



## Aquae Sulis Committee Meeting Minutes

### Committee Members:

Chair - Susie Hann (SH), Secretary - Chrissie Lamb (CL), 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), Special Advisor – Jim Durrant (JDu)  
*Vacant Positions –, Welfare Officer, Open Meet Manager,  
Swim21 Coordinator,*

Meeting held on

Thursday 26 May 2016

At 18.30pm at the Lecture Room, STV

Susie Hann welcomed Emily Taylor (ET) and Natalie Gordon (NG) to the meeting. NG was representing the Open Meet team. Nick Bown joined the meeting at 7.15pm.

- 1.0 Apologies for Absence  
Karen Bowen, Chrissie Lamb
- 2.0 Minutes of Previous Meeting  
The minutes of the last meeting held on 28 April 2016 were accepted and signed as a true and correct record of the meeting.
- 3.0 Matters arising  
Coaching cover - RA reported that she had sent Jamie Forrest a membership form to complete but had not yet received it back.
- 4.0 Governance model - A governance model had still not been presented following the last meeting as outlined and it was agreed to close this matter unless further information was presented.  
Framework documents – SH reported that the Coach contract was still under review.
- ACTION This would be put on the Agenda for the next meeting.

Chris Hardick had agreed to give Team Unify tuition to any committee members who would like it and would make himself available poolside in the coming weeks.  
Welfare Officer appointment – SH had put out an appeal to Network clubs for ideas for a Welfare Officer for the club. Jane Prideaux and Marion Britton had agreed to help her. ML suggested there may be someone suitable for the role at BOA, an expert in welfare, who would be happy to talk to the club via Sue Criddle. ET stated that it was important to distinguish between behaviour/ code of conduct issues which were committee matters and safeguarding/welfare issues which were Welfare Officer matters. SH outlined that the Welfare Officer should not be a parent of a swimmer or related to anyone on the committee. Someone with the right calibre of qualifications was required with a higher level of safeguarding experience. ML stated that there were issues waiting to be dealt with by a Welfare Officer and it was a high priority to instate one. SH stated that DW was interim Welfare Officer and Jane Prideaux had agreed to advise on Welfare.

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- 4.0 Correspondence Received  
A letter had been received from R Lamb, Chairman at Calne Alpha, regarding the previous Network committee meeting. SH circulated the letter with her responses to the 6 items raised. The committee were in agreement with the responses.
- ACTION SH would reply to R Lamb with the responses.

An email from a parent had been sent to the Head Coach, informing him that their swimmer would be leaving the club. The matter of how parents should communicate with the Head Coach was raised and

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ET stated that it was unacceptable for parents to routinely send their frustrations to the Head Coach via email. A process was required to enable frustrations, thoughts and issues to the Coach and JD stated that if anyone needed to discuss an issue with him they should request a face to face meeting to discuss these. He would be responsible for discussing issues around coaching and swimming matters. ML stated that a clear communication pathway that everyone understood was required to address how to communicate problems and issues with the head coach. RA stated that anyone wishing to remove their swimmer from the club was required to inform the Membership Secretary immediately.

**ACTION** The committee would work on developing a communication pathway.

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## 5.0 Section Reports

### 5.1 Treasurer's Report

JB tabled a budget document for Y/E 31/08/2017 which showed figures for the Year ended 2015/2016/2017. JB drew attention to the column Year ended 31/08/2016 which showed a deficit of £4,075.18. She explained that expenses had been incurred during that year which should not need to be repeated going forward. JB reported that the current 5 month accounting period brought about by moving the financial year from 1 Sept – 31 August would see a deficit as there had been no income from Open Meets and this could reach up to £20,000 by the end of August. The open meet income from July would help to decrease this deficit.

The column Year ended 31/08/2017 showed figures adjusted from those presented to the NWC meeting. Hosted Open Meet income would increase to £37,000 from £35,000. A figure for Coaches expenses was included to reflect those incurred in the previous year. JB stated that fundraising and Swim Camp income had not been included in the budget but these should bring in additional income not shown. She stated that the figures shown were not final and could change as club activities changed. It was vital that the club got licenses for Open Meets back. JB had met with SH and JD. JD had identified the new squad structure swimmers and JB reported that a few more swimmers could be taken. She stated it was paramount to maintain swimmer numbers and stressed the importance of JD maintaining connections with Network clubs.

ET reported that Andy Osborne wished to get a clear strategic plan for Open Meets going forward and she asked who from AS would be keen to join a group to discuss this plan. JD stated that he had previously met with Matt Puddy and Andy Osborne to discuss this.

JB reported that the club did not fit the criteria for becoming a CASC. JDu had presented a tax document to JB. The fees brought in to Open Meets from other clubs could present taxable income although these would be attached to costs and only profit taxed. JB stated that a profit year to year is not generally made and the club could demonstrate that it was not a for-profit organization. It was agreed that there were no hard and fast rules for swimming club tax policy.

ML enquired what the club expense policy was. The mileage rate was £0.45p and coach, hotel and subsistence rates varied.

**ACTION** The club Expense Policy would be reviewed.

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### 5.2 Head Coach Report

JD reported that the regional Championships had been very successful with a good medal haul and a high number of finalists in top 10 finishes. He had been impressed by the attitude of a lot of swimmers and wished to thank Sylvia Sinclair, Susie Hann, Karen Saunders and Liam Wilcox for their support poolside through the meets. JD had presented the new structure for a performance squad at a Network Club meeting. He and SH had met with Judy Higgs of Bath University to make the necessary alterations to the pool time required for the new structure which would take effect from September. Time would be freed up in the evenings as sessions would finish earlier and this could allow for some combined Network Club sessions. The proposed swimmer interviews for the new squads would take place in June and the coaching rota would be finalized. JD had met with Derek Hood to discuss the design of a new logo for the squad, linked to a rename and rebrand once agreed on. A parent meeting would be held on Wednesday 1 June at Lansdown Golf Club and he thanked Chris Davies for arranging this venue. Mitchie Lyne had stated she wished to put in a new club kit order and JD stated there were issues with the

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current kit supplier, Kukri, and that it may be a good time to source another kit supplier.

JD reported that Laura McNab and Liam Wilcox had been selected to represent SW England at the International Meet in Croatia at the end of June. Tom Sinclair had also been selected but would not take part due to the A level exam timetable.

JD reported that Thursday night land training had been cancelled indefinitely as Pentathlon GB were using the facilities. JD proposed to discontinue this session and take up the new structure from September. He had been in discussion with Mike Muckelt about taking on the land training programme for next season. He would talk to Jacob Staines at the University to see if one-to one training could be given in the meantime.

**ACTION** JB would terminate the contract with Training Solutions, the current land training provider.

RA enquired as to whether a new name for the club had been agreed. JD reported that he had suggested a new name of Bath Network Swim Squad, adding that as September was felt to be too soon to implement a change, the idea of a new name would be gradually introduced.

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### 5.3 Workforce/Swim 21 Co-coordinator Report

SH tabled KB's report that stated she had informed Jackie Hilliard, Regional Development Coordinator that KB would be doing the submission for SWIM 21 Essential until a volunteer was found. KB stated that the Development plan had been updated to include the Framework Development document. This was tabled along with updated status on some points from ML.

**ACTION** ML to follow up point 7 of the development plan with Brian McGuinness

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### 5.4 Fundraising

WH reported that she had met with Ann Cookson to discuss a fundraising timetable for the coming months and to establish estimated funds for activities being planned. A Sainsbury's Bag Pack had been arranged to take place on Saturday 3 September 2016 at Green Park, Bath. A rota would be drawn up nearer the time and all swimmers were expected to join in. Fundraising activities were planned for the July Meet and would include tombola of alcoholic and non-alcoholic summer drinks, cocktails and fun stuff following a summery holiday theme, a hamper raffle and TYR bag raffle and a Penny Raffle. As there would be children who were not swimming they would be asked to man stalls doing simple face painting (club colours etc), and fun games such as guess the number of sweets in a jar etc. Ann and Wendy would collect donations from AS parents following an email out first week of June. WH reported that the ProSwimwear fundraising account held funds of £670.00 and she was making arrangements for the account name to be transferred to her to enable JB to request the funds. Further fundraising activities were outlined with a Waitrose Bag Pack currently being arranged for the Autumn. The estimated income from activities arranged to date was £6,000.00 and this would increase as further activities were arranged. WH reported that she would be meeting with Suzanne Pritchard who would be putting together a sponsorship proposal/package.

**ACTION** WH to follow up arrangements for a Swimshop for the meet in July.  
WH to liaise with JD and Emma Head to assist planning of a February Swim Camp.

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### 5.5 Open Meet Report

SH circulated a report written by herself in the absence of an Open Meet Manager. The level 3 Meet on 2/3 July had been advertised and entries were coming in. The network had been asked to support this meet and AS swimmers asked to prioritise it over the Fast 5 competition. Gill Crudgington would take over the computer side of the meet organization and process entries with SH. Michelle Croker would organize medals and assist with refreshments. Kyp Harrison and Adrian Sharman would arrange officials and Mary Doel from Frome would run catering for officials. Coach packs and heat sheets would be pre-seeded and printed prior to the event. As would print their own programmes. More referees were needed for the Sunday and AS was looking for these.

The level 3 Meet – September. AS was waiting for Hengrove to confirm whether we can move the meet

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from Sunday to Saturday but as they had not replied it was suggested that the license be applied for for a Sunday meet.

Level 2 Meet – November. SH reported that a date had been set for the meet, 19/20 Nov at Hengrove and a meet pack would be put together.

ACTION SH to liaise with Gill to process entries.

Open Meet team to contact Hengrove and finalise date and apply for license for Level 3 meet in September.

Open Meet team to apply for license for Level 2 Meet in November and out together a Meet Pack.

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## 5.6 Competition Report

NB tabled a report on gala entries for recent past events outlining number of athlete entries and number of event entries, Costs of entries and coach passes, Withdrawal numbers and Club Records achieved. NB queried how an athlete's age was determined as regards club records and it was agreed that the age used was the one at the time of achieving the record, not the age group an athlete was in for that year.

ACTION ML would put the new club records in the next newsletter.

NB would further explore how Team Unify calculated ages for club records.

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## 6. Policy Reviews

### 6.1 Codes of Conduct – Parent/Coach/Committee-volunteer/Mobile Device Policy.

These Codes of Conduct were tabled. Each had been copied from Wavepower (WP), the latest Amateur Swimming Association (ASA) Child Safeguarding Policies and Procedures publication and deemed fit for purpose for the club's needs. ML asked if the old codes of conduct had been taken from WP and SH stated that not all previous policies had been but would have been based around WP policies. The meeting agreed to adopt these new policies.

ACTION ML to send out the policies to all swimmers at the end of the season to be completed and returned in September.

### 6.2 Discipline and Expulsion Policy

A reworked Disciplinary Procedure document was circulated which had been drawn up by DW and represented a more flexible procedure than had previously been used. ET stated that she felt the document was too harshly worded and, whilst she thought the content was correct and did not need to change, it should be reworded. ET added that it should be stated in the document that a coach should also follow a code of conduct and be subject to a disciplinary procedure if necessary. SH confirmed that this would be adopted in the first section of the document. JD explained that the procedure was harsh to reflect performance swimming expectations and to ensure swimmers had the capability to cope with higher level performance swimming in the future. The procedure had discretionary powers for the coach to make decisions and this made the document unclear.

ACTION SH and ET would work together to rewrite the Disciplinary Procedure and Lindsey Dunn would be asked for advice.

The matter would be put on the agenda for the next committee meeting.

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## 8. Parent meeting

JD would deliver the new squad structure and criteria to parents at a meeting on 1 June. Jemma Lowe would deliver a talk to parents and swimmers about her career from her club experience to becoming a leading butterfly swimmer. She would be able to bring a wealth of experience to the meeting and the committee agreed to a £200 fee for this. ML requested that the talk be filmed and this would be permitted. SH stated that an agenda would be sent out in advance of the meeting and questions taken.

## 9. Changing room Behaviour

SH explained that an email was circulated reporting complaints by members of the public of ill behaviour from AS swimmers. SH had discussed this matter with Judy who had wanted parents to be responsible for their own swimmers in the changing rooms. This would be unworkable. Judy had also suggested that 2 CRB checked adults with photocards be present in the changing rooms. It was agreed

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that this would be unworkable and would need to be applied to all users and hirers of the STV. SH had not been provided with much logged evidence of the complaints and no specific times outlined. JD reported that the university lifeguards were becoming annoyed by the public complaints

**ACTION** If the University can supply details of specific incidents then action will be taken. SH would discuss this with Judy Higgs.

10. Land training update and resolution  
This item was covered in Item 5.2.

11. Date of Next Meeting and Forward Agenda Items  
Date of next meeting: Thursday 30 June 6.15pm  
Forward Agenda Items:  
Development Plan 2016 – 2017.  
Coach contract.  
Membership Pack.

The meeting closed at 21.15pm.