



Aquae Sulis Committee Meeting Minutes

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(Vacant) Competition Secretary-Nick Bown
Coach Liaison - Dave Wordley (DW), Membership Sally Fowler-
– Welfare Officer- Jim Durrant (JD), Open Meet Manager,(Vacant) Swim21 Coordinator:-Marion McNab

Meeting held on

Friday 2nd September

- At The Edge, Bath Uni at 6.30pm

- Apologies for Absence
Matt Lawman, Dave Wordley, Suzanne Pritchard, Nat Gordan, Jim Durrant, Sally Fowler.
- Minutes of Previous Meeting to be agreed and signed as true and correct record: Proposed KB seconded
Minutes accepted as a true record. (To be noted that they are not to be posted on website until approved
Action: Chris Hardick & SC)
- Vote in Marion McNab as swim21 manager(proposed KB Seconded AS)
- Vote in Sue Criddle as secretary. (Propose AS seconded JB)

- Correspondence Received
- (1)ASA Somerset Counties info-network clubs to circulate.
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- (2)complaint by parent over mandatory meet entries-agreed that swimmers must support club.
(3) Lyndsay Dunn-request for coaches to coach at talent camp.

- (4) ASA South West AGM 11 Sept Action: AS and SC to attend

- Treasurer: see attached. Without Open meets we will be in deficit. We need to encourage full network club support. Need to review expenses policy for next meeting Action JB/AS

- Head Coach: Lawrie Thompson is to be the new coach has been appointed on a self employed basis starting on 12 September 2016.He will review the competition plan set up by Sarah Cozens and will also review all swimmers in squads to check in correct squads, Movements would likely take place at Christmas if necessary. He will not attend all open meets we will send team managers or Liam.
Discussion on first 90 days: to allow Lawrie to assess all members of the squads and decide if there is to be any movement. This needs to be a consultative period between the committee and the coach. He will



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also be setting Goals with all the swimmers. Committee agreed that no swimmers will move squads until Xmas. This allows those swimmers who have appealed to be looked at by Lawrie.

- Contract is being finalised by DW.
- Workforce/Swim21-see report attached
- Fund raising: we need to raise £6-7000. Bag pack at Sainsbury's on Saturday 3rd September and one planned for Waitrose in November. Social event to be organised at Christmas on similar lines to last year. Action (WH). Easy fund raising- WH to give info at parents meeting to raise funds. Accounts with manufactures to redeem money into our account Action WH/JB.
- Open Meet: Rob Hart has been employed as meet organiser to collate entries etc for the next three meets. License for next meet agreed by Lesly Leffers we need to be successful to have further meets licensed.
- Jamie McNeil to help the organisation. Dave Sutton or Loren Roberts to be Health and Safety Officer-TBC. Need support from all Network Cubs to be emphasised at Network Meeting. Swimshop at meet s with 10% donation of profits.
- Need to circulate next Meet pack ASAP.(KB/NB) To contact Nick Preice to ask for advice (MM) Competition: See report. Admin fee for open meets-discuss at next meeting. Should enter Gloucester meet date to be changed to 9th of Sept to allow NB to send entries.
- Club records NB to send out new policy to all. All agreed at committee that it is to be age on day and swimmer needs to be a member of ASPSC does not need to be competing for them at the time. Action NB
- Discussion on training for Regional Squad: To change to three weeks on a Sunday and once a month on a Saturday. Still waiting for confirmation on bookings. Land training change is to be 1 hour on advice from Lawrie. Action SC to inform parents on confirmation of dates. Some swimmers in regional squad have been told they can train with National Squad on Saturday. AS and Lawrie to liaise and confirm which swimmers these are.
- Network Meeting : next meeting 12th September at 6.30. need to present financial report and all updates. Action JB/AS to put together a presentation of where we are now from last meeting. Discuss 'development' squads from network to use extra lanes on sat and sunday-see interest.



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- Wiltshire ASA: AS is liaising to find out if we can attend meetings. Action AS to liaise with Emily.
- Parents meeting: date 19th Sept TBC need to present new coach, new plans and why. Parents code of conduct and encourage attendance at a course Parents positive behaviour Action KB to ask Steve Bocoeks.

- Registered users of website: this needs to be discussed by SF and CH to remove all users who are no longer members. Also work needs to be done to update website and communications from website Action CH
- Date of Next Meeting 6th October TBC venue and time
- To be discussed -Sponsorship.

- Attachment: Draft Budget from Treasurer:

- Reports from Competition secretary and Swim 21 Training and development report below.

Competitions Secretary's Report for August 2016

Entries summary for this month

Gloucester SC Level 2, 14th-16th October – **entries still open** – deadline 12th September.

	Female	Male	Total
Number of athlete entries	11	7	18
Number of individual event entries	-	-	-

Long distance entries so far (for Friday night)

1500m 1 entry

800m 2 entries (no times)

Upcoming meet plan

Millfield and Taunton	29-30th October	2National/Regional	Millfield
SC Regionals	4-6th November	2National	Millfield
*Aquae sulis	18-20th November	2National/Regional	Hengrove
Winter Nationals	15-18th December	National	Sheffield??

Club Records

Proposed policy



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1. 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 record on the AS website is attributed to an AS swimmer listed under a network club (these record will be checked against the ASA database).
2. Competitions Secretary will manually check any incoming results files for new records and propose new records for ratification at the next Committee meeting.
3. Competitions Secretary will check the ASA all time rankings at the end of every season for swims listed under Aqua Sulis and propose new records for ratification at the next Committee meeting.
4. Swimmers are responsible for claiming any records not captured by the manual check of the incoming results files or the annual check either while swimming for Aqua Sulis or a network club. The claim should be in writing (email) to the Competitions Secretary and can be made at any time. The race time must appear on the ASA database, i.e the time shall be achieved at a licensed meet. The Competitions Secretary will screen the claim before presenting it to the Committee for ratification.
5. Swimmers have the right to request presentation of the record to the Committee in the event the Competitions Secretary rejects the claim for the Committee's consideration.
6. Once the record is ratified by the Committee the Competitions Secretary will update the record on the AS website.

Nick Bown – 1st September 2016



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SWIM 21 and Training & Development Report- September 2016

From Karen Bowen

SWIM 21

ASPSC's SWIM21 Essential is on the SW Regional Club Development Committee meeting Agenda for tomorrow in Wellington. I will be attending. It will then need to be approved to the national panel.

Changes are taking place to the accreditation (Jan 2017) expecting to simplify and reduce the number of elements. This will affect us next year.

SWIM21 Network is due in February 2017 so we will need a network meeting in January 2017 to follow up on any missing elements. I have asked all clubs to send me their training need requirements for this season ahead of the network meeting on 12th September.

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.

I have been invited by David Flack to attend the ASA South West 2017-2021 Regional Strategy Planning meeting on 8th October at Taunton Holiday Inn from 10am to 1pm. Please would you let me know if you can attend so that I can reply by 5th October. Lunch and travel expenses will be provided.

Risk assessments were completed with the help of Loren Roberts and has brought up a few ideas. Please could we discuss at the next committee meeting, Health and Safety Officers and risk assessments for both pool, land and other events or social activities including fundraising. **This can be carried over to September 2016**

Ensure DBS checks are carried out for team manager training and safeguarding

Welcome to Marion McNab our new SWIM21 coordinator. I need membership to update records so that it shows job title please then I can arrange a login and password for the SWIM 21 portal. I will then arrange a catch up meeting and online training.

Jim Durrant also need updating by membership to show welfare officer so that he can do the outstanding DBS checks urgently.

The AS and ASPSC development plan needs updating with achievements and milestones.

Somerset ASA meeting on 10th September, agenda items AS development funding update. Fiona Bowen will let the committee know that the 6 monthly update covers to end of September. A report is due of the updates. I have let her know that we have done nominations for awards and need an update on coaching staff w/c 5/9/16



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Matt- newsletter to be ready for end of September to include results from Champs, fundraising, sprint meet, dates ahead, English schools, coaching updates, any courses, Ethan selection, England programme selections, young volunteers applications, feedback from network clubs, congrats to BOA swimmer Bronze 50m free and Chippenham medallist swimmer who were with John and team at Champs.

Training & Development Report

Jim will book himself onto the Wesport Time to Listen course for September- to be refunded the fees and travel expenses.

Three courses through Wesport

- Understanding Club Finances - 18.30 - 20.30, Tuesday 6th September 2016 at UWE, Frenchay Campus, Bristol
- Understanding Tax Requirements for Club People - 18.30 - 20.30, Tuesday 20th September 2016 at UWE, Frenchay Campus, Bristol
- Developing a Business Plan - 18.30 - 20.30, Wednesday 19th October 2016 at UWE, Frenchay Campus, Bristol

I will need details from Lawrie regarding qualifications re swimming and S&C, safeguarding, any other relevant qualification, signed code of conduct, membership details updates. I can also send him the emergency procedures for STV pool as we need a signature.

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

Nominations completed for Wesport Celebration of Sport Awards
Nomination details are not published in the minutes.

I am in touch with Jackie Hilleard about recognition for one swimmer that does not fit any category and we will discuss it this weekend.

For the Bath Sports Awards ASPSC nominations – nomination not published in the minutes

I have a list of our qualifiers so that it can be updated to the website along with updated details from 2015- to contact Chris.

Open meet funding- for the Level 2 SC we can apply for funding from the SW region to cover 50% of the losses but I need accurate figures and need to apply before the meet. Please forward me any costs for the Friday night. Also what we expect to make- number of athletes and entry fees, whether there will be a spectator cost.



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This will be the same for any other meet with the 800m/1500m included.

Funding grant available to cover cost of fees for elite athletes that have asked for a reduction in fees.

St John's Hospital Community Grant funding- I need to have applied by 31st October- any ideas for what, they may not accept us this time as not a charity but will try.

Parents in Sport week-3rd to 9th October we need to sign up as a club and decide what we are doing. Contact Steve Boocock about whether he could do a Positive Behaviour workshop for parents- 90 minutes. Parents were all going to sign the updated code of conduct. Needs discussing.

Land Training equipment- Dave has found the bag there is nothing much there. I have the full list of items that were purchased and can discuss with Lawrie what equipment we need going forward.