



Aquae Sulis Committee Meeting Minutes

Committee Members:

Chair – Adrian Sharman (AS), Treasurer Julia Barton (JB)

Workforce - Karen Bowen (KB), Fundraising - Wendy Hood (WH), Communications - Matt Lawman (ML)

Head Coach - John Dougall (JD), Coach Liaison – Dave Wordley (DW),

Membership Secretary – Rachel Ashworth (RW), Welfare Officer – Jim Durrant (JDu)

Competition Manager – Nick Bown (NB)

*Vacant Positions – Secretary, Open Meet Manager,
Swim21 Coordinator,*

Meeting held on

Thursday 21 July 2016

At 18.00pm at the Edge Cafe, University of Bath

Present: Adrian Sharman (Chair), John Dougall, Julia Barton, Matt Lawman, Karen Bowen, Jim Durrant, Suzanne Pritchard, Wendy Hood.

1.0 Apologies: Dave Wordley, Gill Crudgington

AS reported that Rachel Ashworth had stepped down as membership secretary as from 21 July 2016.

2.0 Minutes from the previous Committee Meeting. These were agreed as a true and correct record of the previous meeting and signed off.

3.0 Chairs opening remarks

AS thanked those present for offering him the position of chair and he was pleased that so many people had stepped forward with offers of help. This was hugely appreciated.

4.0 Future Coaching

Back up cover for the short term was almost finalised and DW and JD were assisting with this. A coaches meeting would take place this week to confirm further details. AS was confident that a good team was in place to provide coaching. Sylvia Sinclair would cover morning training, Sarah Cozens would cover Monday – Thursday evenings and Jim Durrant would coach on Saturday mornings. Liam Willcox would confirm whether he was to be part of the coaching team after Welsh Nationals and Bryanstone camp. Lindsey Dunn had recommended Lawrie Thompson as a potential new head coach and Lawrie had been approached by AS to discuss this. He may be interested in providing coaching on a temporary part-time basis if needed. AS would discuss this further with Lindsey Dunn. Jamie Forrest would continue to provide coaching but could not commit any additional hours.

A second option was discussed. JD and AS had been in discussion with Mark Skimmings, Head Coach, University of Bath regarding Aquae Sulis becoming part of team Bath. This was being discussed by MS and his University colleagues. This option would not require a committee but fundraising and the running of Open Meets would be necessary. The entry criteria would be very high. AS considered this option to be potentially very good for the club but would need clarification on pool time, session times and how the relationship with Network Clubs would be affected. The starting group of swimmers would be that selected by JD in the recent squad structure change.

It was agreed: the committee would continue to explore the opportunity of a merger with the University of Bath.

Lawrie Thompson would be invited for a discussion and Mark Skimmings would be included in this.

It was agreed: parents would be informed of the talks with the university and the coaching schedule which would be provided in September. A committee email address would be set up by ML and AS would circulate an announcement.

5.0 Treasurer's Report

JB reported that fee income was decreasing. As there would not be pool hire costs for August the fee income would cover all costs for that month. Once the club knew the direction it was going in budgets would need to be reviewed. The September Open Meet was unlikely to make any profit.

There were 27 swimmers in the National squad and 40 in the Regional squad.

Pool lane bookings for each session were discussed and it was agreed that September would be a trial period whilst session numbers were established for each session.

Lane bookings would be altered as follows:

Tues am National squad x 2 (from 3)

Wed am National squad x 3 (from 4)

Thurs am National squad x 3 (from 4)

Fri am National squad x 3 (from 4)

Sat am National Squad x 4 (some regional squad swimmers would be invited to attend this session)

It was agreed: that an extra lane would be booked for Thursday evening taking the lane booking to 4 lanes for this session.

Fundraising Report

Suzanne Pritchard stated that she was working on a sponsorship package and would report back at the next meeting. She would focus on the performance aspect of the club and its locality when approaching companies for sponsorship. It was important to maintain coverage in the Bath Chronicle throughout the national champs. Medal results needed to come in and be reported immediately to the press.

Wendy Hood reported on the funds raised at the Summer Splash gala and other fundraising activities currently on going.

6.0 Open Meets

AS had talked to Lesley Leffers who had stressed the importance of having an experienced promoter to run the meets. The club did not currently have an Open Meet Promoter. AS had been in touch with Rob Hart, who could provide Hytek files, entries and timings on the day. There would be a charge for this.

It was agreed: Rob Hart would be approached to Meet manage our September and November meets.

AS stated that the license for the September meet may not be fully granted yet and would look into this. It was an invitational sprint Meet open to all clubs in the Southwest. NB would look at other Level 3 qualifying times and AS would continue to work through the licensing with Lesley.

JB would establish the Hengrove costs and Jamie McNeil would be approached as poolside manager.

November Meet 18/19/20th Nov.

AS would ask Rob Hart to provide Meet Manager services for this meet. The license had been applied for with LL and two experienced referees were in place for the event. Someone would be sought to check officials' licenses and it was agreed that it was preferable to have everything done in house using internal officials where possible.

It was agreed: Gill Crudgington would draw up what ancillaries were required for the November meet.

7.0 Any Other Business

Development plan.

KB reported that a review of the plan would take place in September.

Health and Safety Officer.

The club did not currently have an H&S officer. AS agreed to talk to Dave Sutton about this role.

Membership Packs.

A New Membership Secretary would be appointed. AS agreed to talk to Sally Fowler at Trowbridge about this role.

Expenses

It was agreed that a policy of expenses for coaches and volunteers was required. There was a current rate of £0.30 per mile for officials. Expense allowance for subsistence needed to be looked at. JB and WH agreed to look into this and report back at the next meeting.

Competition plan

The committee discussed what the competition plan for swimmers should be for the next season. KB stated that we could look at the competition plan for the last year to decide what competitions should be done. It was agreed that the plan was dependant on the plans of any new coach and would be discussed with them.

Club records

NB reported that the club records on the website were incorrect and stated the difficulty of updated result files when they come in. Should the age of the swimmer on the day of the event be used or the age for the year. NB would review how club records are uploaded.

Overseas camp.

A deposit had been paid for an overseas camp to take place in October 2017 with a 56 day cancellation policy.

It was agreed: this arrangement would remain in place until further notice.

Tweets and access to Twitter.

ML stressed the importance of having people present at events that could tweet on behalf of the club.

It was agreed: a team of people would be authorised to tweet on the club's behalf.

Land training w/c 5th September.

JD reported that Mike Muckelt had agreed to run land training w/c 5th September for a 6-8 time slot. KB would contact him to establish which day this would take place.

Fee changes,

JB would send out an email about fee changes after the August payments have gone out.

ML reported that he would be taking photos of the swimmers going to the nationals this year and include these in the newsletter.

AS stated that several people had left the committee recently and he proposed a vote of thanks to John, Susie, Chrissie and Rachel.

Committee roles.

JB stated that she had someone in mind for the Secretary role and would approach her about this.

AS proposed Suzanne Pritchard for the role of Sponsorship Manager. WH seconded the proposal. The committee voted unanimously in favour of this.

AS proposed that Dave Wordley's role be changed from that of Coach Liaison Officer to Poolside activity Co-ordinator.

KB stated that she would approach someone she had in mind to take over the role of Swim 21 co-ordinator.

8.0 Future meeting Dates

The next meeting would take place w/c 5th September, date TBC.