



## **Honorary Secretary's report for the year ending 31st December 2015**

Having been appointed as Honorary Secretary at the AGM last year, 2015 was a year in which the learning curve was steep for both myself and the other newly elected members of the committee.

### **Administration**

The first challenge on receipt of the registers and files, as part of a 'handover' by email at the end of February 2015, was to gain an immediate understanding of the administration of the club so that all of our sessions could continue uninterrupted and that swimmers and parents would have the confidence that the new committee was able to continue with 'business as usual'.

Ongoing administration has involved dealing with new enquiries, processing payment and documentation from new members, managing correspondence regarding movements within Teaching and into and within Training, and dealing with leavers, whilst liaising with the Treasurer to ensure that the correct payment is received. With the help of our Erwin Dorland, we also ensure that all current swimmers are registered correctly with the ASA.

The arrangements for each of the six pools we utilise on a weekly basis is agreed separately. This involves the completion of individual booking forms, and regular communication on matters such as access to the pool buildings, and the cancellation of any sessions. An immediate priority was ensuring that we held up to date copies of the Pool Operating Procedures and Emergency Operating Procedures for each individual pool, to ensure compliance, and to be able to provide this information to our teachers and coaches, as relevant.

One essential task was to ensure that all teachers had access to a current register at each Teaching session, whilst individual squad coaches in our Training section are provided with updated registers as necessary. These registers include emergency contact numbers and any relevant medical information. The Teaching Section registers are also useful in monitoring attendance to ensure that the correct payment is received, and so that any vacant places can be offered to new swimmers as soon as possible.

### **Particular challenges**

We are very fortunate to have a group of volunteer teachers and coaches who have been willing to step in and take additional Teaching sessions, or cover gaps in coaching provision, through individuals being absent or leaving. I would like to thank them all for their ongoing support. I would also like to thank those members of the committee who have invested time to ensure that appointments have been made so that we now have a strong team of coaches and teachers who are happy to work together for the benefit of all our swimmers.

Late September brought a particular challenge in terms of our relationship with St Peter's School, and members of the committee met with the school's Health & Safety Officer to discuss various issues to ensure that we were able to satisfy the requirements of their terms of hire.

It initially seemed like we may have to incorporate a number of changes to our timetable for sessions at this pool, however, through negotiation we were able to secure a return, for the most part, to our historic timetable ensuring that any loss in pool time was minimal.

An ongoing challenge is ensuring safety within the changing rooms, as YCBC is responsible for swimmers whilst on poolside only. Our teachers and coaches are present on poolside during sessions, and we do not have the ability (from a child protection point of view), or the manpower, to oversee behavior in the changing rooms. In addition to personal belongings and clothing being wet, moved, or removed in the changing rooms, we recently had a serious `slip` incident, and would be grateful if all parents could reinforce to their swimmers that the pool and changing rooms can be a dangerous place and our rules/codes of conduct must be followed at all times. We kindly request that swimmers change promptly ensuring they do not interfere with other people or their belongings in the process. YCBC Welfare Officer, Caroline Ryder, has recently visited some of our sessions to speak to groups of swimmers about behavior and safety, and we appreciate parents' help in continuing to promote good behavior at all times, to ensure that all swimmers continue to safely enjoy their sessions with YCBC.

### **Membership**

Current membership stands at over 270 swimmers across our four weekly Teaching sessions, with a further 129 swimmers across our five competitive squads. This compares with 281 in Teaching and 141 in Training a year ago, when the registers were received.

Further members swim in our Masters section, and new enquires have been received on a regular basis, which have been passed on to Carol Brown who manages the administration of this section of the club.

In addition, our non-competitive Swim Fit group offers pool time to swimmers who want to maintain their fitness, and to those who wish to use swimming to complement their training for another sport, and this has recently attracted some new members.

A significant number of new enquiries, particularly for swimming lessons in our Teaching section, have been generated through 'word of mouth' or through contact via the website. As a result, we now have a waiting list of 55 swimmers either looking for a place, or requesting the opportunity to swim a second session with us each week. A year ago, there was no waiting list.

New enquiries have highlighted the need to provide coaching for children who have completed their lessons elsewhere, but wish to continue to develop their skills to a competitive level, and we will be able to accommodate such enquiries as places become available in our new Junior Club Squad, from April onwards.

### **Events**

Our annual gala was held at the end of October at the Ennerdale Leisure Centre in Hull. There was a great atmosphere, and both experienced and inexperienced competitors really enjoyed themselves. The coaches of the competing clubs complemented us on how professionally the gala had been conducted, how well organised it was, and how smoothly the event had run. This would not have been possible without the support of the willing volunteers from across the club who helped as officials, timekeepers, marshalls, team managers, the announcer, and those who helped with the electronics, took payment, organized the raffle, handed out medals, and organised the refreshments and the catering. It would not have been possible to run this fund raising event without your willingness to get involved and help with the organisation and running of the gala. From an administrative point of view, I would like to thank you all for stepping forward to volunteer, and for using your valuable knowledge and experience to run the event itself.

Similar comments apply to our annual Club Championships, which took place in December, and which also ran smoothly thanks to our many willing volunteers, ensuring that this was an enjoyable experience for all our swimmers and spectators. Particular thanks to all those who made the time to attend the Timekeepers course which we were able to run on the day, which will help us to be able to continue to run ASA licensed meets, such as the planned YCBC Gala later this year.

This year's Christmas party was a very enjoyable evening, and particular thanks go to the Rooke family for catering at the event, and to Caroline Ryder for organising the tickets, entertainment, and most notably the raffle which, whilst not specifically a fundraising event, allowed us to make a small profit on the night.

### **Club Shop/Clothing**

Jean, who runs the YCBC Club Shop, has continued to provide an invaluable service to the Club by taking orders for all YCBC branded/personalised merchandise, and for providing kit to our squads, and the committee would like to pass on their thanks for her ongoing commitment. This is particularly useful to swimmers moving from Teaching to our Training section when there is a lot of new information to take in.

In addition, Lucy Stotten organised clothing to present to those swimmers who qualified for the British Summer Championships and the ASA Summer Championships, and we would like to express our thanks for this.

As Honorary Secretary, I am looking forward to another challenging and rewarding year with the continuing support of our members, Teachers and Coaches, and my colleagues on the Committee. I would like to thank my fellow committee members for their encouragement and guidance during the past year, and look forward to continuing to work closely with them to find ways that we can be more proactive, and work smarter, for the benefit of all our swimmers.

**Alison Pickup**  
**YCBC Honorary Secretary**