



Warriors of Warrington Swimming Club

Annual General Meeting - 2018

Friday 20th July 2018 / 6:30 PM / Orford Jubilee Neighbourhood Hub, Jubilee Way, Warrington, WA2 8HE

Chair	Steve Ravenscroft (SR)
Minute Taker	Kate Vincent (KV)
Attendees	See attached Attendance Sheet
Apologies	See Agenda Item 1

Agenda Item

1. Prior to Meeting / Purpose of Meeting	SR
<p><u>Key Discussion Points:</u></p> <p>Prior to opening meeting - 3 parents who aren't members have requested permission to attend the meeting</p> <p>Steve Ravenscroft (SR) asked members to vote on whether it was acceptable for these 3 parents (Miss Moore, Mr Foot and Mr Hunt) to attend the meeting as observers with no right to vote or comment - SR asked members for their consent</p> <p>All members voted in favour of allowing the parents to observe the meeting - parents sat down for the meeting to start</p> <p>A.Melbourne-Smith made the point that notice could have been given sooner to members to inform them of the constitutional requirement for members to have CAT 3 membership - as this reminder was only sent out at 3.20 prior to the meeting starting at 6.30 - SR acknowledged this</p> <p>Before opening the meeting - SR also informed people that phones needed to be off/on silent and there was to be no recording of the meeting - A.Melbourne-Smith asked if the minutes would reflected the meeting and be accurate - KV confirmed this.</p> <p>SR as Chair then welcomed members to Warriors AGM for 2018 and declared the meeting open.</p>	

Before entering the Agenda items SR wanted to inform/remind members of the purpose of the meeting, this was outlined as follows:

- The purpose of the meeting is to receive the reports of activities from the previous year - there are 4 reports
- Each member has 1 vote
- In the event of a tie, the Chair has the casting vote
- On the agenda there is a proposed change to the Constitution and this needs a $\frac{2}{3}$'s majority to be accepted

- Expectations / Ground Rules:
 - Show respect - no one should interrupt anyone
 - Any members on the 'floor' are allowed 3 minutes to ask questions or comments on the reports that are being discussed - please ensure that these comments are relevant and on topic

- Following the report sent out to all members by the Head Coach on Thursday 19th July, the committee would like to make the following points:
 - Some ASA complaints were referred to and whilst the club would like to put points across it cannot as we are bound by confidentiality as clearly directed by the Commissioner.
 - These complaints and the comments around them are not for this meeting

 - The Coach Report was submitted late and not at required 21 days before the AGM to the Secretary as set out in the Club Constitution, in order to make it available to members 14 days prior to the meeting. As it was only circulated yesterday it can not be discussed at this meeting but some of the points are mirrored in the Chairperson's report and will allow these points to be commented on

- The Chair asked if anyone needed any clarification around the information above and the process that needs to be followed, along with the process that would be needed to allow changes to the format of the meeting - the chair offered guidance on this if needed - no members requested this

2. Apologies

KV

Apologies were received from:

Allistair McKay
Abbie And Neil Trevor
Ron France
Dr Daniel Wilks
Aisha Thornton

3. Opening remarks by the President	JW
<p><u>Key Discussion Points:</u></p> <p>Jim Wilks (JW), welcomed all members to the meeting and commented on how well attended the meeting is, along with saying it was nice to see everyone at the meeting.</p> <p>JW mentioned how the year had been a successful one for the swimmers in the pool, including winning the Award of Most Improved Club at British Summer Championships last year and would like to pass on his congratulations to those swimmers involved.</p> <p>JW reminded all members that the purpose of the club was to develop all ages and all levels of competency and this continues to be the clubs focus.</p>	

4. Minutes of 2017 AGM	SR
<p>Meetings from the previous meeting had been distributed prior to the meeting, but printed copies were not available for the start of the meeting, so this item was moved to further in the meeting to allow for printed copies to be distributed to members at the meeting - Please See Agenda Item 12</p>	

5. Matters arising (review and approval of Club Constitution)	SR
<p>This was moved with the minutes from the previous AGM to later in the meeting - Please See Agenda Item 11</p>	

6. Report from Chairperson	SR
<p>Steve Ravenscroft (SR) went through the report that had been on the Club Website and shared with members:</p> <ul style="list-style-type: none"> • Thanks for the focus and commitment from the committee during difficult times • The Club has stayed in budget for the year and has no plans to raise membership in the coming year • Coaches pay at galas was raised by the Head Coach (DA) last season and has been looked at by the committee - in order to achieve this a 70% increase would need to happen in the cost of membership and the committee felt this wasn't acceptable to expect from members and therefore is looking at other means including volunteers and a salary package to ensure that coaches are at galas. This issue was brought back up following the Regional Championships where no coach was present and the committee recognises it as an issue - a member has made a proposal prior to the 	

meeting but this has not yet been shared with the rest of the committee and if this is workable it will be put on the table for members to consider

- Pool hire for internal galas and our external gala are increasing through Livewire and we are currently in discussions, as a club we can only afford so much, whilst this negotiations are difficult, we are confident we will get a satisfactory resolution
- The Swim Active System has saved lots of work for volunteers and whilst it may have caused some confusion to start with regarding signing up as a member and entering internal galas it has shared lots of hours of volunteer time and there are still a lot of capabilities within the system we haven't investigated, we are still learning our way around the system and expect further developments in the future including the continuation of the paperless gala system into next year.
- Email Address for Committee members have moved and the transition was smooth, thanks to Stuart Davidson for all his work on this
- GDPR - as a club this effects us, therefore the committee have looked to recruit a volunteer to help ensure we comply with this, with consent now meaning that you have to positively opt in.
- The club has lots 7 National Swimmers in the last 12 months and issues surrounding why they have left need to be resolved, therefore the club has introduced an exit survey to understand why they no longer wanted to be part of the club, as if we can get things right in the first place, this will save time and avoid the need for swimmers to move or complaints to be made to the club.
- If parents or swimmers needed to complain about anything relating to training sessions this was historically dealt with by Warriors as a club, due to the training element being ran by Livewire, they have now adopted the Wave Power Document, known to the club as the 'Swim Bible' in its entirety, including adopting a designated person to deal with issues and therefore if a complaint is now passed to the club it will not be dealt with by the club but passed onto Livewire - as a committee we totally agree and support this
- SR reminded members that personal complaints need to be constructive as in the past they have led to differences of opinion between the coaches and the committee and we hope to work to find a solution that will settle these differences and share the same goal as the coaches to make this club proud again
- SR once again thanked the committee for all their hard work throughout the year, and thanked the members currently standing for re-election or to be elected for the first time as their enthusiasm is welcomed. SR commented that input from volunteers is very much valued and appreciated as the club could not run without them, the example was provided that it takes 45 volunteers to step up and help run a gala and we all do it for the swimmers
- SR finished off by thanking the club and its members for support in the last 12 months

Members were reminded they had 3 minutes for any relevant comments:

Steve Critchley (Livewire Coach / Warriors Life member) - asked what was meant by extremely challenging times and what specifically were the challenges:

SR responded with trying to work with the coaching team has proved difficult, as there has been a difference of opinion in regard to the complaints but the club is ASA bound and at times this has been frustrating for us all as it has taken a long time and we would have liked it to be dealt with before now

Steve Critchley (Livewire Coach / Warriors Life member) - Asked for clarification if the investigations were against the committee or individuals

SR responded that there was no current investigations as Mr Steve Critchley implied and the committee believes that it has always acted in good faith and not intentionally set-up to cause distress or issues

Alison Melbourne-Smith - Stated that a determination has been made against a member of the committee and wanted to know how that person is still on the committee

JW responded that the AGM is about general matters surrounding all swimmers at the club and that this is currently governed by a higher party than ourselves.

JW as President said it was his opinion that it is unfair to say things have been done when the complaints are ongoing and none of the decisions made by the committee have made malicious or vexatiously but done for all swimmers within the club, if this has fallen foul of ASA ruling and laws then the club will have to hold its hands up. Penalties or otherwise both parties will have to adhere to and respect the confidentiality - and wait for an outcome once all due processes have been exhausted by the governing body

Charlie Sholl - Thanked the committee and club for the 8 years they have been members of the club and understand the level of work needed by the committee to ensure the club runs, she welcomed the president's comments about the club being for all members. She believes that the problems within the club are down to being about a few members rather than all which has led to other swimmers feeling undervalued by the club. The issues that appear to be ongoing have focused around a few swimmers and the club needs to move forward for all its members. It is disappointing to see that the number of older swimmers has diplayed since her family became members.

Dan Chesters - as a new member believes that the club should be an enjoyable environment but from observing tonight and the information that came out from the Head Coach report can see there is an underlying issue. Concerned if this is the right place for his daughter and thinks the club needs to move forward

JW as president accepts that the Head Coach sent out a report that may be misleading and respects that as a new member it may be difficult to understand the set up between Warriors and Livewire, the 2 are linking but run separately and simultaneously.

Part of a complaint was about maladministration and the club constitution is the rules of how the club should operate and members have signed up to this - it clearly states the dates for reports and proposals to be submitted - bearing this in mind if the committee were to discuss this report we could end up with another compliant.

If you want to stay with the club this is a decision for you and your family, JW has been in this club for over 30 years and never had this situation before - it's a one off, yes we have had differences before but these have been sorted mutually and together this time unfortunately this hasn't worked.

Ste Reid - asked what the outlook for a timeline was for a resolution for the complaints:

JW - By the end of October by the latest hopefully but this is out of our hands, it is now at it's final throw of the dice as all other avenues have been exhausted - a tribunal will appoint a panel and will determine what they consider is the right course of action including a range of penalties if needed.

Claire Briars - Her children come to Warriors for the coaches and the calibre of training they receive, what happens if they leave? The environment that has been created has taken all the fun out of swimming and coaches need to be at galas.

SR - We want all children to be happy and enjoy swimming at this club, it is about them thriving to their maximum potential. Coaches at galas is within the budget every year and assuming at every gala with day fee, accommodation, mileage and expenses is not sustainable for the club - a discussion group has previously been set up as a steering group for this and this year the plan is for the external galas calendar to have clearly marked which galas will have a coach present for us to look at the budget to see what the committee can make work.

Jo Bailey (JB) (Treasurer) - £4.20 is within the minimum wage and Darren is paid annual salary with the view to changing to include an increase with the expectation to attend certain galas. We do need coaches across all level galas and this needs to be communicated to parents they can then decide if they want to enter a gala. Out of our coaches only Darren and Tim Almond (who does it for the good of the swimmers) who attend galas.

When at other gala's JB has asked other clubs how they budget and we are the only club that pays our coaches to attend, granted that some big clubs do have salaried coaches and galas are included within their payments.

JB wanted to make clear to members that that their are open discussions with Livewire about fees and monthly training fees are paid to Livewire not the club, your yearly membership fee is all that is paid to Warriors and the club pays for everything else for the swimmers aside from the training such as entry into Badge Galas and Club Championships. The club has also paid £1000 for training courses for 2 coaches with no contribution from Livewire. When the club run badge galas they are charged for the external hire of facilities such as the pool and rooms by Livewire.

JW - Don't think we aren't discussing with the coaches - DA as head coach makes recommendations of where swimmers should go and also says where coaches should be on poolside. The club put team managers on poolside at galas.

Steve Critchley - As a livewire coach I can confirm that DA is no longer a Warriors Coach

JB as treasurer confirmed that DA is still paid a salary by the club

SDH stated that DA had asked him today for the settings for the Head Coach email for his phone

SR stated that as far as he is concerned DA is still the head coach of Warriors, however he will find out from DA and let all members know as soon as possible

Alison Melbourne-Smith - Wanted clarity of the determinations for the complaints, as whilst 1 went in favour of the club - there are however 3 complaints that are ongoing with a hearing at the end of October. The Club is not shining and beautiful and whenever her family put in an opinion it is blown away as not important.

SR confirmed that the club want to resolve the issues and will put hands up if mistakes have been made

Helen Thornton (Life Member) - Informed all members that in case they hadn't seen the constitution that the times previously stated in the meeting for reports are correct and as a life member they have not always been adhered to but was pleased to see that was the case this time. Also wanted to let members know that if parts of this meeting remain unresolved we can arrange to meet again within the next 2 months

Charlie Sholl (Member) - Believes that it is very unfair that the committee are held to account for issues largely in training sessions and yet there was no representative from Livewire at the meeting. She believed it was not the philosophy of the committee surrounding how the swim sessions are run and felt it wasn't right that we have no power over how Livewire run the training sessions

SR informed members that it was a relief that Livewire have agreed to take over any complaints made about training sessions and we have to be mindful that livewire are not members of the club.

Vote to adopt Chairman's report:

Proposed: SR

Second: Diane Ormston (Vice-Chair)

The motion was carried - Chairman's report accepted

7. Report from Secretary	KV
<p>Kate Vincent (KV) went through the report that had been on the Club Website and shared with members:</p> <ul style="list-style-type: none">• The smooth transition that has taken place over the last year between the previous Secretary - Ann Ashley and now• Changes within the committee - with some members resigning from their positions and others not standing for re-election• The uptake to an email sent out to all members asking for interest to become part of the committee• The highly degree of attendance at the monthly committee meeting with them all having quorum• Livewire operations manager has been to one of the meetings• 119 actions/decisions raised throughout the year - 76 closed with the other to be reviewed by the chair	

- Finance meetings have taken place with the Chair, Secretary, President and Treasurer
- A survey was created and recently sent out to all members and swimmers to ascertain how members feel the club is doing and where there is potential for improvement - 69 responses from parents and 34 responses from swimmers - analysis is taking place and comments will be shared with both the committee and members with actions for how the club can move forward
- Thanks was given to Paul Daintith for his work on developing a relationship with the Warrington Guardian to share the success of all our swimmers - work will continue on this next year

Members were reminded they had 3 minutes for any relevant comments:

Helen Thornton (Life Member) - asked currently how many members there are in the club and how many swimmers we currently have in Development Groups.

The response was given around 250 - this was confirmed after the meeting by Memberships as:

Swimmers total 252 of which Junior Development 65 and Synchro 10
Total CAT1/2 members 262

Andy Carless (Member) - was interested in the communication and transparency of the club and mentioned a newsletter that KV had previously sent out and wondered if there was scope for this to continue next year.

SR responded that actions and outcomes are transparent and whilst his time has been taken up dealing with other matters he would like to look at going back to sending out a bulletin to let people know what the committee having been working on

Vote to adopt Secretary's report:

Proposed: KV

Second: Helen Thornton (Life Member)

Motion Carried - Secretary's report accepted

8. Report from Chief Coach	SR
<p>Head Coach Darren Ashley was not present at the meeting and as previously stated by the Chair at the start of the meeting, the Head Coach report can not be adopted due to not meeting the requirements of reports for the AGM set out in the Club Constitution therefore no discussion took place regarding this.</p>	

9. Report from Treasurer

JB

Jo Bailey (JB) went through the report that had been on the Club Website and shared with members:

- Quarterly finance meetings have taken place with the Executive Committee
- Steering group has been formed within the committee and discussed coaches wages, external galas and coach contracts
- The Accounts show that the club has made a nice healthy profit, this has been down to the following exceptional circumstances:
 - Last year's membership invoices were sent out later than normal and with the previous paper system there were issues with tracking payments- still £2,000 outstanding. The Old system was very manual and took 3 people a month to collect in all the membership money. When the new Active System came in at the start of July 2017, Stuart Davidson has done a lot of work and we now have:
 - Regular quarterly reports
 - In the last payment non payments were £300 - it is clear to see the outstanding fees
 - It is clear to see the impact of the Active System
 - We received just over £2,00 for the dissolution of the Junior Liverpool League
 - We have had grants from Swim21 - Thanks to Sue Smith (Committee Member) for all her hard work on this
 - Donations of £1800 from Roy Trevor
- The topic of £40 for a coach at a galas has already been mentioned and we 100% recognise that this is not attainable and as previously stated are working towards ways to resolve this
- Swim Shop - Jo Burgess and Laura Gayter have done an amazing job and have produced a new stock spreadsheet to provide regular reports - they are going over and above and are thanked for this
- Percy Mason - our external gala usually brings in around £4,000 profit but it is only by having officials on poolside that this can happen and we have discussed the need for more officials

Members were reminded they had 3 minutes for any relevant comments:

No comments made

Vote to adopt Treasurer's report and club accounts:

Proposed: JB

Second: Alan Daintith (Life Member)

Motion Carried - Treasurer's report and club accounts accepted

10. Election of Auditors	JB
<p>JB proposed Marsden LLP Consultancy to step down as auditors JB proposed for Marsden LLp Consultancy to act as auditors for the club for the coming year</p> <p>Second: Jim Wilks (President)</p> <p>Motion Carried</p>	

11. Matters arising (review and approval of Club Constitution)	SR
<p>JW outlined the requirements and procedures for constitutional rule changes</p> <p>The proposal for the change was an amendment to 3.7 - on the advice of a representative of Swim England that this was included in the constitution - it is not a Warriors Committee thought decision</p> <p>The proposed amended Rule has been on the website and sent out to members 14 days prior to meeting and was to include the statement 'likely to create disharmony in the club'</p> <p>The rule would be amended to include the new line - rule read out by JW to members (See appendix)</p> <p>Proposed by SR Second by KV</p> <p>Members were reminded they had 3 minutes each for any relevant comments:</p> <p>Helen Thornton (Life member) - has concerns by the wording that is advised - is this the right time, disagree with the word disharmony, who will police and decide that?</p> <p>JW - correct about disharmony and who will monitor and decide, 3.7 is at the discretion of the club committee, the advice from the person at Swim England was to get this sentence into our constitution as quick as you can and that is why have this democratic process now</p> <p>Joan Connor (Life Member) - wants to know if this is connected to the complaint proceedings and why at this club only</p> <p>JW - This has been debated at committee level and if we really need it, we currently have the words conduct and character and these are a little more woolly and open to interpretation</p> <p>Rules regarding constitutions are set out by ASA and if they need to be changed then we have to follow the correct procedure</p>	

Alison Melbourne-Smith (Member) - Why is this confidential? Who suggested this change? How many memberships have been refused in the last year? Alison then commented to members that the answer was one and it was her husband's, why are the reasons this needs to be added to the constitution?

JW - Ms Melbourne-Smith has brought to the attention of the membership this information and the committee would like to point out that this is subject to appeal by a panel appointed by the committee and any discussion surrounding this now could comprise the outcome of that panel - JW asked membership to disregard this information for the benefit of the appeal

Alison Melbourne-Smith - Make the change as it means that 2 members of the committee should no longer be members and a proposal will be made for this if the change comes into place

John Roper (Previous Committee Member) - Sports England has put something into place 6 months ago and all sports appear to be doing the same thing. This isn't as a consequence of the complaints but to offer clarity across all clubs and sports

Joan Connor (Life Member) - During a time of upheaval within the club, it might be worth waiting until all the complaints are finished with

Chris Gerrard (Member) - Swimming Times also has an article about using the word disharmony in a constitution by Terry Lambert

Kim Eley (Member) Agreed that there was a need to implement but thought now wasn't the time

SR - reminded everyone that a 2/3's majority was needed for the motion to pass

Proposed - SR
Second - KV

Motion falls as not a 2/3's majority in favour

Diane Ormston (Vice-Chair) commented that this was something that needed to be revisited in the future

12. Minutes of 2017 AGM

SR

SR asked members for any comments on the 2017 AGM minutes that had been circulated prior to the meeting and handed out in paper form during the meeting: no comments were made

Asked for a proposer for the meetings to be accepted by the membership:

Proposed: Alan Daintith
Second: Jo Bailey

Motion Carried

10. Election of Life Members

SR

No proposal for Life Members Names have been put forward by the committee and no one has sent any proposals for the meeting to the Secretary

If you wish to nominate someone for this or have any type of proposal or resolution please make sure these are submitted to the Club Secretary - Kate Vincent

11. Election of Executive Committee

SR

The following have been nominated as Executive Committee Members, in line with the rules set out in the Club Constitution:

President Nomination - Jim Wilks

Proposer - Kate Vincent

Second - Jo Bailey

Motion Carried

Jim Wilks was accepted onto the Executive Committee as President

Dan Chesters - As a new member and not being aware of what is going on within the club at the moment, feels can't vote until things are clearer

Jo Bailey - As a committee we are all very passionate about the club and if a committee member is found to be in the wrong, they will step down.

Chairman Nomination - Steve Ravenscroft

Proposer - Kate Vincent

Second - Tina Farrell

Steve Critchley - I don't think we can have anyone on the committee, there is currently a determination against 1 member

SR - reminded the members that was confidential

JW - If I honestly believed I shouldn't be sat here or if it would bring the club into disrepute I won't have put myself forward - All I want is to give everyone in this club a fair and equal opportunity, I am passionate about this club.

Motion Carried

Steve Ravenscroft was accepted onto the Executive Committee as Chairman

Secretary Nomination - Kate Vincent
 Proposer - Stuart Davidson
 Second - Nina Croasdale
 Motion Carried
 Kate Vincent was accepted onto the Executive Committee as Secretary

Treasurer Nomination - Jo Bailey
 Proposer - Kate Vincent
 Second - Tina Farrell
 Motion Carried
 Jo Bailey was accepted onto the Executive Committee as Treasurer

Vice-Chair Nomination - Diane Ormston
 Proposer - Kate Vincent
 Second - Jim Wilks
 Motion Carried
 Diane Ormston was accepted onto the Committee as Vice-Chair

Other Committee Members:

<i>Nomination</i>	<i>Proposer</i>	<i>Second</i>
Stuart Davidson	K.Vincent	N.Croasdale
Nina Croasdale	K.Vincent	M.Lawler
Sue Smith	K.Vincent	T.Farrell
Alison Smeltzer	K.Vincent	T. Farrell
Jo Burgess	K.Vincent	S. Gayter
Tina Farrell	K.Vincent	J. Bailey
Chris Gerrard	K.Vincent	T.Farrell
Paul Daintith	K.Vincent	N.Croasdale
Andy Carless	K.Vincent	T.Carless
Claire Briars	P. Daintith	N.Croasdale

SR mentioned due to number of committee members allowed in the club constitution some members of the committee will be role sharing and have 1 vote between them:

- Jo Burgess will be supported with swim shop by Laura Gayter
- Nina Croasdale and Claire Briars will share roles

SR asked the members to vote on mass to accept these members onto the committee:
Motion Carried

12. Any Other Business

SR

Helen Thornton - GDPR point that did have some personal information regarding swimmers on a swim camp that previously happened and wanted to confirm that these details have now been destroyed as swimmers have now turned 21 so no longer need to retain the information

Alan Daintith (Life Member) - wanted a vote of thanks for the committee and all the work they have done over the last year

SR thanked everyone for a healthy debate with some transparency

The Chair closed the meeting