



Aquae Sulis Committee Meeting Minutes



Committee Members:

Chair – Adrian Sharman(AS), Secretary Sue Criddle , Treasurer Julia Barton (JB)
Workforce - Karen Bowen (KB), Fundraising - Wendy Hood (WH), Communications – Jamie McNeil
Special Advisor Sean O'Connor Head(SO) Coach-(VACANT)Competition Secretary-Nick Bown
Coach Liaison - Dave Wordley (DW), Membership- Sally Fowler-
– *Welfare Officer- Jim Durrant (JD), Open Meet Manager,(Vacant) Swim21 Coordinator:Kate Watts*

Meeting held on

Friday 13th January 2017

Bath Uni at 6.00pm

1. Apologies for Absence:Sally Fowler, Julia Barton
2. Minutes of Previous Meeting to be agreed and signed as true and correct record: to put copy on Website under Team Info.
3. Matters arising from Previous Minutes not covered by Agenda Items
Expenses policy still outstanding Action Julia and Karen
Lap cards :still pending
List of Potential swimmers in Network clubs as requested by Lindsay.-Action Jamie
5 new swimmers
4. Correspondence Received (1) Lawrie resignation (2) ASA pathways and development for Somerset.(3) Alan Withers and Karen Bowen to meet with Chair and treasurer.(KAreN to sort date)
5. Section Reports
 - 5.1. Treasurer:attached
 - 5.2. Head Coach:nil
 - 5.3. Workforce/Swim21 attached below
 - 5.4. Fundraising: Sainsburys bag pack ned to discuss with Team Bath first Sponsorship Jamie to resume once MOU signed. License from BANES so we can run raffles etc
 - 5.5. Open Meet-update
 - 5.6. Competition:attached below
6. Bath Uni-update:MOU to be signed by Adrian SGM to be called once constitution agreed by Alan Withers date 2nd February 2017 Action notices to be sent out SC and room to be booked.(Karen) Team logo to be agreed by Uni before notices-Jamie to action and send to Sue
7. Coaching: Advert out closes 25th January . Discussion on Director of Coaching committee role to be created for Graham if he has time once he starts Wales ASA job.He has offered to mentor Sylvia and head coach if needed. Will run masterclasses.
Interview panel: Adrian, Graham, Lindsay or Emily, Jim. To make sure references are secured on candidates asked to interview.
Julia needs to put together a coaching budget for the coach liaison to aid coaching planning and before interview.
Mike to do level 1 course and coach poolside when required.



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8. Overseas Camp:Sean to contact company to see if there is any renegotiation on dates.
9. AOB
 1. Network Meeting needs to last 2 hours Clubs need to contribute and support AS. Competition plan to be sent out for comment by clubs
10. Date of next meeting TBC



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Competitions Secretary’s Report for January 2017

Entries summary for this month

Aquae Sulis Grand Prix, LC Level 1, 25th-26th March - Hengrove

	Female	Male	Total
Number of athlete entries	-	2	-
Number of individual event entries	-	12	-

Registration deadline - 27th February 2017

Club Records

Long course record overhaul complete and will be updated on the website before the next committee meeting.

New records since last committee meeting – short course

Swimmer	Age Group	Event	Time	Meet	Date	Date of
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						previous record
Matthew Hardick	≤14	100IM	1:05.33	CoB	18/12/16	20/11/16
Ethan McNeil	≤14	200BRST	2:27.28	Winter Nat.	18/12/16	5/11/16

Nick Bown – 12th January 2017

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Karen Bowen Report for ASPSC January 2017

Swim 21

11. Kate now has access to the SWIM21 portal
12. 2 elements uploaded as evidence for network accreditation. We need to work on the development plan at the network meeting on 23rd January. **Clubs have already been sent details but have not been asked for comments on each objective. Network meeting booked for 2 hours so should be finishing after our swimmers have finished.**
13. Competition plan based on last year's club commitment sent to Adrian and Nick. This can be sent to clubs before the meeting or speak to individual's from those clubs to confirm what competitions they take part in.
14. Kate will arrange to meet our 2 young volunteers to give them and update on SWIM21, Loren will see them to discuss risk assessments and health and safety.
15. **Feedback form the Safeguarding course from another club was the Keeping Safe in Sport course for 13 to 17 year olds run by Sportscoach UK. It is suitable for all our members and young volunteers within clubs. Keynsham were keen to run one in September but it needed to be cancelled due to lack of demand. I could ask Kelly Podbury, Somerset Volunteer manager and Young Volunteer coordinator.**

Club Development and Workforce

A short update was requested by Fiona Bowen about recent club changes and talks before the Somerset Management Committee last week. She would like to come and see us after the Counties and I have asked her to give me some dates and welcome to anyone else on the county board is welcome.

To complete the development plan for this year we need to try and have a Team manager course 1 and 2 and a newsletter is due by end of January 2017.

16. Coaching Swimming Courses

Course has **SOLD OUT** overnight on Tuesday after advert went out.

Course altered as tutor was notified that the online part was not ready for the qualification in time for our course. Organised a full face to face and classroom based course by adding 25th and 26th Feb plus previous dates of 4th and 5th March. The IoS agreed no increase in price and tutor is the same. **Our coaching staff need to be aware of the booking and no changes to any pool booking should be done for this period.** Soundwells swimmers and pooltime on Sunday from 3.30pm to 5pm- only just received their details but will get in touch to confirm. Tutor: Wendy Dalton.



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I have bought a place for Mike at a cost of £240 with a reduction using a SWIM21 credit note of £100. He needs to book his place by next week.

17. **Level 2: Face to face assessments and classroom work 2 weekends in June**

10th and 11th June then 17th and 18th June. We will need ASPSC pooltime and swimmers in order to run the course which has been on the calendar since last season.

18. **Officials training.** Advert went out to all members. I have a list of 6 and have given them details of Michele J1 course starting 7pm until 9pm, Trowbridge Leisure Centred with Paul Robins. Cost for each volunteer will be £8 and need to register with Sally for ASA membership. Need to send details again as Michele has not had many names.

19. No details from Chris Metcalfe about whether they are also planning officials training.

20. **Awaiting reply from Chris as to whether he can tutor a Team manager course before the end of March.**

21. **Need to investigate TM2 courses. Please confirm whether we are planning away competitions or meets.**

22. Thank you to the SW regional Swimming Committee fund for their support of our application for help with the 800m/1500m SC event. The funding was gratefully received.

23. **Consider Galaxy Hot Chocolate funding for £300**

24. **Need update on the trials and numbers of swimmers so that we have a set line of steps to follow for new recruits as swimmers, coaches and helpers as this impacts of lots of committee members and coaches plus Risk assessments.**

Lindsay Dunn (23rd November) wanted a list of swimmers within the network clubs that would qualify for a trial. This was to involve advice from Julia and Sally if we had already previously engaged with the swimmer if needed. Please can we confirm that this has been done as she also asked for feedback from the committee on the next step.

Consider new workshop from Steve Fiveash. Cost £150 for each 1 hour session. We would need to add the cost of room hire and he would need to be contacted about dates. Please can we get advice from Lindsay as to whether she know someone who can do them and whether they are worthwhile pursuing:



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Nutrition for training and competition for swimmers and parents. The swimmers need to be aware of making the right choices. Parents as they prepare the food

Competition preparation (not taper) for swimmers and parents. What is my competition preparation? Benefits of preparation When does it start? Why do I need it?

Anti doping awareness, 100%ME Where to check medication is legal, overview of the doping process.

Role of a Swimming Parent- Swimmer Pathway age and stage - training number of sessions, progression, competition

- **Contacted 100%Me- Anti doping programmes** and the Rachel Burrows, Programme manager at Loughborough Uni give a free 90 minute talk to 20-25 swimmers, parents, coaches Mon- Fri but we would need to pay expenses.

I can try and apply for funding from Somerset ASA or the region for programmes or training. Please advise if we have any requests for before the end of the financial year (March 2017).

Contacted Fiona at Somerset ASA about lap cards and sent Nick's information- awaiting a reply.

Still need to update personnel records for coaching staff changes and review officials expenses policy with Julia.