



## Aquae Sulis Committee Meeting Minutes

### Committee Members:

Chair - Susie Hann (SH), Secretary - Chrissie Lamb (CL), Treasurer Julia Barton (JB)  
Workforce - Karen Bowen (KB), Fundraising - Wendy Hood (WH), Communications - Matt Lawman (ML)  
Head Coach - John Dougall (JD)  
*Vacant Positions – Coach Liaison, Membership Secretary, Welfare Officer, Open Meet Manager,  
Swim21 Coordinator, Special Advisor*

Meeting held on

Thursday 28 April 2016

At 18.30pm at Room 4 East, Bath University

### 1.0 Chair Introduction

Susie Hann distributed an agenda showing a revised agenda order to the one previously circulated. She explained the five section reports that would be required for the committee positions filled at present. Swim 21 would be added as an item. It would not be necessary to report on welfare at every meeting. SH stated that the policy review would be a difficult undertaking to carry out at once and suggested that two items be considered at each forthcoming meeting with anything urgent being brought forward. Susie stated that her agenda outlined the necessary areas for the club to focus on to move forward. AOB would be removed from the agenda. There should be no need for this as meetings were planned well ahead for anything to be circulated at least one week prior to the meeting date. All reports would be circulated to the committee prior to the meeting. An email group "Committee" had been set up on Team Unify and each officer would circulate their own report. KB asked if Communications would be an agenda item at each meeting. SH stated ML would pick up action points following each meeting and a report from him would not be necessary at every meeting.

**It was agreed:** The new agenda format would be adopted for future meetings.

**ACTION:** CL to follow the new agenda format for future committee meetings.

SH proposed Dave Wordley for the vacant role of Coach Liaison Officer. John Dougall seconded the proposal. The committee voted unanimously in favour of this.

SH proposed Rachel Ashworth for the vacant role of Membership Secretary. Julia Barton seconded the proposal. The committee voted unanimously in favour of this.

### 2.0 Apologies for Absence

Chrissie Lamb, Matt Lawman

### 3.0 Minutes of Previous Meeting

The minutes of the last meeting held on 06 April 2016 were accepted and signed as a true and correct record of the meeting.

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### 4.0 Matters Arising

**Monday pool time** - JD reported that the club had taken an extra half an hour of pool time until 9.00pm on Monday evenings but the session would stop at 8.30pm leaving half an hour unused time.

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This would be temporary as the new squad structure and training programme, when implemented, should enable both squads to finish at 7.30pm.

**Minutes on website** - Chris Hardick would move minutes of meetings to a more accessible area of the website. Items that are discussed confidentially would be omitted from the published minutes and kept separately on file.

**ACTION CH** to amend website.

**Coaching cover/costs** - Jamie Forest matter now closed. KB requested that JD ask Jamie Forest to provide his safeguarding and coaching certificates for the club records. RA would contact Jamie and request he complete a membership form.

**ACTION JD** to contact Jamie.

**RA** to email Jamie re membership form.

**3.0 SGM** - This had been held on Thursday 21 April 2016 in the Lecture Hall, STV. The constitutional changes that were voted in at the SGM would be ratified at Network Club level. Any further changes regarding policy or meaning of a policy would require approval at any future SGM. **It was agreed:** that the constitution needed to be looked at again and that network clubs needed more involvement. The network clubs should have a vote at general meetings.

**ACTION SH** would look at the constitution and make sure it was fit for purpose.

**4.0 Governance** model - A governance model had not been presented following the last meeting as outlined.

**ACTION CL** to review this.

**Framework documents** - SH reported that the majority of items on the framework document had been dealt with or were in the process of being dealt with. SH and KB would meet to incorporate outstanding items in the new Swim 21 Action Plan for 2016-17. ML had outlined some outstanding items to be carried out such as JD's contract and appraisals. JD confirmed that swimmers appraisals would be carried out before the end of the season.

**ACTION SH and KB** to liaise on Action Plan for 2016-17.

**SH JD** contract and appraisal to be carried out.

**JD** to carry out swimmer appraisals.

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## **5.0 Section Reports**

### **5.1 Treasurer's Report**

JB reported that she had met with Mark Lawton and had a helpful meeting. Mark would continue to make payments on behalf of the club until JB CL and SH became signatories.

JB would pay invoices that come in such as pool hire via internet banking. Payments to individuals would be made following a submitted invoice signed off by two of the signatories. SH would write a financial administration policy for safeguarding purposes. She also proposed that the financial year be moved in line with the swimming season. It would run from September – August and a short accounting period would run until end August with a new financial year commencing in September. Julia Barton seconded this and the meeting voted unanimously in favour of this.

SH proposed that the club register as a CASC (Community and Sports Club) as this would make the club less liable to tax on any profits made from our Open Meets as a CASC has an allowance for Trading Profit before tax. The meeting voted unanimously in favour of this.

**ACTION JB and SH** to complete a form to become a CASC.

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SH reported that she would review the membership forms with RA to ensure that they cover the following:

Photo consent

Filming consent

Email access consent and data sharing.

A new membership pack would be sent out to all parents and swimmers in the new season.

WH enquired if the club held personal indemnity insurance. SH stated that the ASA issued a certificate for this each year. RA would check that the ASA had the committee names correctly attributed to the roles they held. RA would check billing groups and roster groups on the Team Unify system. It was agreed that some training on the Team Unify system would be helpful and Chris Hardick would be asked to give some basic training to the group.

**ACTION** RA to check ASA records and roster groups  
RA & SH to Review Membership pack  
SH to contact CH to give basic Team Unify tuition to the committee.

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## 5.2 Workforce Officers Report

KB reported that all job descriptions listed on the website had been updated and will be uploaded. There were vacant volunteer roles to be filled. Mitchie and Simon Lyne would be Club Kit Officers. Chris Hardick would be Website Manager. Suzanne Pritchard would be Sponsorship Manager and Kyp Harrison would be approached about becoming Officials Manager. Somerset ASA had approved the club development plan for the AS development funding of £2500 with conditions of the minutes from the SGM being sent to Fiona Bowen. Draft minutes would be sent to Fiona Bowen and half of the money would be released now and half in October. KB reported that the money would be released on the basis that the club fulfilled some obligations. These would be to send club information, swimmers' achievements and associated photographs to the ASA.

KB reported that the Safeguarding and Protecting children course would break even following receipt of the last payment. A Team Manager 1 module needed to be arranged within the next month in order to meet the development plan milestones. The two Strength & Conditioning coaches needed to provide Karen with their qualification certificates. UKCC Level 2 coaching swimming course would use club pool time on the following dates 2/7/16 and 3/7/16 plus 9/7/16 and 10/7/16. John would need to provide an update on what swimmers he has and the stage of the programme

KB asked that requests for future funding should be presented to her well in advance. JD would visit external clubs under the remit of CPD and funding would be required for travel and accommodation for these.

KB reported that Chris Tremellen had written to state that the Region had agreed to pay for sets of backstroke platforms for Hengrove and Millfield and gift them to the pools on the proviso that the pools were responsible for maintaining them. COB would get most benefit from them.

**ACTION** JD and KB to review S&C coach qualification certificates.  
KB to arrange a Team Manager 1 module.  
JD to liaise with UKCC re Level 2 coaching swimming course.

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## 5.3 Swim 21 Co-ordinator Report

KB reported that Loren Roberts had completed the online WebEX course for SWIM21. Accreditation

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for Swim 21 would take place in July. ML would provide a Committee Report and KB would provide a Workforce Report for this.

In the absence of a Swim 21 coordinator KB offered to undertake the duties & reporting until such time as a volunteer could be recruited.

**ACTION ML and KB** to provide reports for Swim 21 accreditation.

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**5.4 Welfare Officer's Report**

There was no report for this item.

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**5.5 Open Meet Report**

SH circulated a report giving background information regarding the withdrawal of the Level 1 Meet license in April. SH and JD had met with Lesley Leffers, the RLO, and Diane Lee to discuss the position and secured a compromise deal whereby if AS ran two Level 3 Meets by the book, one in July and one in September, the License for the Level 2 in November would be granted as would the Level 1 in Feb/March and April. A Level 3 Meet had been booked for the weekend of 2<sup>nd</sup> & 3<sup>rd</sup> July at Millfield. Bookings were in place for Pool, Timing, PA System and Officials Catering. Nat Gordon, Michelle Croker, Gill Crudgington and Maggie Dorsman would form a team to help organize and run the meet. Kyp Harrison and Adrian Sharman had been contacted with regard to organising officials and SH was awaiting confirmation from them. SH had booked Neil Harper to act as Lead Referee for the Meet. The license had been granted and the Meet Pack including Hy-Tek file had been put together and distributed. A dedicated Open Meet tab had been added to the website and an automatic reply from the Meet Manager email account would direct enquiries about the meet to the website. SH proposed that the Competition Secretary be made a committee role. This was seconded by Karen Bowen and the meeting voted unanimously in favour of this.

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**6.0 Administration and Correspondence**

**6.1** Dates for future committee, network and parent meetings were planned until the end of July. SH reported that Emily Taylor would be available to attend a network club meeting on Wednesday 11 May. KB would book a room for this. SH would send out a notice to the network clubs and CL would send an agenda. It was agreed the following items should be planned for the Network Meetings before the close of this season:

1. Club structure to be approved and signed off.
2. Constitution corrections.
3. Head Coach contract review
4. Competition Calendar for 2016-2017.

The consensus was to have a committee meeting on the last Thursday of each month and the following dates were planned:

Thursday 26 May 6.15pm

Thursday 30 June 6.15pm

Thursday 21 July 6.16pm

A Parent meeting would be held on Thursday 12 May at 6.00pm. A presentation on the new squad structure would be given and questions invited afterwards.

**ACTION SH** to notify network clubs of meeting 11 May.

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CL to circulate an Agenda for NCM 11 May  
KB to book room for NCM 11 May  
CH to add meeting dates to calendar on web site

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## 6.2 Policy Reviews

### 6.2a) Swimmer Code of Conduct.

A Swimmer Code of Conduct would become part of the new membership pack signed by swimmers and parents on joining.

### 6.2b) Open Meet Policy.

An Open Meet Policy would outline swimmer responsibility regarding entering and swimming at Open Meets and Competitions. The Policy would outline Parental responsibility regarding Open Meets

The meeting agreed to adopt these new policies.

**ACTION ML** to send out the policies to all swimmers with the new code of conduct part of the membership pack to be signed in September

### Parent letter

SH read out a draft Parent Letter to be circulated to all parents with the policies above. The letter reminded parents of the mandatory sessions their swimmer should attend and the process by which illness and injury of swimmers was communicated to the coaching team. Exam procedure was outlined. Parents would be encouraged to communicate with the Head Coach and to ask advice on any matter regarding illness and recovery.

**ACTION ML** to circulate the Parent Letter to all parents.

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## 7.0 Equity Update

There was no report for this item.

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## 8.0 Requested Agenda Item

### Appointment of Special Adviser

SH reported that the appointment of a Special Adviser had been approved at the SGM. Jim Durrant would be happy to be an adviser but did not want a committee role. The network clubs would be required to vote him in. Jim was a network club representative for Trowbridge. He would attend our club committee meetings and oversee proceedings.

**ACTION SH** to approach Jim Durrant.

### Appointment of Welfare Officer

SH had sought advice from the ASA and had spoken to Emily Taylor. The appointment of a Welfare Officer was on top priority and an appeal would be made to the network clubs for ideas. In the meantime welfare concerns would be directed to SH and then to Dave Wordley. It was agreed that a new welfare office should be independent and not a parent of an ASPSC swimmer.

**ACTION SH** to appeal to Network clubs for ideas for a Welfare Officer.

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## 9.0 Any Other Business

WH reported that a bag pack had been arranged for Saturday 3 September at Sainsbury's. Green Park, Bath. WH stated that she would like to approach the University Sports Village management about using the university for a fundraising event.

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**ACTION** WH and SH to approach the sports village manager to make enquiries.

ASPSC July meet, Millfield. SH reported that the network clubs would enter themselves into the gala and ASPSC swimmers entering the meet would do so through their home clubs. Older swimmers who were unable to enter would be asked to volunteer to help at the meet.

KB raised a concern about the social event to a water park that had recently been planned and publicised around the club. As it had been sent via Team Unify there was a risk that parents may think it was organised by the club. Ann Cookson would be asked to send out a disclaimer stating that it was not an ASPSC organised event and parents would be responsible for their own children.

There was no further business.

**Date of Next Meeting and Forward Agenda Items**

**Date of next meeting:** Thursday 26 May 6.15pm

**Forward Agenda Items:** Development Plan 2016 – 2017.

The meeting closed at 20.20pm.