

**Bourne End Junior Sports Club (Swimming Section)**  
**Annual General Meeting**  
**Saturday 26<sup>th</sup> March 2011 18.00 to 19.30**

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

## **Agenda**

- + Apologies for absence.
- + Confirmation of 2010 AGM Minutes.
- + Chairman's Report.
  - o Claire Donlon
- + Competitive Section Coach's Report.
  - o Andy Ruler
- + Court Garden Coach's Report.
  - o Neil Bailey
- + Financial Report.
  - o John French
- + Junior Committee
  - o J Lawrie and E Couves
- + Election of Committee Members 2011.
- + Any Other Business
- + Close of Meeting

## **Attendance**

R Pearce, C Donlon, E and L Couves, J McKillop, J and S A Lawrie, C Wotherspoon, G Zychowicz, M James, G Grego, M Storr, W Healy, E and T Cubbit, N Bailey, A Ruler

## **Apologies for Absence**

S. Cox, E Lloyd, R,J and A Pantridge

Welcome and 2010 Minutes confirmed and agreed by those present.

## **Chairman's report 2010-11 – Claire Donlon**

Good Evening Everyone.

Can I welcome you to this year's Swimming Section AGM and thank you all for supporting your children with their swimming – I know how difficult it is to get up early on a Saturday morning 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.

Looking back over yet another 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.

Over the last year I have had the pleasure of representing 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 a club at various galas & particularly Chiltern League. It is great to see swimmers who you have known over a number of years develop as both swimmers and individuals! We have a club and a bunch of swimmers to be proud of.

My first duty this evening is of course to say a few thank you.

## **Thanks**

Last year we lost the assistance of Emma Lewington and Claire Couves two of our teacher/swimmers who both went off to University.

And standing down this year as Social Secretary is Carmen Hostetler and swim shop organiser Sarah Dobson.

Some of our lifeguards are also retiring from their poolside duties this year including Roger Kier who has run the lifeguard section brilliantly for a good few years so a particular thanks of appreciation to him.

Our thanks to them all – their efforts will be greatly missed.

## **Innovations and Achievements**

Reflecting back over last year has shown that we continued to maintain and grow a thriving swimming section.

Particular thanks of course go to Neil Bailey and Andy Ruler for their continued leadership of the Learn to Swim Programme at Court Garden and the Competitive section respectively.

Neil is stepping down from the Committee as Head of Court Garden so I would like to take this opportunity to thank Neil for his many years of dedication and commitment to this role.

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

All training sessions were covered with fully qualified teachers and lifeguards. Last year Helen Goodwin and Jo Tomlinson both successfully completed the Level 1 ASA Teaching course and Alice

Peacock passed the Level 2 ASA Teaching course. 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!!

We had a tremendous response from parents for lifeguard training with no less than 6 dads rising to the challenge to join Bourne End's very own Baywatch team! Our thanks to George Hannaford, Rick Pearce, Graham Walker, Lekruk Krzyzanowski, Mike Storr & Stuart Seber. From our senior swimmers, I am delighted to report that James Durham, Georgia Hylton, Emma Hammond, and Bryn Phillips not forgetting Daniel Kier who all successfully completed their Lifeguard qualifications. Congratulations to you all.

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 of our achievements is that we have five of our swimmers on the Junior Committee of BEJSC, with Joe Lawrie being elected as Bourne End Junior Sports Club Captain for 2010- 11. Last year, Ollie Seber and Megan Cox undertook a 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 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 become the club's first licensed officials under the new ASA rules. Wendy Healy and Marlene 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.

Last Easter holidays, Claire Wotherspoon organised a four day PGL trip for about 22 of our swimmers whose ages ranged from 10 to 16. Everyone had a great time. Unfortunately we were unable to organise a team building trip for this Easter but plans are afoot to remedy this for next year. It's a great opportunity for the younger swimmers to get to know each other whilst enjoying a wide range of activities.

Our collaboration with Aylesbury and Thame Swimming Club has been expanded to include Didcot Barramundi – hence the BBAT team name and goes from strength to strength. Our two meets held in September 10 and Jan 11 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.

## **Future Focus**

Which brings me on to the perennial problem of volunteer-run clubs - the constant need for volunteers. None of these roles are overly taxing. All are within the capabilities of every single person in the room – 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  
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The constant turnover of swimmers naturally leads to turnover amongst volunteer parents. I am delighted to report that last year we had a noticeable number of successes, with lifeguards, teaching and committee roles all being filled. However, we didn't make as much progress on issues such as Swim 21 as we had set out to do and will need to make these a priority going forward. 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. 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 to help the club to achieve this increasingly important accreditation.

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. Please give it some thought and let us know.

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.

### **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 challenge next year is to build on these so I am hoping that someone will step forward later this evening to work with Andy to assist in the on-going development of the website, for which we have bought some new software

The re-introduction of the newsletter was a great success so I would encourage everybody 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. All articles please to Lorraine Couves

### **Conclusion**

Looking back over my third year as Chairman, I am delighted to be able to say that this has been yet another very successful year where the club has continued to go from strength to strength.

I believe that the quality of teaching & coaching delivered by everyone here compares very favourably with any equivalent clubs throughout the last year 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.

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

## **Head Coach's Report 2010-11 – Andy Ruler**

### **Summary**

In another busy year for the club we have continued to grow in numbers with the club now standing at 116 with 5 swimmers due to join us after Easter<sup>5</sup> from Court Garden. We also have a number of external enquiries for swimmers to join our club and are now full in most squads in the club. 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.

Our coaching team are continuing to improve their qualifications over the last year continuing their personal development and this has a direct and positive impact on the quality of the teaching and coaching we are able to deliver to our swimmers across all the squads.

However, looking to the future, several of our coaching team have older swimmers and may look to step down when their swimmers move on to higher education or work and so we need to build for the future by looking to introduce more parents to the coaching side of the club.

We are always looking for new teachers and coaches to join our coaching team. You do not require any prior knowledge of swimming or teaching, 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 offered our swimmers a variety of competitive events from high level county standard meets through to the C Grade Chiltern League. This allows us to ensure that all swimmers have the opportunity to compete as well as train. It is vital for our swimmers to compete, ideally once a month, so that they learn how to deliver a performance at a swimming meet and also to provide a valuable frame of reference for their training. We see a direct correlation between swimmers frequency of competing and their improvement in competitive skills. This is where our parents come in, encouraging your swimmers to enter competitions is as important as encouraging them to attend swimming sessions.

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.

## **Performance**

We have attended 18 competitions in the 12 months since the last AGM competing on 28 separate days. We have seen 118(99) of our swimmers compete 1593(1725) times since the last AGM, continuing the trend of competing well but down on last year by 200 probably due to the smaller turn out in the Autumn Champs. We produced 800(1085) new or improved personal best times, this is again down on the number last year and represents a 50% PB rate. We had 70 DQ's which are unfortunate for the swimmers but always create learning for the swimmers and coaches and so are a positive part of competing.

However, we had 337 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 doing something else. In these meets, swimmers are usually rejected due to the number of 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. I want to see that number reduce this year.

I now have to turn to counties where we have again this year had our lowest entry since I have been running Counties for our club. The fact that our club has a larger number of younger and less experienced swimmers together with the increase in general swimming numbers across the county, maybe the 2012 effect, has made the county set faster qualifying times again this year. However, we have had a good deal of success at Counties this year with 7 club records broken and 15 medals so well done to those swimmers in particular, this saw us competing above our level compared to the number of entries we had accepted.

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.

The increase in swimmer at the club over the last year or two has been mostly at the junior end of the club but we are now seeing these swimmers progress into the senior squads giving more room in the junior squads and achieving a better balance in the squads generally.

Having, maybe, pulled swimmers through the squads a little more quickly than we may have done in the past, we are now able to consolidate the squads by improving the general level in each squad. This means that swimmers may not move through the squads quite as quickly as in the last couple of years.

## **Highlights**

We have gone back to Chiltern League taking place in January, February and April and despite this coinciding with spring half term and the Easter break; we have produced good teams with good results.

In all the competitions this year our swimmers have applied themselves well, producing generally high class performances and this is evident in the number of medals we have brought away from competition.

At the Wycombe B&C Grade Open Meet in October last year, we were second behind Thame in the best visiting club due to our swimmers placing in the top three so many times.

Thank you to all of our swimmers and parents for supporting our competitive events this year. We understand the time this takes from your busy lives but I hope you are also appreciative of the huge benefit from our swimmers competing regularly so that they can get valuable experience and feedback into their training through the year.

## **Developments This Year**

Staying with competition, it has been increasingly difficult for clubs hosting competitions to get the right number of officials to judge and time keep and so are insisting that clubs provide a judge and time keeper at every meet they enter. For those of you with a competitive swimmer, please make yourself available for time keeping at Club Champs, if you do not already, so that we can introduce you to the skill and work with you to qualify and provide us with more officials for future competitions.

We are in the third year of our new Session Plans and are continuing to revise and tailor them to our squad needs. This is a long term process of evaluation and refinement which will help us to deliver a consistent training program across the club for the future. As the club changes its profile, our experienced coaches are able to tailor these session plans to the squads.

We are still looking towards documenting the criteria for squad moves so that the swimmers have these available to them and can work towards a published standard. You can appreciate that this requires time to get right and is still an aim of the club.

We are looking now to obtain more swimming time for our squads and to target this extra time towards the swimmers who are competing regularly rather than our swimmers who train for health

and social reasons so that we can target the competitive swimmers and offer them the facilities to improve the performance further.

Another work in progress is redeveloping the website so that it can be maintained online, allowing us to update the content without having to have web skills.

## **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 – Neil Bailey**

Court Garden has had another successful year with Friday nights very busy and a good number of children progressing on to Club level. Neil will be standing down as Committee Representative but will continue to manage poolside.

## **Financial Report – John French**

First of all 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.

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 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 leave sufficient funds to train our volunteer coaches and lifeguards.

In 2010 we have been reviewing the Club's results for our Section and sorting out any anomalies such that the results we are reviewing tonight are consistent with the Main Club's Accounts.

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

1. A significant increase in members subscriptions due to the Competitive sections growth in numbers from 99-116 (17%) over the year accounted for the bulk of the surplus even though sub fees/month were held at the previous year's level. Receipts were higher due to more effort in the collection of fees to ensure full payments were collected.
2. HX & CG pool rental costs increased slightly this year as we introduced August swimming
3. We had planned some £6k for lifeguard and teacher training but only spent £4.6k hence this under-spend contributed to our surplus

4. The swim shop had a decrease in volume and had a small loss. The previous year we ran a small profit so it tends to balance out. The overall objective is to break even.
5. Funds allocated to replace some trophies as well as source medals etc
6. The club provided a subsidy for the coach/bus for the Chiltern league team trips
7. A trip to PGL was held and this was run on a break even basis to the club but no trip is planned for this year.
8. In conclusion, the 2010 surplus has put us on a solid footing for the section to move forward.

Looking forward in 2011:

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.

The 2011 view highlighted here assumes no increases to subscription fees and reflects swimmer numbers of 60 in CG and 106 in HX. It also has key costs based on 2010 including a 5% increase in pool hire costs.

We hope to hold a Coaches CPD session this year and also to buy a new PA system for use in our Spring & Autumn Champs Galas.

So in summary, even with these expenditures we should still have sufficient scope to train our Coaches & Lifeguards for the future 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 anytime.

**SUMMARY**

	<b>1/1/10- 31/12/10</b>	<b>Comments</b>	<b>2011 F/cast</b>	<b>Comments</b>
<b>SUBS</b>	<b>£</b>		<b>£</b>	
All swimming Receipts (subs & shop)	51,261.88	Increased Numbers	48,890	60CG & 106 Club
PGL Easter 2010 Trip	3,623.00	Breakeven	0	No trip this year
<b>Subs Total</b>	<b>54,884.88</b>		<b>48,890</b>	
<b>COSTS</b>				
Pool Hire (HX,CG,WA)	23,716.88		24,903	5% Increase allowed for
Training Courses incl Lifeguards	4,571.04	Mostly Lifeguards	5,600	Coaches/lifeguards/CPD
Swimming Affiliation Fees ASA	2,640.90		3,000	
Swim shop	1,957.17	Small loss	2,800	Breakeven target
Trophies/Awards	987.69	Lower than normal	1,720	Replace some trophies
Misc. Expenses (AGM, Head Coach expenses, printer)	2,101.70		2,680	Allowance for mrtg, printing costs/expense etc.
Travel Expenses to Chiltern League (Mott's/Heyfordian)	1,101.00	4 trips	975	3 trips
PGL Easter	3,442.00		0	No trip this year
<b>Costs Total</b>	<b>40,518.38</b>		<b>41,678</b>	
New PA System			1,000	Yet to be committed
<b>Subs Less Costs</b>	<b>14,366.50</b>		<b>6,212</b>	
Membership fees to main BEJSC	4,210.00		4,210	
<b>SURPLUS</b>	<b>10,156.50</b>		<b>2,002</b>	Contingency cover

## **Junior Committee – E Couves, E Cubitt and J Lawrie**

Reported on the work they do within BESJC, opportunities offered and how they have benefitted from being part of this team. A very impressive presentation.

## **2011 Committee Appointments**

<b>Position</b>	<b>Nomination</b>	<b>Notes</b>
Chair	Claire Donlon	Replacement required for 2012
Vice Chair	Vacant	
Secretary	Wendy Healy	
Treasurer	John French/Tracy Cubitt	
Child Protection Officer	Eryl Walker	
Swim Shop	Vacant	
Officials Secretary	Claire Wotherspoon	Marleen James to shadow with view to taking post in 2012
Medals Secretary	Michelle Slater	
BEJSC Sports Club Official	Claire Donlon	
Social Secretary	Vacant	
Newsletter Editor	Lorraine Couves	
Head Coach	Andy Ruler	
Membership Secretary	Grace Grego	
Lifeguard Co-ordinator	Rick Pearce/George Hannaford	
Court Garden Head Teacher	Neil Bailey	
Court Garden Committee		
Representatives	Emily Cubitt/Ellie Couves	
Administration	Debbie Bell	

## **Any Other Business**

Website considered very user friendly and a useful point of information, suggested maybe a "What's New" box for new items.

Meeting Closed at 7.10pm.