

Aquae Sulis Committee Meeting Minutes

Meeting held on

Friday 7th October 2016

Bath Uni at 6.30pm

- 1) Apologies for Absence: Nick Bown, Sally Fowler.
- 2) 3) Present: Adrian, Sue, Matt, Dave, Julia, Wendy, Jim, Karen.
- 3) **Minutes of Previous Meeting** to be agreed and signed as true and correct record: to put copy on Website under Team Info. Agreed as a true record.
- 4) **Correspondence Received**: email from Julia Mattoscio- query on training . Action Adrian to respond.
Swim 21 Certificate received: thanks to Karen for all her hard work
- 5) **Section Reports** *(to be written and submitted for circulation at least 24 hours prior to meeting)*
 - 5.1. **Treasurer**: report attached. Minuted that We need to do all we can to make club survive. Subsistence rates: agreed :£60/day for Sylvia. Mileage allowance 45p/mile(ASA allowance) subsistence Breakfast £7-50,Lunch £7-50, evening £15. max rate need receipts.
 - 5.2. **Head Coach**: Report in Reports section.) Also Lawrie wants to offer extra morning training to 4 swimmers in Regional squad in preparation for moving into National squad. Tuesday morning suggested , only 2 lanes therefore Dave to check whether this is the correct day as it may be too full on a Tuesday morning.
Increase in numbers in National squad: Karen and Sue queried an increase in the numbers as need to get approval with Network Committee before we can increase. Query on whether this means squad number in total or the amount of swimmers in the water at anyone time. Action: Sue to check.
 - 5.3. **Workforce/Swim21**:(Report in Reports section.)
 - 5.4. **Fundraising**: (Report in Reports section.) Decision taken on Swimpath swimshop at November Meet. To take 10% and do raffle ourselves with costume. Wendy to action.
 - 5.5. **Open Meet**: Sprint meet made a small profit. November level 2 meet now license agreed and times adjusted to top 350 not to top 250 as ASA now want. All on website and clubs asking for packs. ITC are coming. Nicky to chase up officials. Parents need to help and officiate even if no swimmer. Refs sorted. Meet level 1 in Feb cannot get a license as in the County Championship block. Therefore to try and book Hengrove on 4/5th March-decision pending from Hengrove on Monday or 18/19 March. Success will dependent on Qualifying date for British Champs. April/June meet:decision to be taken on level of meet and what will be the most successful in making a profit. Adrian to look at calender abnd report to next meeting. We cannot apply for any license until after Level 2 meet in November as long as it is a success.
Sprint Meet in September make into a proper Level 3 meet: TBC
 - 5.6. **Competition Secretary**: (Report in Reports section.)

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- 6) **Discussion on training for Regional Squad:** Advised that Lawrie will coach the regional squad once a week (Tuesday). Numbers at approx 30 need to be at 45: to work out a recruitment campaign. Karen and Sue to discuss with Lawrie his requirements. Need to be asap. Numbers need to increase before we can employ another coach.
- 7) **Network issues raised at meeting.**

Memorandum of Understanding between AS and Network clubs will need to be signed at this meeting and the development plan will be finalised.

Letter drafted to all clubs on recruitment. Coaches meeting to run at same time as Network meeting but Poolside Sue to get agreement from Lawrie and Lindsay Dunn.
- 8) **Regional Squad Recruitment:** Numbers at approx 30 need to be at 45: to work out a recruitment campaign. Karen and Sue to discuss with Lawrie his requirements. Need to be asap. Numbers need to increase before we can employ another coach. 5 lanes booked on a Sunday only 3 needed to use other 2 for trials and offer to Network. To be discussed at next meeting.
- 9) **Replacing Liam:** we cannot afford 3 paid coaches poolside each session. Therefore will be Lawrie + 1 coach paid and volunteer coaches. Dave to contact all volunteer coaches. Any volunteer or paid staff would be offered the chance to undertake a Level 1 in Feb/March 2017 and there is the possibility of a Level 2 in June/July 2017. Funding options would need to be clarified. They would need to discuss this further with Lawrie or Karen once full details are released.
- 10) **Overseas Camp:** not discussed.
- 11) **Club Records:** not discussed.
- 12) **AGM:** All notifications have been written: to be sent to committee for approval and constitution changes. Need to be back asap as we need approval from Somerset ASA and Network. Action Sue to send out this evening and approval back from committee and changes by early next week.
- 13) **Sponsorship:** to discuss at next meeting once team have met. Attachment of presentation to date.
- 14) **Registered users of Website-update:** Chris Hardick and Sally Fowler to report at next meeting.
- 15) **AOB**
 - (1) August Shutdown to be reduced to 3 weeks. Action Lawrie
 - (2) Jim sorting out DBS
 - (3) Complaint raised on social media use by squad members. Action Adrian to issue code of conduct and ask parents to show swimmers. If reoccurs further action will be taken,
 - (4) Christmas party: no date in December suitable therefore to be in early New Year 2nd December at Golf Club Action Wendy.
- 16) **Date of Next Meeting: TBC**



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Reports

Head Coach Report – October 2016

I have been in post now for 4 weeks.

17) Apologies I cannot attend the meeting but 2 coaches are required poolside

18) Settling in - apologies for the sessions I missed whilst moving house but this was unavoidable

19) First impressions / positives

- 19.1. We have some extremely talented swimmers who deserve a positive season
- 19.2. Swimmers and parents responding well
- 19.3. Committee motivated to make a success

Things that concern me

Using the turning boards so much. If they were to break how would we manage?

Loosing a coach – when can we replace?

Numbers – we can easily take another 4 (promoted from regional) in National and 8-12 in regional squad

ASP open meets. The process we are in of having to run a meet before we can license the next. I'm sure everyone feels the same, this is a worrying cycle

What to do next

Break the licensing cycle some how. We need to be able to plan a year ahead and get dates and entry info out to clubs earlier

Recruit a coach as soon as possible

Recruit more swimmers to regional squad – can the network clubs please be formally contacted to ask if they have any swimmers (ideally aged 12/over) to recommend for trial

Repair relationship with licensing so we can get our meet info out earlier

- Longer term



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- Reintroduce a development squad will be the only way to increase membership with our current pool time. My suggestion would be 1 or 2 sessions a week and they stay under their network club banner until we invite them into the regional squad full time. However this will require recruiting another coach first



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SWIM 21 and Training & Development Report- October 2016

From Karen Bowen

SWIM21

SWIM21 Network is due in February 2017 – at the November network meeting agenda items needs to be SWIM 21 accreditation and we will need another network meeting in January 2017 to follow up on any missing elements. I have asked all clubs to send me their training need requirements some clubs are on their second reminders. Awaiting details from 6 out of the 12 clubs.

I have asked Emily to get back to me confirming which parts of the accreditation we need to update for this year so that can be discussed. There will be the Memorandum of Understanding that needs resigning by all our clubs and development plan-to action in the next 2 weeks.

I will be attending the ASA South West 2017- 2021 Regional Strategy Planning meeting on 8th October and will not be available to help with the Goal setting morning.

Loren has accepted the volunteer role of Health and Safety Officer. She did a risk assessment for the Sprint meet and needs to be included in the meeting for all events for open meets, social activities eg Christmas parties and fundraising events eg bag packs so that we are covered for ASA insurance. Thank you Loren for volunteering.

Job description is on the website along with email address. She will need adding to groups.

Training and Development

Advertised Parents in Sport Week to parents and information sent out during the period 3rd to 9th October. Certificate and Magic Sportskit on the website

Goal Setting 8th October

Steve Fivash presenting at session for all swimmers from 8am to 9am on Goal setting followed by 9am to 10am session for all parents. The plan for the morning confirmed. Save the date info sent to all parents. Mike helping, land training cancelled from 8am to 9am, regional squad get 1 hour extra land training with national squad from 9am to 10am. Lawie will help Mike with this. Application to SW regional Swimming committee to cover 50% of the costs. Report required after session before money is fully approved. Asked for donations from parents. Loren is meeting Steve and Chris is helping with setting up IT.

Steve and Lawrie have ideas for future information sessions that would involve swimmers and parents together plus network club coaches or reps to be invited Each cost would be £150 and room hire on top. No expenses are payable. Biography and info session details received from Steve.



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Funding for 800m/1500m- open meet team need to copy me in on any expenses and income as application needs to be done in advance of the meet.

Jim is booked on the January Time to Listen course for Welfare Officers at UWE.

Finalists and short listing for several awards: Sylvia Sinclair and Natalie Gordon for West of England Sport Evening as Volunteer of the Year and Emily Shattock is also to be acknowledged.

Bath Chronicle Sport awards finalist as Community Club of the Year.

All committee members will need to sign a Code of Conduct for the new season.

Several members are having DBS checks done and membership completed. Check with Jim and Sally.

Safeguarding Course: I have approached Sportcoach UK to do a Safeguarding course from 9am to 12pm on 3rd December, awaiting a reply. As not all network clubs have responded I will need to check that it is full or risk cancelling. Places on the course are expected to cost £30. If we need to cancel then will need to book individuals on Wesport courses at a cost of £40 each. Several of our new members need this course.

Steve Boocock contacted he has not done the Positive Parent workshop before but I happy to ask for us. **Considering we have done parents in sport week do we need to consider running this.**

No request from Mike for any equipment but still need a biography and picture from him for the website- to follow up.

Considering Crowdfunding with Suzanne and Jamie.

St John's Hospital Community Grant funding- not available as not a charity, Aviva not suitable as we fall into the +£100,000 income bracket.

Consider Galaxy Hot Chocolate funding for £300

Report due with Somerset ASA for Development Funding- will send in the next few days.

We need to think about officials training.



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Level 1 Coaching Swimming Course has been organised for March next year, fuller details need working on. The pool sessions of our swimmers would be used for 4th and 5th March for face to face assessments. Room bookings have already been done. It needs some liaison with Soundwell.

Level 2 Coaching Swimming needs organising but I need to know the dates we are available for July 2017 to avoid our own competitions if possible.



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FUNDRAISING REPORT

7 OCTOBER 2016

February Grand Prix	850.14
Summer Splash	189.73
Cash in the Hat	73.25 4.04
Sainsbury Bag Pack	651.54
AS Sprint Meet September	167.51
Pro Swimwear	721.00
TOTAL to date	2657.21.

- I'm still waiting to hear from Waitrose as to whether we have a November Bag pack.
- I am looking into getting a license in order to run a Penny Raffle for members of the public/family/friends outside of the club and perhaps have a table at the Uni on a Saturday to sell tickets.
- Fundraising will be done as usual at the November Meet – Raffle, Tombola, Cake Sale. We can do a swimming costume raffle - will can perhaps buy the costume at cost price from Jemma? Otherwise I will just buy it as usual from ProSwimwear and we get 10% back on our affiliate programme.

AOB

Please can the committee consider what would work best for our Christmas party. The options are:

- 1) St Lukes Hall on Saturday 3 December at a cost of £200.00 hall hire + £180 disco. We would have access to the hall and kitchen for the afternoon to set up.
- 2) Lansdown Golf Club Friday 2 December at no cost for hire + £180 for the disco as above. We could run some fun fundraising events, raffle or a silent auction. We would obviously need to discuss the cancellation of training with Lawrie if we were to go for this option.

Wendy Hood

Competitions Secretary's Report for September/October 2016

Entries summary for this month

Gloucester SC Level 2, 14th-16th October

	Female	Male	Total
Number of athlete entries	175	106	281
Number of individual event entries	27	16	43

Costs:

276 entries @ £6 =	£1656
5 long distance entries @ £7	£35
2coach passes @ £20 =	£40
Total cost:	£1731

Withdrawals:

2 individual event withdrawals (no refund)

Taunton Deane & Millfield SC Level 2, 29th-30th October

	Female	Male	Total
Number of athlete entries	109	59	168

Number of individual event entries	17	9	26
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Costs:

301 entries @ £5.50 =	£924
2 coach passes @ £10 =	£20
Total cost:	£944

SW Regional Winter SC Championships, 4th-6th November – [entries still open](#)

	Female	Male	Total
Number of athlete entries	22	23	45
Number of individual event entries	5	5	10

Upcoming meet plan

Aqua Sulis	18-20th November	2	National/Regional	Hengrove
Soundwell	26th-27th November	3	National/Regional	Gloucester
Winter Nationals	15-18th December	1	National	Sheffield
City of Bristol	17th-18th December	3	National/Regional	Hengrove

Club Records



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There will be a one off overhaul of the records to update the current database which has many errors. Records will be updated based on age on day from the ASA all time rankings for swimmers listed as racing for Aqua Sulis unless the existing, faster record on the AS website is attributed to a current or previous AS swimmer listed as swimming for a network club on the ASA database (these times will be checked against the ASA database). Only Level 3 or higher meets will be considered.

Any times prior to 2010 (probably when the existing database was started) will not be considered.

This process is not 100% accurate but is about as good as we can get with the data and time available.

New record criteria:

Records will be based on age on day and must be achieved at a Level 3 or higher meet and be recorded on the ASA database. Records can be claimed by active members of Aqua Sulis Performance Swimming Club irrespective of the team they were swimming for when the time was achieved.

New record claim procedure:

1. Swimmers are responsible for claiming any records. The claim, which must comply with the criteria detailed above, should be made in writing (email) to the Competitions Secretary (meet.entries@aquaesulisswimming.org.uk). The claim can be made at any time.
2. The Competitions Secretary will screen the claim before presenting it to the Committee for ratification. If an unclaimed record is uncovered during this screening process, which is faster than the claim, the unclaimed record will be presented to the Committee.
3. Once the record is ratified by the Committee the Competitions Secretary will update the record on the AS website.
4. In the event the Competitions Secretary rejects the claim, swimmers have the right to request presentation of the record to the Committee for their consideration.

The Competitions Secretary will manually check any incoming results files for new records that comply with the policy and propose new records for ratification at the next Committee meeting.

The Competitions Secretary will check the ASA all time rankings at the end of every season for swims listed under Aqua Sulis **only** and propose any new, unclaimed records for ratification at the next Committee meeting.

Nick Bown – 5th October 2016