



Aquae Sulis Committee Meeting Minutes



Committee Members:

Chair – Adrian Sharman(AS), Secretary – Sue Criddle(SE), Treasurer Julia Barton (JB)
Workforce - Karen Bowen (KB), Fundraising - Wendy Hood (WH), Communications - Matt Lawman (ML,
Special Advisor –(Vacant) Head Coach-Lawrie Thomson Competition Secretary-Nick Bown
Coach Liaison - Dave Wordley (DW), Membership- Sally Fowler-
– *Welfare Officer- Jim Durrant (JD), Open Meet Manager,(Vacant) Swim21 Coordinator:(Vacant)*

Meeting held on

Friday 11th November 2016

Bath Uni at 6.30pm

1. Apologies for Absence: Jim, Lawrie.
2. Present: Adrian,Nick,Wendy,Sue,Dave,Karen, Sally,Julia, Matt
3. Minutes of Previous Meeting to be agreed and signed as true and correct record: to put copy on Website under Team Info. Agreed.
4. Correspondence Received: Complaint from Susie Hann about Tweet: Adrian resolved.
5. Section Reports *(to be written and submitted for circulation at least 24 hours prior to meeting)*
 - 5.1. Treasurer: Attached. Worst case 7 months left. Agreed pay for Sarah 100/day. Agreed that at the COB meet 1 day Sarah 1 day Sylvia. AS meet Lawrie and 1 day Sylvia and 1 day Sarah. We are 15 swimmers down in regional squad.
 - 5.2. Head Coach:report below.
 - 5.3. Workforce/Swim21:See report below. Network meet
 - 5.4. Fundraising:AS meet all in place swimsuit from Swimpath. Raffle . Waitrose bag pack arranged.
 - 5.5. Open Meet-update:: Estimate profit from last year down by £12,000. Problem with officials do we cancel now? To request Network provide officials and participating clubs or will cancel. Decision on Wednesday as to whether to cancel or not. Next meet Level 1 at Hengrove/Millfield last weekend of March 2 days only. April meet a Level 3. In June/July Summer splash to advertise early.
 - 5.6. Competition: Report below. Nick to action records on website and to include congratulations in Newsletter.
6. Network recruitment : 1 from Trowbridge so far. Keynsham,Frome nobody to send.No answer fom other Network clubs yet.
7. Overseas Camp: Lawrie wants Easter 2017. Not possible to change the booking. Need to sort out whether we can move forward/open it to Network, who do we have to Team Manage?? Decision needs to be made so if going ahead parents can plan expense.
8. AGM; all in place, nominations made. **Constitution** Adrian and Sue to write an alternative to agreed constitution from June 16 as this will not work for club, but need Networks agreement and Somerset ASA before we can present to AGM.
9. Sponsorship: will take 3-6 months to see any results, but things are in progress.
10. Registered users of Website and access. Need to check Membership lists for AGM: Action Sue/Sally.



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Super users to be: Julia,Welfare. Membership, Chris Hardick as Web manager. Need to updat Chris Hardick.

11. Attendance records: Inaccurate coaches need access . Action Adrian

12. AOB

(1)Keynsham request on change to competition policy.(see below COB Policy) to be discussed at Network meeting.

(2) Risk Assessments need to be completed by Lauren need updated medical disclosures by all swimmers.

(3) Bursary decision made by Treasures, welfare Chair and Karen -to form a sub committee.

(4) Nicky is taking on role of officials coordinator for meets.

(5) Vote of thanks for Matt who is stepping down at the AGM.

(6) Jamie is talking to Stephen Badley at Bath Uni with the help of Sean O'Connor to see if they can

help AS in any way-to report back at next meeting.

13. Date of Next Meeting :TBC after AGM

Head Coach Report

ASPSC – THE WIDER NETWORK

SUMMARY

The aim is to introduce clubs outside a 10-15 mile radius of Bath, within the SWR to our network. We would do this by offering weekend training with our two squads

ADVANTAGES

- 2 hours long course training in 4 / 5 lanes
- 2 hours S&C with our TeamBath professional personal trainer
- Bring swimmers of higher standard together to train
- Potential swimmer / parent education meetings
- Home coaches welcome
- No joining necessary – makes it more welcoming to clubs



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STANDARD

NATIONAL SQUAD - Saturdays	REGIONAL SQUAD - Sundays
Swimmers 13 years and over	Swimmers aged 11-13 years
SWR qualifier – 100m events +	SWR consideration qualifier – 100m +
Space available – 10/12	Space available – 15/20
Cost - £12 per session? (4 hours)	Cost - £10 per session? (3 hours)

BENEFITS TO ASPSC

- Make the club some extra income without any expense
 - Potential return: £576 pcm (Nat Sq) £800 pcm (Reg Sq)
- Potential avenue of recruitment
- Bring swimmers of higher standard together to train will help ASP swimmers improve with better competition in training
- Fully utilize the pool time we pay for
- Exposure of our program to help our reputation

POTENTIAL CLUBS

Swindon Dolphins	Gloucester*
Tigersharks	Sevenside Tritons*
Weston-super-mare	Cheltenham
Southwold*	Tewksbury
Bristol North	Clevedon

**already discussed in principle and was well received*



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Karen Bowen Report for ASPSC

Swim 21 Report for Committee Meeting 11th November

14. Outstanding DBS checks need completing urgently for personnel records.
15. Waiting for 2 network clubs to return their information about training need requirements for the season
16. AS network Memorandum of Understanding updated by Emily Taylor and sent by Sue to the network clubs in advance of the network meeting on 14th November.
17. It would be good to have an update of all network contacts and positions as this would help hugely with receiving and giving out information.

We will need a network meeting before February 2017 to ensure all the SWIM 21 network information is complete.

Club Development and Workforce

Safeguarding and Protecting Children Course advertised. Date 3rd December from 9am to 12pm through Sportcoach uk. At the moment 8 places are booked with provisional places reserved. Advertised to the network, Somerset ASA news item and tweet plus Fiona Bowen has written to all club secretaries in Somerset and ask Dave Beament to send it to contacts in thr COB aquatics network.

This will cost £594. If not full or nearly full will need to take a decision to cancel by 18th November.

Coaching Swimming Courses

Provisionally booked but awaiting confirmation of information as all coaching course he been updated. Wendy Dalton would be the tutor. They would be closed course to get the best price and use the ASPSC pooltime and squad for Saturday session and hopefully Soundwells pooltime and squad for Sunday session.

Level 1: Face to face assessments and classroom work 3rd and 4th March 2017

Level 2: Face to face assessments and classroom work 2 weekends in June 2017



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Room bookings provisionally made for the lecture room STV.

- NO team manager 1 or team manager 2 booked. Last team manager 1 done in June 2015. I need to know whether we have an abroad camp planned and what confirmed dates that it is going ahead plus who will be attending as coaches and team managers and who will be organising it as all will need training.
- Goal setting session completed for swimmers and parents with a good turnout, Thanks to Steve Fivash and Lawrie for organising. Swimmers have completed their goal setting forms and had discussion with Lawrie. Help with funding received from the SW region Swimming Committee fund was very much appreciated.
- ASPSC took part in Parents in Sport week sending information out each day.
- Thank you to Sylvia for organising Cameron Kurle to talk to the regional squad before training on Sunday 6th November. We will get a write done for the next newsletter.
- Membership pack needs updating. Susie mentioned Frome had a very good membership pack. I think we should approach her and ask to use it as good practice to set up something similar. It has all the photographic consent, health problems or conditions, doctors details, emergency consent. This was one of the items that had been planned whilst Susie was in post as Chair. **It is very important for our Health and Safety requirement for Loren.**
- **Urgent- 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.**
- **Mike's biography now on the coaches page of website.**
- Considering Crowdfunding with Suzanne and Jamie. This has turned into sponsorship and a team is working on making contact with companies. A drop box has been set up and photos taken plus news items for the Chronicle and other newspapers. Discussion over sponsorship packages ongoing. Thank you to Jamie, Suzanne and Debbie for taking the lead with help from Matt and Chris.
- **Consider Galaxy Hot Chocolate funding for £300**
- Report due with Somerset ASA for Development Funding- accepted by Somerset ASA and £1250 paid into AS account. Many thanks to Somerset ASA for continuing to support the Aquae Sulis network.



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- **We need to think about officials training- how are we going to do this as we will have an ongoing problem seeking officials.**
- Starbucks funding- I have asked whether we can take part in the festive funding campaign this year and will receive an answer from 17th November. If successful we would need to go mad tweeting and using the neighbourly site.
- Two groups of AS members attended Celebration evenings for finalists Sylvia Sinclair and Natalie Gordon. Also finalist for Community Club of the year. Many thanks to all our volunteers, coaches, swimmers and committee members and parents for your successes in the last year. We are all in it together.
- Information sent to clubs about trials.



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Competitions Secretary's Report for October/November 2016

Entries summary for this month

SW Regional Winter SC Championships, 4th-6th November

	Female	Male	Total
Number of athlete entries	81	40	121
Number of individual event entries	14	7	21
Number of relay entries	2	2	4

Costs:

135 entries @ £8 = £968
4 relays @ £14 = £56
Total cost: £1024

Withdrawals:

Scratched entries 17 @ £8= £136

Total paid £888



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Soundwell SC Level 3, 26th-27th November

	Female	Male	Total
Number of athlete entries	59	51	110
Number of individual event entries	8	7	15

Costs:

Meet was already full, entries rejected and no payment made.



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Taunton Deane & Street SC Level 3, 3rd-4th December

	Female	Male	Total
Number of athlete entries	71	22	93
Number of individual event entries	11	4	15

Costs:

93 entries @ £5 = £465
 1 coach passes relays @ £12= £12
 Total cost: £477

Withdrawals:

Still waiting on entry confirmation
 1 individual event withdrawal - possible refund of £5 for Lydia Crawford

City of Bristol Christmas Cracker SC Level 3, 3rd-4th December

	Female	Male	Total
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Number of athlete entries	159	148	307
Number of individual event entries	21	19	40

Costs:

264 entries @ £5 = £1320
43 400m entries @ £8= £344
2 coach passes relays @ £10= £20
Total cost: £1684

Additional entries may go in independently due to the early AS submission.

Withdrawals:

Ethan McNeil, 6 standard entries + 1 long distance = £38

Still waiting on entry confirmation



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Aquae Sulis SC Level 2, 18th-20th November

	Female	Male	Total
Number of athlete entries	153+4	110	267
Number of individual event entries	24	19	43

Costs:

250 entries @ £6.50 = £1625

13 long distance entries @ £7 = £91

Total cost: £1716

Additional entries may have gone in after the deadline to Adrian.

Withdrawals:

2 scratches + 3 missed entries + 3 additional

Upcoming meet plan

Aquae Sulis 18-20th November 2 National/Regional Hengrove Entries closed



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Soundwell	26th-27th November	3	National/Regional	Gloucester	Withdrawn
Taunton Deane & Street	3 rd -4 th December	3	National/Regional	Weston-Super-Mare	Entries Closed
Winter Nationals	15-18th December	1	National	Sheffield	N/A
City of Bristol	17th-18th December	3	National/Regional	Hengrove	Entries closed

Club Records

Short Course database overhaul

There has been a one off overhaul of the records to update the current database which has many errors. Records have been updated based on age on day from the ASA all time rankings for swimmers listed as racing for Aquae 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 have been 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 Aquae Sulis Performance Swimming Club irrespective of the team they were swimming for when the time was achieved provided they were also an Aquae Sulis member at the time the record was set.

New record claim procedure:

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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 Aquaes Sulis **only** and propose any new, unclaimed records for ratification at the next Committee meeting.

New records since the start of the season – all short course

Swimmer	Age Group	Event	Time	Meet	Date	Date of previous record
Misty Marshall-Welling	15/16	800FS	9:19.46	Gloucester	14/10/16	04/12/11
Michael Dorsman	17+	200IM	2:12.53	Gloucester	15/10/16	06/11/10
Rhiannon Bowen	15/16	400FS	4:29.00	Millfield & TD	30/10/16	20/10/12
Misty Marshall-Welling	15/16	800FS	9:08.69	SW Regionals	4/11/16	14/10/16
Ethan McNeil	≤14	200BRST	2:28.22	SW Regionals	5/11/16	15/03/14
Laura McNab	15/16	400FS	4:25.23	SW Regionals	5/11/16	30/10/16
Charlie Head	17+	200BRST	2:23.71	SW Regionals	5/11/16	06/11/10



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Charlie Head	17+	200IM	2:12.08	SW Regionals	5/11/16	15/10/16
Alexander Sharman	≤14	200BK	2:18.75	SW Regionals	6/11/16	04/12/11
Laura McNab	15/16	50FS	26.62	SW Regionals	6/11/16	07/07/13
Laura McNab	15/16	200FS	2:05.95	SW Regionals	6/11/16	26/10/13

Nick Bown – 11th November 2016



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City of Bristol Swimming Club

Swimming Section

Policy on Network Swimmers Entering Open Meets

The Policy is;

Network Swimmers should enter through COB

- Regional Championships
- Level 1 Open Meets
- Level 2 Open Meets

Network Swimmers should enter through their Home Club

- County Championships
- Level 3 Open Meets
- Level 4 Open Meets

There will be exceptions (e.g. a swimmer looking to achieve a time). These should be agreed with their Home Club Coach and the COB Head Coach

Dave Beament

Secretary COB

October 2016

Agreed at Swimming Management Committee – Wednesday 5th October 2016



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