

Patrons: Sharron Davies MBE, Stephanie Millward MBE
Director of Coaching: Graeme Antwhistle

Committee Members:

Chair: Chris Chudleigh (CC), **Vice-Chair:** Sarah Gillet (SG), **Secretary:** Kate Watts (KW), **Treasurer:** Mark Kelly (MK),
Head Coach: Chris Alderton (CA), **Workforce:** Nicola Butcher (NB), **Fundraising:** Vacant, **Communications:** Vacant,
Competition Secretary: Neville Hay (NH), **Deputy Competition Secretary:** Helen Ward (HW) **Membership:** Suzanne
Prichard (SP), **Welfare Officer:** Jim Durrant (JD), **Open Meet Manager:** Dave Crawford (DC), **SwimMark Co-ordinator:** Steve Jackson (SJ), **Academy Co-ordinator:** Vacant

Committee meeting minutes

14th April 2020 at 5:00pm – online call

Apologies for absence: Suzanne Prichard, Neville Hay, Steve Jackson, Jim Durrant, Sarah Gillet

Review of minutes from previous meeting: - The minutes from the committee meeting on 2nd March 2020 were approved.

Section reports: - The following section reports were received and distributed: -

- 1) Workforce
- 2) Open Meet Manager
- 3) Treasurer

Other items:

- TBAS June meet. With the current situation (COVID-19), it is expected that this meet will not run. However, the licence application has been submitted, but DC is still awaiting a response. [**Action:** DC to chase this]. There was also a question raised as to whether this meet could be moved – possible to August or September. [**Action:** DC to contact Millfield School to discuss options]
- CC attended a Swim England South West chairs forum (online) on 9th April. A number of items were discussed at this meeting, including: -
 - Grant applications for loss of earnings
 - Other funding options available to clubs during this unprecedented time
 - DBS checks – changes to process during this time
- CA advised that he will be attending a similar online Swim England forum for coaches on 16th April.
- CA advised that he has been asked to be the Somerset County Head Coach again for the Intercounty competition and the committee members present congratulated CA on this.

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- Committee roles: -
 - Fundraising Manager. CC advised that there has been no progress since the last committee meeting on recruiting a replacement for this role. There was a brief discussion about options for fundraising including a 100 Club, a social event (eg: at Christmas) or bag packing at supermarkets
 - Communications Manager. CC advised that SG is leading with the recruitment of a Communications Manager. To be followed up again at the next committee meeting.
 - Competition Secretary. CC advised that NH has resigned from the committee. HW confirmed that she would be willing to stay in post at this time and will work to find a volunteer to take over.
 - The Academy Co-ordinator role is also still vacant. **[Action: CA to speak to an Academy parent that has expressed an interest to volunteer for the club about this role]**
- TBAS website and social media. The current vacancies need to be advertised on the TBAS website. **[Action: KW to review the vacancies page on the website to see if everything is included]. CA confirmed he now has access to the TBAS Twitter account, but does not have access to Facebook or Instagram [Action: CA to contact parent who he thinks has access]**
- Club kit. CC advised that the new supplier (SwimPath) is ready to proceed, however, supply cannot be guaranteed currently. **[Action: CC to provide link to SwimPath website to committee members to view the new kit that is available to order]. [Action: MK to check if any payments have been made for kit ordered via previous supplier]**
- CA provided an update to the committee on the online delivery provided for swimmers to date **[Action: CA to send copy of online programme review notes (held with Mike M and Liam W) to the committee]**

AOB:

- Finances. MK provided a summary of the current financial situation, given the reduced fees being paid by members. This will continue to be reviewed over the coming weeks / months.
- Wavepower 2020-2023 has now been published and is available at <https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>. KW has reviewed the updated Codes of Conduct and policies and copied these into Team Bath AS documents. **[Action: KW to provide copies of these to the committee for review]**
- Job descriptions. KW suggested this would be a good time to review the job descriptions for all committee positions on the Team Bath AS website. **[Action: All committee members to review their applicable job description and provide any suggested amendments/updates to KW. Once changes have been suggested, these will need to be reviewed and approved by the committee]**

Next meeting: Monday 4th May, 2020 at 5pm

Remaining meeting dates for 2020: -

- 1st June 2020
- 6th July 2020



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- 3rd August 2020
- 7th September 2020
- 5th October 2020
- 2nd November 2020
- 7th December 2020

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Treasurer's Report - Committee Meeting April 2020

I have attached the Profit & Loss Report and Balance Sheet as of 31.3.20.

The accounts show a profit for the month of March 2020 of £12694.40 and a year to date profit of £9564.23 although there is some expenditure from the Millfield open meet still due for the month of March.

The attached Balance Sheet shows as of the 9.4.2020 we had £52,711.25 in the bank. Again, there are expenditure and invoices to be raised.

As at 9.4.2020 we had received in reduced fees an amount of £4779.63 which went towards the expenditure of £5340.99.

Items I would like the committee to discuss is how far into the bank balance are we prepared to go during this lockdown period, is there any grants/support available to our club and are we still looking for fees in May?

We have had a repeat incident where Team Unify sent invoices to all members, I asked Team Unify how to stop them but obviously what they suggested did not work. I have made contact to Chris and Mike for any assistance in stopping these invoices.

Mark Kelly 09/04/20

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Workforce Committee Report – March 2020

Committee Information

I am now up to date with the information I need.

Training Records

I now have the certificates and I am working through them so that I can chase any missing ones and update the workforce spreadsheet.

Job Descriptions

The Workforce JD has been updated and is being reviewed, please can this be completed?

Also the Vice Chair role also needs a Job Description – Awaiting action by Sarah

Problem with my email address coming up with my name instead of role now resolved

Training for 2020

I am still awaiting the development plan to build a full training plan probably for next season now, however as an update

We have a Coaching level 2 in May/June. 2 from TBAS interested. With Covid 19 and following discussions with Andrew Jack the plan is to still to complete the online element of the course and reschedule the practical. Therefore the room booking at the STV have been cancelled.

Safeguarding – we had a course booked on 28th March which was cancelled. If anyone is in urgent need Swim England are offering an online course.

With regards to the new online J1, we have 6 participants already underway with the theory.

Team Managers

During our March meet we did manage to get some new team managers involved which we will continue to do once we restart meets.

Nicola Butcher
Training and Development Officer

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Open Meet Manager Report – April 2020

March Meet Summary

Overall the meet was a success. Despite quite a few swimmers dropping out just before the event took place, the meet was very busy, and I think we were very wise to not allow spectators into the building. I think under normal circumstances we would have potentially had a Health & Safety issue if the building had both Swimmers and parents etc. Perhaps we need to consider this for future meets in terms of maximum people allowed at an event. I believe the Profit and loss figures are currently work in progress with the Treasurer.

A massive thankyou to all the volunteers who helped at this meet. I believe this was our busiest meet yet. The feedback I've received from Parents during and after the meet has all been positive

In terms of feedback the ASA South West Licensing officer provided a number of improvement points from our meet, which we will of course consider for future meets.

June Meet??

The Licence application has been completed and was sent to Lesley at the start of March. I have heard nothing back yet. Do you need me to chase this? Or are we of the opinion that there is no way this meet is going ahead? I noted over the weekend that Corsham are still planning to host a meet at the end of June as they have been advertising it. Thoughts on this?

September Meet

I will start getting the Meet pack together for this. Fingers crossed this meet can definitely run. Worst case scenario with no spectators (Or limiting it somehow?). I guess we must wait and see how the world lies nearer the time.

Many thanks – Dave Crawford