



Patrons: Sharron Davies MBE, Stephanie Millward MBE

Committee Members:

Chair Sean O'Connor(SO), Secretary Interim Sue Criddle, Treasurer Helen Ward Vacant Director of Coaching Graeme Antwhistle(GA) Head Coach-Chris Alderton(CA) Workforce - Karen Bowen (KB), Fundraising – Dave Crawford(DC) Communications Karen Saunders(KS) Special Advisor Vacant. Competition Secretary-Jamie McNeil (JM), Membership- Suzanne Prichard(SP) Welfare Officer- Jim Durrant (JD), Open Meet Manager Nick Bown(NB) Swim21 Coordinator Kate Watts(KW)

Committee Meeting Minutes to be held on

Monday 4^h June 2018
Bath Uni at 6.00pm

Apologies for Absence:Jim

Minutes of Previous Meeting to be agreed and signed as true and correct record: to put copy on Website under Team Info. Minutes adjusted and agreed to be posted on website

Matters arising from Previous Minutes/Meeting ;

Arena League:still no response from Adrian Edwards Jamie has emailed again.

Academy Squad :taster day 27 participated, 26 were offered places 13 so far have accepted. 1 declined Start date 7 July. To have another trial day asap to consult CA. Payments agreed to pay july fees plus AS fee and then not pay August ready for DD to start in September.Agreed.

Aiming for 100 in a year, There will be 2 sessions available from September. Sean advised that a proper business plan be developed analysing pooltime, costs, etc Action SP/SO

Need an email specifically for academy(SC to ask Chris H) also need an academy administrator Suzanne suggested Sally Fowler. Advised position needs to be advertised and CA needs input as will have a close relationship.

Progress on GDPR: SC reported all the policies were now uploaded on website. No updates as yet have been released. Advised that any emails sent out to groups should be sent 'bcc' and any emails sent promoting events should always include an 'opt out' of email circulation. Still need a DPO

Correspondence: see below-not discussed

Section Reports:

Chair: nil

Treasurer:no report but agreement for Sean and Helen to have a business bank card and proposal that Helen and Sean are issued with cards so that the responsibility of the payments are not left to one person, and Julia left on as she is still a signatory as a back-agreed unanimously.

Head Coach:nil

Workforce: See below

Swim21: nil

Fundraising:See below

Open Meet-update:See below discussion on future meets. Input needed from CA(not present at this point)

Competition Secretary: Jamie will update the records for the next meeting.

Communications:See below

Overseas Camp-update: See below

AOB

Keynsham: discussion about relationship. Decision to expedite the MOU discussions with all clubs. Chair and coach and independent person to meet and decide whether clubs want to sign a new MOU.
Fee structure for academy and for swimmers who are TBAS only: New squad structure being discussed with CA, with increase in fees to be decided new fee structure to be discussed and agreed next meeting.
Masters-Somerset from Somerset: not discussed.

Next meeting Tuesday 3rd July 2018

Correspondence

1. Dear Swimming Club Secretary

Please could you kindly read and forward on to your senior and master members (or the whole club as some parents may be interested too!)

Dear Senior/Master Swimmer

We are writing to introduce ourselves as the new Masters Representatives for Somerset ASA.

We are very keen to raise the profile of Masters swimming across our county and build a strong team to take part in the Intercounty Masters Gala which is being held at Millfield pool on Sunday 18th November. We know there are swimmers in the county who may not always train with a club or maybe even parents of club swimmers who used to be swimmers themselves in their younger years!

We are hoping to hold a few training sessions before November, but want to ascertain what interest there would be prior to making pool bookings etc.

We are looking for clubs to pass this message onto their senior (19 - 24 year olds) and master swimmers - or anyone you think may be interested in getting back in the water.

We completely understand that not all master swimmers want to compete on a regular basis but the County could really do with your help.

We would really love to hear from you and add you to our existing database of Somerset master swimmers.

Please contact either myself Philippa O'Grady at o_philippa@hotmail.com or Adele Parham at adele@theparhams.co.uk

We would really love to hear from you.

Philippa and Adele

Karen Bowen- Report for Team Bath AS- April/May2018 meeting

Club Development and Workforce

Ongoing actions from the last meeting

MASTERCLASS- Ask Graeme about any future appropriate dates, to check with Chris

TEAM MANAGERS-Please can anyone organising Team Managers for meets ensure that they have checked that the person has a current safeguarding certificate and DBS check along with their team manager certificate.

OFFICIALS TRAINING: Advertised and candidates signing up.

UPDATES

Development Plan and Report sent to Fiona Bowen at Somerset AS in time for their management meeting on 14th April. Somerset acknowledged the report in their minutes and are currently reviewing their funding.

The links here are for the [minutes of the meeting](#), [Somerset ASA Development Plan](#) and [proposed amendment to the rules for networks](#)

Introduction to the Swim West Regional Club Development Officer- Yvonne Stead has started her new job with the region and contacted to attend our next partnership meeting. Minutes and the Working together questionnaire plus training needs have been sent and confirmation of the meeting awaited. Yvonne is happy to go through GDPR and discuss any training or CPD's that would be useful to the club.

Testing Update for Swimmers- Eva and Chris gave information to youth swimmers and parents on Monday

Training & Competition Processing Information Session attended by 12 transition swimmers and 20 parents on 9th April.

Recruitment campaign- this is still ongoing and making people members of the club, DBS check and putting forward for appropriate training. Mike has agreed to training for the Level 1 course in June and arranging a place to be booked at the cost of £220. Applying for funding of £100 through a bursary and will look at other funding to help with the remaining costs.

Please let me know of any outstanding urgent positions that need filling, and possibility of volunteers from new squad.

Cotswold Water Park- current poll running to assess the numbers interested in an inflatable session as the Team Bath AS Summer Social. To be organised by Ann Cookson for Sunday 24th June.

Aviva Funding: Due diligence forms have been returned to Aviva. If accepted we will receive £300- still ongoing.

Karen

Bowen

19/4/18

and

14/5/18

Upcoming Events- Team Bath AS Club Development

1st to 7th June- Volunteers Week

8th June- Tmekeeper Course by Graham Cockhill, currently have 19 people due to attend from 7 clubs

10th June-SW Regional Club Development Committee meeting at Hengrove

14th June –Eat like a Champion’ run by Eva for all swimmers and parents then swimming for 1 hour

14th, 15th, 16th June- Swim England Coaching Swimming Assistant Course (blended learning then Friday and 2 full days). Mike Wood attending

19th June- J1 course 2 hour course run by Graham Cockhill

24th June Summer Social- Inflatable session

July 2018

7th July Proposed start of Academy

September 2018

Saturday 15th September, Taunton

[The Medal Desk and Beyond: Recruiting and Retaining Volunteers to support age group swimming.](#)

[Karen Bowen \(Team Bath AS / Keynsham\)](#), [Chris Metcalfe \(Keynsham / City of Bristol\)](#) Karen and Chris will present their experiences of encouraging volunteers to get involved with supporting age group swimming, and developing and retaining them within the sport.

Swim England Coaching Swimming Course-Saturday running 15th September 09:00 – 18:00, Sunday 16th September 10:00 – 19:00, Saturday 22nd September 09:00 – 18:00, Sunday 23rd September 10:00 – 19:00 try and get Mike on the course.

December 2018

Swim England Coaching Swimming Assistant Course arranged but tbc

2019

March 2019 Swim England Coaching Swimming Course

Karen

June 2018

Fundraising report June 2018

1. **300 Club** – I have sent off the application to BANES to obtain a license in order to legally carry out the monthly draws. Hoping to hear back within a couple of weeks.

Then I will produce the tickets for each member's parents/guardians to sell to family and friends.

Suzanne, can you send me a list of all current swimmers please, so I can allocate tickets.

For those that want to know how the draw works, see below.....

Each individually numbered ticket costs £10 to buy.

Hoping to get each Swimmers Parent/Guardian to sell 5 tickets each (To family and friends)

This £10 ticket entitles you to be entered into 10 separate monthly draws running from August 2018 to May 2019. (£1 a month effectively)

Example: if we have 60 swimmers Parents / Guardians selling 5 each, that's 300 tickets at a total of £3,000 income. We'll then take £1,000 of that income to distribute in prizes each month. (10 months x £100)

Breakdown of prizes each month for randomly drawn numbers will be...

1st Prize £50

2nd Prize £25

3rd Prize £15

4th Prize £10

This will leave £2,000 profit for the club (In theory!)

2. **Team Bath Open Meet** June 30th, July 1st – I will send out an email this week asking for raffle prize donations to sell tickets for over the weekend

3. **Quiz Night** – I would like the committee's opinion on whether we think this is an option or not.

I've made an initial enquiry into hiring a hall for such an event. My personal opinion is that this could be a successful annual event, almost as a curtain raiser to the season starting in September. Saturday nights I feel is the only option due to training schedules. Would be a good opportunity for teams to be made up of swimmers and parents, family and friends etc.

On the night, we can hold a raffle, provide food and also we may have the opportunity to run our own bar! (This could prove to be very profitable)

Many thanks

Dave

Open Meet Manager Report for June 2018

Pre-National L1 meet – 30th June -1st July - Hengrove

Entries open – deadline 31st May (now being extended to 15th June)

No. of individual entries 88
No. of club entries 1059 (not including TBAS entries)
Total **1147**

Withdrawals **3 swimmers**

Current estimate of revenue from entries & coach passes: £8711

Sprint L3 meet – 8th September - Horfield

Entries open – deadline 20th July

Network clubs notified.

No. of individual entries 5
No. of club entries 0
Total **5**

Provisional calendar for other meets 2018/2019 season

| Meet name | Level | Dates | Notes |
|--------------|-------|---|--|
| Autumn Meet | 2 | 16 th -18 th November | Including mixed LD on Friday night |
| Grand Prix | 1 | 15 th -17 th February | Including mixed LD on Friday night |
| Pre-National | 1 | 29 th -30 th June | No LD – Heats and finals for 50, 100, 200s. HDW for 400s |

Nick Bown –3rd June 2018

News

Team Bath AS Web Site:

Siobhan's visit

Regional Reports - Youth/Age Group

Press:

Academy Launch/Taster Day featured on Somerset ASA and Swim England South West Web Sites.

KS/KB Featured in Somerset ASA Report for 'raising the bar in Club and Network Communications'

June Newsletter in Production – this will include the regular news/results round up, Coffee with the Coach (Mike) and a features on, Academy Launch, Siobhan's history while training at Bath and on What's in a parents meet bag.

Web Site

Web Site Developments undertaken for launch of Team Bath AS Academy.

Flyer developed to advertise Taster Day.

Qualifiers pages updated.

Social Media

Twitter coverage around the April Meets, Siobhan's Visit, Age Group/Youth Regionals, Taster Day and Volunteers Week.

Facebook activity and reach has increased: Siobhan's visit 600+, Academy Taster Day 1500+ reach. More likes and comments on wider relevant posts from TBAS have helped increase engagement. Aiming to increase Facebook posts with more relevant news and comment.

Instagram – Our Instagram account continues to increase in popularity with followers steadily increasing.

Other

New literature developed for Team Bath AS Academy Swimming.

Karen Saunders
Communications
June 4 2018

