

## Team Bath AS Management Committee Meeting Minutes

Friday January 13th 2023

University of Bath STV

The Team Bath AS Committee	Apologies
Matt Eves (ME) – Interim Treasurer	Chair - Vacant
Sarah Eves (SEv) – Interim Secretary	Swim Mark - Vacant
Karen Bowen (KB) – Special Adviser	
Kerry Haines (KH) – Interim Welfare Officer	
Sally Fowler (SF)- Interim Competition Secretary	
Nicky Slee (NS)– Communications Officer	
Jane Middleton (JM)– Interim Workforce and Training Co-Ordinator	
Cara Dowding (CD) – Interim Academy Co-Ordinator	
James Burns (JB)– Interim Membership Secretary	
Dave Jones – Interim Fundraising Officer	
Mark Kelly (MK) – Interim Meet Promoter	
Liam Wilcox – Lead Development Coach	

### Agenda

- 1) Secretary
  - a. Approval of Minutes from last meeting
  - b. Actions from previous meeting
  - c. AGM update
  - d. Hand over document – including these minutes
  - e. Monthly reporting – is everyone doing it?
  - f. Committee Minutes – can we have these distributed 7 days after the meeting in draft for us to check and note actions?
- 2) Finance
  - a. Updated accounts (coaching spend since Chris left), effect of cancelled Nov meet and cashflow forecast
- 3) Coaching Update
  - a. Head Coach Job Description approval and next steps
  - b. Review and approval of minutes from meeting with Sarah Couzens
    - i. Update re coaches meetings
  - c. Amended coaching structure. Update?
  - d. Squad Criteria – hours incorrect \*
  - e. Proposed weekly hours/contract for coaches

- f. CPD for all coaches?
- g. Performance Squad S&C and coaching discussion
  - i. Actions for coaching staff
- 4) Welfare Update
- 5) Meet Update
  - a. Establishment of Meet sub-committee from the wider membership
- 6) Look ahead 2023 planning
  - a. ASA fee renewal
  - b. Pathway update – discuss making Club train members
  - c. Millfield Contract renewal
  - d. Monkton Collaboration update
- 7) AOB
  - a. Review and approval of parents meeting documents
  - b. Further discussion of updated timetable - Squad training Hours/times – review and discussion needed \*
    - i. Concerns raised by Transition parents
    - ii. Discussion regarding timeframe to return Performance squads to pre-COVID timetable
    - iii. Actions for coaching staff
  - c. Special Advisor role – child still a swimming member contrary to constitution.
  - d. TU Members – is it up to date now?
    - i. Have the renewal emails gone out to members?
    - ii. Need oversight from Welfare/Workforce re valid members.
  - e. Use of WhatsApp for important oversight.

### Agreed actions from last meeting

Action	Comments	Status
<b>Finance actions</b>		
MK and JM to go onto the banking mandate	MK to speak to Natwest to get list of names on mandate and get new list updated	<b>On Going</b>
LW review pool time review to reduce	<ul style="list-style-type: none"> <li>• List updated going out with update meetings</li> </ul>	<b>Complete</b>
<b>General Business</b>		
MK to approach possible options for Interim Chairperson Committee position.	ME has asked Chris Chudleigh to Chair for the AGM.	<b>Complete</b>
Proper email addresses and acceptable GDPR statement to attach to all emails.		<b>Complete</b>
Actions from Welfare meeting need to be followed up	Need to have a separate discussion to review	<b>On Going</b>

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Review the future rates based on the levels for the price of meets		<b>Complete</b>
MK to check if he can sign off timekeepers with Somerset ASA.	Ben Whittle to confirm when and if can be done	<b>Complete</b>
Run a race practice day to get parents in to see what is needed to run a meet and enable parents to learn how to do Time Keeping	Speak to parents and run on a Saturday	<b>On Going</b>
Speak to LW about Race Day and get agreement to proceed.		<b>Complete</b>
Aim to present at the AGM to structure plans and timetable. Needs to be done ASAP for parent planning		<b>Complete</b>
Meeting with parents from academy and performance to discuss? Present changes before AGM and have some time to "vision" the event		<b>Complete</b>
host overall coaches meeting for coaching and development	LW has been picking up individual discussions	<b>On Going</b>
LW to be asked to join the coaches forum and raise that lack of license at the Arena League which means that times can't currently be used towards targets		<b>On Going</b>
Meeting with parents from academy and performance to discuss? Present changes before AGM and have some time to "vision" the event		<b>On Going</b>
SEv to book 2 rooms to host the meetings week of 16 <sup>th</sup> January need LW and S&C coach		<b>Complete</b>
NS/ ME to remove wording "elite" from diagram structure		<b>Complete</b>
To put contracts in place with coaches LW and CJ		<b>On Going</b>
SEv to email MK to request update on meet pack, emailed any clubs, has he met with the open meet group, made contact with Ben Whittle to book officials?		<b>Complete</b>

## Coaching Update

- Need to set an ambition to get swim time back up to sporting excellence level acknowledging that it will cost the club to get to the right amount of time by Easter (which will include S&C time). Need to develop the head room to allow swimmers to complete the amount of time for their DiSE criteria. Doing it as quickly as we can.
- Need to get a meeting booked with LW to develop the S&C program and understand why its underperforming.
- Performance meeting document presented to be agreed over the weekend by the committee so it can be delivered to parents as an expansion of the committees vision. Need to resolve challenges.
  - **Action: Looking at getting exam policy approved at AGM.**
- Performance year plan has been sent to CJ for his view and will hopefully add this onto the plan.
- ME has sought access to the Brown Jacobson contract to design a contract for Head of Swimming if approved by members at the AGM. Looked at all the self-employed contract legislation. Need to make sure we're following the latest SE guidance.
- Discussed amendments to Head of Swimming Job Description. The Job Description was voted and agreed unanimously pending the amendments to be approved by the committee.
  - **Action: JM and NS will look at getting the contract established.**
- SF queried the squad times –
  - **Action: To discuss with LW.**
- Does LW need any additional support from the committee with admin.
  - **Action: SEv to sit down with him once a week if necessary.**
- MK asked if we could start using coach now again to allow safe comms across the club.
  - **Action: to discuss this suggestion with LW**

## Meets

- DJ talked about the quick wins running low level meets. Providing experience for younger swimmers and their families.
- MK suggested the creation of a mini moonraker league as a level 4 meet and build a local network to run "fun" sprint meets to increase involvement. KB informed that there was swimming committee funding if 3 clubs have an event.
- All done first hytek file failed, second uploaded meet pack is ready to go. KS is ready to go with publicity, MK confirmed meet pack will go out tomorrow along with the hytek file or a link to the file.
- June meet date 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup>.
  - **Action: MK will create June pack now and publicise it at March meet. Keep running order the same.**
  - **Action: Price for summer meet needs to be reviewed for summer meet.**

- **Action: Need to reach out to clubs like Mount Kelly to invite them back.**
- Chris Metcalf has already been here for some timekeeper testing and has agreed that MK can sign off additional timekeepers if he is prewarned that we are doing it.
  - **Action: Apply for the long-distance funding, for the meet need to give feedback to SESW.**
- ME discussed the aspiration of running a meet with Monkton and running meets between TBAS, Monkton and Millfield increase engagement with the club.
- ME said we need to get to an elected Committee so parents and swimmers know who to reach out to and manage parents and their expectations.
  - **Action: need to look at alternative options for food for the meet as catering is not currently covered.**
- ME to pick up the Millfield contract renewal, ME will discuss with Euan future contracts.

## Coaching

- Pathway trials last week 5 places were offered for Pathway, 4 were offered places in start, and another trial will be held next week. Which would put start numbers at 20/21. Which puts start back up at 92% occupancy.
- CD suggested looking at a wider catchment area for the next Pathway trail.
- £640 per month will be generated as a minimum from the pathway program plan.
- Others will be referred to tribe but told that they can come back once they have worked on suggested areas that they need to improve.
- Some of Start are doing counties as well as Turn, some Finish will be able to do regionals as well as Transition.
- Performance management has been difficult to get the consistency across the coaches. LW is trying to get the coaches to make the plans themselves, e.g. CJ to do some speed sets, SC more endurance/ aerobic and LW to do skills sets this would give more by-in from the coaches and they will become invested in the swimmers more.
- S&C training Performance will do pool and then land on a Tuesday which can be tailored to the individual swimming times, works out at 16.5 hours for the squad a week. The high-performance gym isn't used on a Saturday and could be an option going forward. These will include recovery sessions to allow the children time within the week so they are not completely flat out for the whole time.
- Possible contracts with Monkton will allow for easier use of the pool time.
- Wednesday and Friday sessions are being billed from 6am. They are charging per session not on an hourly rate. Need to see the contract to ensure the Club is being charged correctly.
- LW is finalising plans and will circulate them among the committee and then share among the parents. With a comment that this is based on current coach availability and will change.
- Looking to advertise for the performance squad, will inform SC that its happening.

- LW to explore Swim England talent pathway to see if there are coaches out there that we could develop but they could coach our squad.
- LW informed the Committee that he was look at coaching clinics and bringing in expertise from those coaching in the university.
- Looking to support CN to do Level 3 if she is approved to do it and other training as necessary.
- SH will finish L1 coach in March.
- LW to contact adhoc 'support' coach who has approached LW to help with additional hours.
- Concerns raised by some transition parents regarding when the proposed Saturday session was planned to be held and if it would be possible to change it. It was explained that this was because of coach availability at the current time.
- LW and KW are the only ones who currently could cover meets, although CN will also be there with Warminster.
- LW will try and come to the parents performance information session. ME asked for other committee members to help so it was a committee delivery JM offered to help.
- JM put the policy forward the proposal that Squad uniform to be reinforced particularly at meets by swimmers and volunteers and KH suggested that there was a welfare position that all coaches and helpers should wear a TBAS t-shirt when poolside.
  - **Voted unanimously into Club policy.**
- MK asked for official tops when funds allow. Ideally all TM should have that printed onto their t-shirt.
- Swim path commercial arrangement isn't providing any benefit to the club. Need to look at the commercial arrangement for the club.
- Futures advert, Luke runs the futures program and was told he could send out the advert/flyer to swimmers which could be added onto the newsletter.
  - **Action: LW to send to NS.**
- LW has spoken to Euan about running a L4 meet with Millfield at £1 or £2.50 an entry.
- LW to attend the coaches forum for the arena league contact Chris Vickery.

## AGM

- Documentation is in place for the AGM, nominations have been received for some roles within the Committee however the role of Secretary and Treasurer are still vacant which leave the Club at risk.
  - **Action: To send email to members informing them of current state of play for nominations and reiterate the importance of filling these roles. Communications Officer role is also still vacant which leaves the club in a difficult position particularly in the recruitment of new members and publicising Swim Meets.**
- The date of the next AGM could be planned now and submitted to Members to avoid the deadlines being missed.
  - **Action: Propose date of next AGM and announce to Members.**

**Date of next Meeting: 3<sup>rd</sup> February 2023**

### Actions for next meeting

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Run a race practice day to get parents in to see what is needed to run a meet and enable parents to learn how to do Time Keeping	Speak to parents and run on a Saturday	<b>On Going</b>
Host overall coaches meeting for coaching and development	LW has been picking up individual discussions	<b>On Going</b>
LW to be asked to join the coaches forum and raise that lack of license at the Arena League which means that times can't currently be used towards targets		<b>On Going</b>
Meeting with parents from academy and performance to discuss? Present changes before AGM and have some time to "vision" the event		<b>On Going</b>
To put contracts in place with coaches LW and CJ		<b>On Going</b>
Looking at getting exam policy approved at AGM.		<b>New Action</b>
JM and NS will look at getting the contract established.		<b>New Action</b>
Review squad times, to discuss with LW.		<b>New Action</b>
SEv to sit down with LW once a week if necessary to support		<b>New Action</b>
To discuss Coach Now suggestion with LW		<b>New Action</b>
MK will create June pack now and publicise it at March meet. Keep running order the same.		<b>New Action</b>
Price for summer meet needs to be reviewed for summer meet.		<b>New Action</b>
Need to reach out to clubs like Mount Kelly to invite them back.		<b>New Action</b>

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Apply for the long-distance funding, for the meet need to give feedback to SESW.		<b>New Action</b>
Need to look at alternative options for food for the meet as catering is not currently covered.		<b>New Action</b>
Advertise Futures Program LW to send details to NS.		<b>New Action</b>
To send email to members informing them of current state of play for nominations and reiterate the importance of filling these roles. Communications Officer role is also still vacant which leaves the club in a difficult position particularly in the recruitment of new members and publicising Swim Meets.		<b>New Action</b>
Propose date of next AGM and announce to Members.		<b>New Action</b>