

## Team Bath AS Management Committee Meeting Minutes

Thursday January 18<sup>th</sup> 2024

University of Bath

The Team Bath AS Committee	Apologies
Rob McFarland (RM) – Chair (via Teams)	Jim (J) – Interim Welfare Officer
Gareth Strange (GS) –Treasurer	Emma Lewis Welfare Officers (Training)
Sarah Eves (SE) –Secretary	Open Meets Promoter – Role Vacant
Nicky Slee (NS)– Communications Officer	Performance Liaison Officer – Role Vacant
Cara Dowding (CD) –Academy Co-Ordinator	Leah Clark (LC) – Interim Workforce and Training Co-Ordinator
Victoria Naudi (VN) - Workforce and Training Co-Ordinator	
Nick Caller (NC) – Fundraising Officer	
Gina Fox-McFarland (GM)– Meet Co-Ordinator	
Irene Bopp (IB)– Membership Secretary	
Jim Horden (JH) – Interim Swim Mark Officer	
Jill Wildish (JW) – Welfare Officers (Training) (Via Teams)	

### Agenda

- 1) Chair -Welcome, introductions and apologies
  - Minutes and actions from last meeting
  - Head Coach feedback
  - Kit update
- 2) Treasurer update
  - Budget Update
- 3) Welfare Update
  - Wave power
- 4) Membership Update
- 5) Academy update
- 6) Competitions Update
  - Update on Meet entries
  - Club Records
- 7) Workforce update
- 8) Communications Update
- 9) Fundraising Update
- 10) Swim Mark Update
- 11) Date, time and location of next meeting

### Minutes and Actions from last meeting.

All December minutes have been reviewed and approved by Committee members these will be added to the club website in accordance with the Club constitution.

Action	Comments	Status
Current closed welfare files will be uploaded and stored as archived files on secure G-Drive. Open or Ongoing files to remain on Welfare drive.	To be confirmed with in coming Welfare officers once training is complete	
VN to set up G-Drive to store workforce certification securely on file.		<b>On Going</b>
GS to implement Visitor Fee structure by 1st December 2023	Full finance document being developed to be published ASAP	<b>Document submitted for Committee approval at next meeting, and LW to be given oversight</b>
GS to review budget and cost to date in January	To present details at January Committee meeting	<b>Document circulated</b>
NS requires newsletter content by the end of the month.	Rolling request for each months newsletter	<b>To coincide with meet</b>
NS Suggest last Friday of the month parental social – January. No profit making but good to get people together In the Lime Tree. Need to find someone within the club to drive this after first event!		<b>On Going</b>
NS to reveal new designs in the next Club newsletter (due early January).		<b>Complete</b>
SE to send printing details for Gould's.		<b>Complete</b>
K2 Foundation Marketing Director to send content for us to use on our channels.		<b>Complete</b>
GS to aim to get Go Cardless ready to go for the renewals in January.		<b>Complete, awaiting wider circulation by end of February</b>
SE to discuss with Kay next		<b>On Going</b>

Patrons: Sharron Davies MBE, Stephanie Millward MBE

steps to explore whether we can expand to become a para-swimming center		
SE to provide additional information from her short time in the Workforce role.		<b>Complete</b>
NC to check date of sponsor swim with KB to ensure it fits with the training plan for the older swimmers		<b>On Going – After 3<sup>rd</sup> August</b>
Committee to agree dates with a social afterwards, suggest February and possibly a Club Champs for December next year.		<b>On Going</b>
NC to send an invite to get ideas to gain funding.		<b>Complete</b>
RM agreed to contact Karen to ask for access to be granted to the clubs Facebook account.		<b>On Going NS to check and confirm</b>
Committee requested that SE speaks to LW to get the current system working then we can work out how to adapt it.		<b>On Going</b>
NS to email the committee for donations RM to present it to them and thank them for their hard work.		<b>Complete</b>

### Meeting Minutes

- March L4 meet TBAS have been approached by Taunton Deane SC and asked if the Club would change the date of the L4 meet to February thereby relinquishing the license for March to allow Taunton to host a meet. The request was made because Somerset ASA has issued all the licenses for March and are unable to issue any more.
  - RM had a long chat with LW and the decision was made that the Club would not change the date of the March L4 meet, LW is on holiday in February and KW is unlikely to be able to attend the suggested date. As this is the first competitive swim for these swimmers who are very young it was felt that this made it unfeasible. This is also a target meet for L4 swimmers that the Coaching Team has been planning and working

towards. It was also felt that counties may also be scheduled anytime around then which would put the club in a difficult position for officials etc.

- LW has been selected by Swim England onto the Swim England Coach Development program. He is seen as someone that Swim England want to support and develop as a swimming coach.
  - **NS to confirm with LW what publicity he would like on this.**
- LW informed the Committee that he is finding the movement of swimmers to the next squad quite difficult. The movement of swimmers particularly from Competition to Performance is going to be slow. The swimmers in this squad haven't been in the squad long enough and aren't quite ready to progress yet due to age and natural progression of swimmers at this stage in their swimming careers.
  - This need to move swimmers will become more obvious particularly after Counties and the L1/L3 meets in the next few months.
- A discussion was had regarding the spaces within squads LW informed the Committee that some spaces are hard to fill as they are disproportionate to the ability of swimmers within the Club, there is plenty of space at the bottom of the club but not spaces where swimmers are developing.
  - This triggered a discussion regarding the idea that the committee may need to look at whether there was a need and pool availability for a "Junior Performance squad" to support those coming through. There may also need to be more targeted recruitment to fill specific vacancies.
  - RM suggested we also need to explore other options again for pool time for the junior squads.
  - **GS to review the other squad structures that were considered during the initial restructuring and a more social squad/ recreational squad for those who don't want to "compete" at such a high standard.**
- CD said she'd had requests from tribe from slightly older swimmers (Aspire 2/ Development age) who are interested in joining but have only swum with Tribe and are looking to progress. It was felt that unless these swimmers had the ability that would be expected for their age it was more appropriate to sign-post them to local clubs who may be able to give the more relevant support.
- Budget had been circulated by GS to the Committee, GS discussed that the Club made less in December than budgeted due to support provided to nationals which wasn't provided the previous year and therefore an unbudgeted cost.
  - **New finance policy circulated for review and approval at next meeting.**
- **GS to provide names of long-term non-payers to IB ASAP to make sure membership isn't renewed for these swimmers until debts are paid.**
- Go cardless ready to go, official launch end of January all new joiners to be put onto straight on to it with all other swimmers being highly recommended to use it.
  - **Resolution to be put forward at AGM to make use mandatory for all swimmers- members to be asked to vote to approve this.**

- Parents going into the changing rooms with swimmers who are older than would be reasonable.
  - **SE to confirm with STV if they have age restrictions for swimmers parents.**
- IB informed the committee that 186 members have renewed, 6 parents with under 18-year-old swimmers haven't renewed and are being chased to comply with the Club constitution. 60 swimmers haven't yet renewed including some Performance swimmers.
  - **IB to send LW an up-to-date list of non-renewals, LW to speak to swimmers to get renewal placed.**
- Batch will cost £4,500 GS is going to invoice parents to cover costs before we pay Swim England.
- Kit/ Fundraising NC has spoken to 4 different providers and current kit provider Swim path he discovered that Millfield have a 7-year contract with Swimpath to sell apparel at meets which has 2 years left to run, with a sales rebate that goes to Millfield.
- For kit provision Swimpath have said they are happy to expand the options we have plus training aids. They could provide the Club with a 10% discount on products bought, provide vouchers for hot heats, arena carbon swimming costumes for give aways at meets and will support at sponsored swim.
- **NC needs to place an order for volunteer t-shirts in next 2 weeks in order to be able to provide all Volunteers with t-shirts for the meet in March.** GS suggested we order 30 in various sizes.
  - Vote to move forward with supplier and product order passed.
- VN said we need to promote the need for volunteers for the L3 meet with younger swimmers parents.
- CD discussed that there were currently 9 spaces in Aspire 1. She asked the Committee if she needed to push for another trial. CD also discussed that the Club may have to turn people away for being too old for Aspire 1.
  - The Committee agreed that the spaces should be filled with smaller trials held alongside training sessions.
  - **CD to chat to LW to agree when would it be sensible for another trial to go ahead.**
- No TM courses with spaces that are available no Module 2s this planned this year. VN in email with conversation Swim England SW to try and resolve this. This will give us problems if not resolved long term.
- GM informed the Committee that the License for the L4 meet had been approved for May.
- GM asked for records to be approved by committee and signed off.
  - Voted by the Committee current records to be uploaded onto website.
- GS to send GM a list of non-payers so we can look at whether they should swim in future meets. IB to put onto membership renewal email as non-renewal will prevent swimmers from competing.
- NS informed the Committee that Coms activity had been very busy, Winter nationals, 2 newsletters. The next newsletter will be designed coincide with March meet.
- Coms is continuing to provide to L3 meet in March.

Patrons: Sharron Davies MBE, Stephanie Millward MBE

- Easy fundraising has 28 supporters and has so far raised £574 for the Club so far.
- 458 followers on Facebook, 3500 followers reach for March meet on Facebook 2500 followers on X.
- RM asked for **coms push for L4 meet NS confirmed this would happen.**
- JH has met with KB to start handover.

**Actions arising:**

Action	Comments	Status
Current closed welfare files will be uploaded and stored as archived files on secure G-Drive. Open or Ongoing files to remain on Welfare drive.	To be confirmed with in coming Welfare officers once training is complete	
VN to set up G-Drive to store workforce certification securely on file.		<b>On Going</b>
GS to implement Visitor Fee structure by 1st December 2023	Full finance document being developed to be published ASAP	<b>Document submitted for Committee approval at next meeting, and LW to be given oversight</b>
GS to review budget and cost to date in January	To present details at January Committee meeting	<b>Document circulated</b>
NS requires newsletter content by the end of the month.	Rolling request for each months newsletter	<b>To coincide with meet</b>
NS Suggest last Friday of the month parental social – January. No profit making but good to get people together In the Lime Tree. Need to find someone within the club to drive this after first event!		<b>On Going</b>
GS to aim to get Go Cardless ready to go for the renewals in January.		<b>Complete, awaiting wider circulation by end of February</b>
SE to discuss with Kay next steps to explore whether we can expand to become a para-swimming center		<b>On Going</b>
NC to check date of		<b>On Going – After 3<sup>rd</sup></b>

Patrons: Sharron Davies MBE, Stephanie Millward MBE

sponsor swim with KB to ensure it fits with the training plan for the older swimmers		<b>August</b>
Committee to agree dates with a social afterwards, suggest February and possibly a Club Champs for December next year.		<b>On Going</b>
RM agreed to contact Karen to ask for access to be granted to the clubs Facebook account.		<b>On Going NS to check and confirm</b>
Committee requested that SE speaks to LW to get the current register system working then we can work out how to adapt it.		<b>On Going</b>
NS to confirm with LW what publicity he would like to celebrate his acceptance on Coaching Course.		
GS to review the other squad structures that were considered during the initial restructuring and a more social squad/ recreational squad for those who don't want to "compete" at such a high standard.		
New finance policy circulated for review and approval at next meeting.		
GS to provide names of long-term non-payers to IB ASAP to make sure membership isn't renewed for these swimmers until debts are paid.		
Resolution to be put forward by GS at next AGM to make use mandatory for all swimmers- members to be asked to vote to approve		

Patrons: Sharron Davies MBE, Stephanie Millward MBE

this.		
SE to confirm with STV if they have age restrictions for swimmers parents accessing changing rooms.		
IB to send LW an up-to-date list of non-renewals, LW to speak to swimmers to get renewal placed.		
NC needs to place an order for volunteer t-shirts in next 2 weeks in order to be able to provide all Volunteers with t-shirts for the meet in March.		
CD to chat to LW to agree when would it be sensible for another trial to go ahead to fill squad vacancies.		
Coms push for L4 meet needed NS confirmed this would happen.		

**Date of next Meeting: 1st February 6pm Lime Tree next meeting.**