



Aquae Sulis Committee Meeting Minutes



Committee Members:

Chair Adrian Sharman(AS), Secretary Sue Criddle(SC), Treasurer Julia Barton (JB) Director of Coaching Graeme Antwhistle(GA) Head Coach-Chris Alderton(CA) Workforce - Karen Bowen (KB), Fundraising - Wendy Hood (WH), Communications Jamie McNeil(JM) Special Advisor Sean O'Connor(SO) Competition Secretary-Nick Bown(NB)Coach Liaison - Dave Wordley (DW), Membership- Sally Fowler-(SF) *Welfare Officer- Jim Durrant (JD), Open Meet Manager,(Vacant) Swim21 Coordinator Kate Watts(KW)*

Meeting held on

Monday 27th February 2017 and Friday 10th March 2017

Bath Uni at 6.00pm

- Apologies for Absence: Graeme,
- Minutes of Previous Meeting to be agreed and signed as true and correct record: to put copy on Website under Team Info. Agreed
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- Correspondence Received: Beacon Programme (Some AS swimmers involved) Somerset Presidents dinner: nobody attending as yet.
- **Section Reports**
 - Treasurer: Attached
 - Head Coach: impressed by kids resilience. Coaching rota to be sorted by Dave and Chris. Siobhan-Marie O'Conner to coach some sessions Chris agreed. Also Mel Burkett has offered to coach for free. Sylvia to be given parity on pay with other coaches and committee acknowledges all that she has put into the coaching team. Adrian and Dave to speak to her about how grateful we are. 2 paid coaches /session agreed. Julia agreed to 3 if sessions are busy ie Tuesday/Thursday.
 - Using on-deck app for attendance.
 - Chris visiting the home clubs as soon as possible and opening up dialogue with Head Coaches.
 - Workforce/Swim21:attached
 - Fundraising: not discussed
 - Competition report: attached
- Open Meet-update: to extend the cut off date as we do not have enough entries at present. Agreed to run meet as cannot afford not to for reputations sake.
- Pricing agreed for meet £12/weekend, £7/ day, £3/session £2/programme. Another meet in: May Level 2/3 July 2018 meet at Millfield booked.
- Future Competition/meets to work with UB,COB meeting with Lindsay to discuss meets out of Hengrove.
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- Overseas Camp-update : SO in discussion if we cannot delay to ask members if they are interested Action Adrian.
- Expenses policy : attached agreed by all.
- Lap cards : no longer required to borrow Somerset and Trowbridge
- .Alan Withers and Karen Bowen to meet with Chair and treasurer.: Monday
- **AOB**
- (1) Parents meeting: To be arranged by SC as soon as Chris lets her know.



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- (2) protocol for parents communicating with Head Coach : Parents to email DW in first instance as Coach liaison. Chris to open emails in normal working hours only and any meetings with parents to be held after morning training or before evening training.
- Take off Chris Alderton's email address from Team Manager. website
- (3) Squad age requirements- do they need changing?: not discussed to wait until Chris is ready to discuss.
- (4) Dave B (Keynsham and CoB) request for membership.: Policy to be agreed at AGM that adult members are to be involved with the club. ie committee members , officials team managers etc Parents are allowed to vote at AGM only if their child is under 16 years they are not members of the club their child is. Action Adrian to speak to Dave at meeting with Keynsham to see if he would like a role on committee.
- (5) Arena League: Discussion on whether to enter a team this year or wait 1 year or not to enter at all. Result voted on To enter a team in 1 year to be put on agenda at Network meeting.
- Next meeting TBC

Karen Bowen- Report for Team Bath AS February 2017

Club Development and Workforce

Meeting with Somerset ASA- Fiona Bowen and Alan Withers will visit us on 2nd march at 6.45pm to discuss the changes at the club and progress for the future year and that of the network. Invited are Sean, Adrian, Julia, Karen. Please let me know whether you wish to attend this informal discussion.

ASA Coaching Swimming Assistant Course starting this weekend with 16 candidates. The course has sold out.

STV reception staff advised of names to get access to poolside and parents informed of details.

This Saturday will need someone to cover collection of land training kit and ensuring swimmers make it to poolside at Mike will need to attend his course promptly at 9.30am.

ASA Coaching Swimming Level 2 course details booked but not confirmed yet from IOS about whether it will be blended learning. To stay in contact with James Paramore.

ASA Coaching Swimming Level 3- no details released at present or pricing.

ASA Coaching Swimming Level 1 course- advised that there would be enough numbers to run a course in late September/ October 2017. Awaiting to see if this would be through blended learning then find a tutor.

Team Manager 1 module running on the 10th March with Chris Metcalfe as the presenter. We can have up to 20 people. Need to advertise in the news section of the website and on twitter. Details to be sent to the ASA SW region and Somerset ASA by beginning of next week. Advise that coaches are enrolled where possible so that they can progress to TM2.

Team Manager 2 module for away camps and going abroad delayed until feedback on overseas camp.

Officials Training- Thank you to Michele Greenan for arranging a J1 course. 5 people turned up (I think 2 that we had recommended) and 3 were unable to attend. J2 course details were found with very short notice to Nikki. She was attending the training at Calne. Not sure if we are receiving all invites direct-may contact the officials trainers to ask if they could send me any details direct.

Doping workshop- 100%me , anti doping awareness awaiting confirmation of a date when Rachel Burrows is able to visit Bath. She is the programme manager at Loughborough.

Nutrition course for training and competition- need to speak to Chris Alderton about whether he has anyone in mind or perhaps contact Renee McGregor.

Based on a conversation with Chris I will leave it to him to let me know what he wants to do for the future as it is his programme.

Other course to consider are: Role of a swimming parent-Swimmer pathway and Competition preparation.

To discuss feedback from clubs regarding development lanes on Sundays and whether we can apply for network funding before the end of March 2017.

Lap cards- Somerset had their own lap cards which are available for any Somerset club. They only have 8 though so we will need some from another club or Wiltshire if we are to run 10 lanes. The Somerset lap cards are currently with Julia.

Officials expenses policy- draft policy sent to Adrian, Sue and Nikki for feedback prior to bring before the committee for approval.

Team Bath AS Policy for Swimming Officials Expenses

We would like to thank all officials who attend our meets. They help to ensure that swimmers have the opportunity to compete at the appropriate level. We rely on your generosity in giving up your time and it is greatly appreciated. This is our policy on expenses for officials at our meets.

If you are the parent or carer of a swimmer that is competing in any event you will only be entitled to expenses if you officiate for the whole day. If you have completed all sessions during a day you will be entitled to half your mileage allowance as long as your journey is over 1 hour.

Day Refreshments: At all competitions that cover more than one session during the day refreshments will be provided (but please bring a water bottle poolside).

MILEAGE

Mileage will be checked and verification may be requested before payment is made.

Payment for mileage will be made at an agreed current rate set by ASA South West (2017 current rate of 45p per mile) and will normally be between home address and the venue. If the journey starting point differs from the home address payment will be made for whichever is the shorter distance.

Mileage is paid for officials who work for the whole day.

ACCOMMODATION

Applicable to open events run by Team Bath AS with consecutive days. Maximum claim **1 night per weekend or 2 nights if working 3 days.**

1. Officials must work for the whole weekend for 1 night claim, or 2 consecutive days if a 3 day competition. Two nights may be claimed if working the whole 3 days.
2. Journey must be in excess of 1 hour.
3. Accommodation to be shared where possible.
4. Officials who accompany competitors or other persons may claim 50% of the costs on production of a receipt providing other conditions are met.

Accommodation costs will be considered for those who make a request to the meet organiser and it is approved in advance. It is essential that the club know who this applies to as budgets need to be monitored.

Officials will need to book their own accommodation and make a claim for re-imburement on production of a receipt if approval is given.

The maximum allowance is £80 for a shared double/twin room or £60 single.

EVENING MEAL

This is normally only paid for those who have approval for overnight accommodation. A detailed receipt **must** be attached to the claim form. Current rate is a maximum of £17.50 per night (alcohol cannot be included).

NB. Those who fulfil club duties requested by the Events Management Secretary are not entitled to claim expenses. Trainee Officials cannot claim expenses.



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Competition Secretary's Report for February 2017

Entries summary for this month

Tigersharks Level2/3 Spring meet, 18th-19th March

	Female	Male	Total
Number of athlete entries	11	5	16
Number of individual event entries	66	25	91

Costs:

91 entries @ £5.50 = £500.50
Coach passes @ £15 = £30
Total cost: £530.50

Team Bath AS Grand Prix Level 1 meet, 25th-26th March



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	Female	Male	Total
Number of athlete entries	17	18	35
Number of individual event entries	112	104	216

Entries still open.

City of Bristol International Level 1meet, 7th-9th April

	Female	Male	Total
Number of athlete entries	2	3	5
Number of individual event entries	23	17	40

Entries still open.



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Upcoming meet plan

South West Youth Regionals	29 th April – 1 st May	1	National/Regional	Plymouth
South West Age Group Regionals	13th-14th May 20-21 st May	1	National/Regional	Hengrove Millfield

Club Records

Long course database has been overhauled using the same criteria as for the short course database

New records since last committee meeting – short course

Swimmer	Age Group	Event	Time	Meet	Date	Date of previous record
Jayden Wordley	≤14	1500 FS	17:09.13	Wiltshire Counties	28/01/17	18/11/16



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Kate Watts Report for Team Bath AS February 2017

Swim21

The Swim21 portal has been updated with the Team Bath AS name.

All elements for the network accreditation have been uploaded to the portal and Emily Taylor has confirmed that the documents do not need to re-submitted to exclude Bath Dolphins.

I have started a contact sheet for the Swim21 co-ordinators at the network clubs and so far have the contacts for Calne and Corsham. I will send out a reminder to the network clubs to provide this information.

I have also started to collect items for the Team Bath AS accreditation which expires on 28/09/17.