Ricky proposed that we make Gin an honorary member of the Club. Jess agreed that's a great idea and seconded the proposal.

Don thanked us for the invitation to the meeting. He feels fully involved in the Club and said the amount of work that's been done during this pandemic has been amazing. He said it's a great pleasure to be part of the Club.

Jess thanked everyone for attending and the meeting closed at 8.30pm.



BRIDGWATER AMATEUR SWIMMING CLUB

Committee Members Annual General Meeting

BASC Accounts 2019/20

Bridgewater Amateur Swimming Club - £100/19 to 31/03/20

Income		Expenditure	
Fees	29,254.63	Post Hire - Millfield	0.00 NO LONGER USE
Membership	4,545.00	Post Hire - Quenstock Lodge	6,249.57
Stock	1,221.24	Post Hire - 1610	18,011.25
Club Changes	2,623.79	Gale	0.00
Open Meet	2,585.00	Transport	100.00
Budgets/Certificates	0.00	General Admin	875.00
Sundries	0.00	Open Meet	111.50
Courses	0.00	Courses	2,552.50
Gale	255.00	Courses	80.00
Swimshop	550.00	Registations	3,852.07
CONTRA	166.68	Stock	see below
Fundraising	2,834.26	Budgets & Certificates	see below
Donations & Coach Fees	4,526.50	Club Changes	2,339.82
Social	0.00	Equipment	1,008.66
Open meet REC ac	6027	Insurance	228.24
Interest (Deposit Account)	9.16	Sundries	0.00
		Chief Coach Salary	7,343.50
		Chief Coach Expenses	88.00
		Asst. Chief Coach Expenses	0.00
		Bank Charges	0.00
		Fees overpaid (refund)	222.00
		Swim 21	0.00
		SOCAL	1,150.25 not used
		SOCIAL	0.00
		Stock Purchased	6,110.00
		Open Meet ac	109.82
		Stock Used in yr	
Total Income	55,786.78	Total Expenditure	52,477.11
Excess of INC over exp			-3,321.67

2019/2020		2020/21	
Opening Balances		Closing Balances	
Stock	488.27	Stock	288.75
via reconciliation	164.43	via reconciliation	2784.74
Cash in hand	16,327.09	via reconciliation	18,336.27
OPF in M&L T REC	57.65	Open Meet reconciliation	265
		Cash in hand	22,667.41
	19,925.74	Less Opening Balance	19,525.74
		Movement in Year	-3,321.67 MATCH
I verify that these accounts are in accordance with the books and records of Bridgewater			
D Richards AAT	7 Henry Prowse Close Netter Stoney Bridgewater Somerset TA5 1BT	Date	10/10/20
		petty cash	26.85
		bank from	12.7
		total cash in hand	52.65