



Patrons: Sharron Davies MBE, Stephanie Millward MBE

Committee Members:

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

Committee Meeting Minutes

Thursday 9th February 2018
Bath Uni at 6.00pm

1. **Apologies for Absence: nil**
2. **Minutes of Previous Meeting** to be agreed and signed as true and correct record: to put copy on Website under Team Info. Proposed Karen Saunders and seconded Karen Bowen. Agreed that redacted minutes will be posted with sensitive items removed for committee eyes only.
3. **Matters arising from Previous Minutes/Meeting ;**
Kit :TYR kit demo & window for ordering kit before Regional's(Suzanne)
4. **Correspondence**
5. **Section Reports**
6. *Chair:Development Squad update, Bath Schools.*
7. Treasurer: Accounts are draft and for committee at present
8. Head Coach:
9. Workforce: See below
10. Swim21: see below
11. Fundraising:no report
12. Open Meet-update: Meet to go ahead and Mark Birkett has many volunteers. See below
13. Competition Secretary
14. Communications
15. Overseas Camp-update : See below
16. **AOB**
 1. Arena League: we will go ahead and enter, need to keep entry cost down.
 2. Name for the new development squad: Academy Swimming will be the name subject to agreement from the Uni.No pool time yet still working on it sub committee to meet next week may need to increase committee meetings to account for fast progress of this integral part of the expansion.
 3. What are the expectations on a Deputy Role: coopted deputy's will have a right to vote if the primary member is not present ie: Treasurer. Co-opted assistants will have no rights to vote at committee meetings.
 4. Team Unify website-is it fit for purpose-everyone agreed the email was not fit for purpose. And what are the alternatives and what are cost implication?: Sub committee to be formed to look at alternatives Nick, Chris, Karen S, to ask Darren Fowler for IT advice. To report back at next meeting
 5. SGM: Q&A :discussed Karen to write and circulate Sue to resend notices for SGM.

6. Team Building/Committee Social: Sean to circulate dates to committee.

Reports:

Membership Update

February 2018

17. Handover completed with Sally who has now been taken off membership e mails
18. Annual ASA renewals have been submitted.
19. Meeting with Chris A on 19th Feb to agree new member process and communication
20. 3 new enquiries in January but not able to accept any of them
21. 1 new member in Transitional Squad
22. Team Unify limitations creates issues for communicating with potential members

Member Numbers

Performance – 15

Potential – 37

Transitional 14

Open Meet Manager's Report for February 2018

February GP L1 meet – 17th-18th February - Hengrove

Status: Entries closed, pool arrangements finalised, most volunteer helper positions allocated. Current timings based on six lanes due lack of qualified officials. Most sessions are still short as follows (6/2/18):

session	1	2	3	4	5	6
short	1	-1	5	3	3	4

Summary of entries:

No. of individual entries 152
No. of club entries 1132
Total 1284

Withdrawals 32

No of coach passes purchased 19

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

Draft meet pack in first review

September L3 sprint meet – Sat. 8th September - Horfield

Meet pack circulated for final review

Pool booking confirmed

Competition Secretary's Report for February 2018

Entries summary for this month

Team Bath AS Level 1 Meet, 17th – 18th February 2018 Female Male Total Number of athlete entries 26 14 40
Number of individual event entries 128 76 204

Final swims and fees due still to be determined Edinburgh International Swim Meet 1st - 4th March 2018 Female
Male Total Number of athlete entries 4 3 7 Number of individual event entries 13 8 21

Costs: 21 entries @ £11.00 = £231.00 0 coach passes @ £15 = £0 Total paid: £231.00 Entries submitted and paid on 18th January 2018

Mark Edmundson was scratched from 200 Back so due a refund of £11.00

In addition to the above Laura McNab entered and paid for 3 events directly United Bristol Level 1 Open Meet, 10th – 11th March 2018 Female Male Total Number of athlete entries 20 14 34 Number of individual event entries 100 68 168

Costs: 168 entries @ £7.00 = £1176.00 2 coach passes @ £15 = £30 Total paid: £1206.00 Entries submitted and paid on 6th February 2018 In addition to the above Niamh Ward entered 1 event directly

Tigersharks Level 2 & 3 Open Meet, 17th –18th March 2018 Female Male Total Number of athlete entries 14 5 19
Number of individual event entries 80 34 114
Costs: 114 entries @ £5.50 = £627.00 2 coach passes @ £15 = £30 Total paid: £657.00 Entries submitted on 8th February 2018 (payment still to be made)
Upcoming meets
Entries now being accepted via Team Unify for the following events:
City of Bristol Level 1 6th- 8th April 2018 (TBAS closing date 5th March 2018) City of Wells Level 3 7th-8th April 2018 (TBAS closing Date 15th February 2018)
Club Records
Matthew Hardick -50m BR SC swim at Wiltshire Counties was 31.15, beating the current club SC record for 15/16 year olds currently held by Charlie Head (31.17)
Rhiannon Bowen - 50m butterfly SC record for 15/16 year olds at the Bristol Christmas Cracker she did a time of 28.78s. Siobhan-Marie O'Connor is the current record holder showing with 28.82s from 2010.
Jamie McNeil – 8th February 2018

Communications Report – February 2018

News items posted to Team Bath AS Website: Laura's Success in Ontario, Winter Nationals Results and Somerset County Pathway & Selection Criteria (documents provided by Somerset ASA).

February Newsletter Published – this was a large catch up issue and included results and news for the season to date. New articles eg 'Coffee with...' and 'What's it Like to Swim for Team GB?' have been well received and have produced great social media coverage to help raise the profile of the Club in general. Great feedback too from parents on the volume of medals won by our swimmers.

Aim to make newsletters more regular, expand circulation list and continue to produce content that increases engagement from Club members, attracts social media comment and raises our profile.

Photography

Matt kindly took a new team shot at the pool to show off our new TYR kit.

I am working with Matt to formalise the photography function to enable us to have a better supply of images for use in communications, publicity & training going forward.

Continual Social Media

Twitter coverage around the success of our swimmers during counties, achieved with help from the other parents covering Wiltshire on my behalf. This has been well received, shared and liked by parents, friends and our Network clubs.

Facebook activity and reach has increased: The Swimming Times article post reached 887 people and the post using the teasers for the new Newsletter has already achieved over 200 views.

Instagram – Our Instagram account has been launched with the newsletter. At the time of writing @swimmers_that_fly has been live for less than 24 hours and already has over 20 followers.

Aim: to increase engagement at swimmer level.

TYR has agreed to supply a series of token prizes (foc) to support our launch # challenge campaign. A token prize will be given to the best pic under each hashtag (the first is #swimsnack), we will run a series of these # challenges over the coming months. TYR will then help judge the best submission and there will be one overall winner who will receive a more valuable TYR prize.

Volunteer Campaign

Chris' original email and spreadsheet, followed up with the Comms email has produced good results and boosted our volunteer numbers. This campaign will continue with the next round focusing on the need for a Fundraising lead, defining the Deputy Roles in greater detail and the need to boost officials (Nikki providing list of trained club official and those in training to form part of this). Timing: to be agreed.

Karen Saunders, Communications - February 7 2018

Karen Bowen- Report for Team Bath AS- Feb 2018 meeting
Club Development and Workforce

ACTIONS-some actions still continuing from last meeting

All volunteers plus officials will need to sign the Code of Conduct which can be found at our website.

ACTION: to obtain signatures and check qualifications for roles as some may require training course to be attended or renewed along with DBS checks.

DBS CHECKING- Jim and Wendy have worked hard on organising processes and allocation of duties for DBS checking. Renewals and new DBS numbers are being processed.

TEAM MANAGERS-Team Bath AS have a number of volunteer TM's. We need to ensure that any that helpers have completed their TM certificate, have an updated DBS and Safeguarding & Protecting Children certificate. This is essential to be poolside.

SAFEGUARDING COURSE-SOLD OUT with 20 people. Tutor Steve Boocock is the tutor. This was very quickly filled by our club, the network and surrounding clubs.

New Squad- Emily helped Sean and I with a Talent Lane funding application. This will give the club £604 towards the new squad to cover a lane and coaches costs for 12 weeks. There are specific requirements and a report with statistics to complete at the end of the period. Helen has sent the invoice to Loughborough so we are awaiting payment, which will be ring fenced for this project.

UPDATES

- Positive response from volunteers both through the replies to Chris and Karen S and direct to workforce. Some meetings regarding positions are still taking place. Mark Birkett's feedback has been very positive when seeking volunteers for the open meet. Thankyou Mark for stepping forward as volunteer coordinator for our meets.
- Work to be done on making people members of the club (plus cost implication), code of conduct and training.
- **Nomination for SW Volunteer of the Month- this is still very high profile at the moment and we can send the poster out after the meet so everyone is aware that they can nominate people.**
- Mike's new Strength and Conditioning team of Volunteers for Strength and Conditioning- currently have feedback-Ciaran and Josh have done membership forms, code of conduct and are awaiting/processing DBS checks. Both are booked onto the Safeguarding course. I have a photo of them both and they have emailed bits about themselves for parents. This is very positive as a news item or general club update. **Harry has not replied to emails about membership, DBS or safeguarding so can no longer help with the club unless these are done- checking with Mike.**
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- **Aviva Funding:** Due diligence forms have been returned to Aviva. If accepted we will receive £300.

Note for future: When asked to give evidence of account name, cheque book etc they are still ASPSC. Helen/Julia can organise how to update this as it will cause a problem with all funding requests.

- Chris is in touch with Graeme about a masterclass or multi-disciplinary conference/ clinic in association with the university and Somerset ASA. Awaiting further developments.

Training Courses for Level 1 (June) sent to everyone and Level 2(Sept) Coaches organised with the IOS and sent to the network

Karen Bowen 6/2/18

Warm Weather Camp update for Feb 2018 meeting

Abroad Camp: BEST centre, Majorca, Colonia de Sant Jordi staying at the 4" Blau Colonia Hotel for 8 nights full board from Thursday 25th October to Friday 2nd November 2018.

Safeguarding Course booked for 24th Feb- Tilly booked on the course.

Helen has followed up payments towards the camp.

ACTION: TO BOOK RETURN FLIGHTS- not due out until March but checking every week.

Emily S is no longer training with the club and was offered a team manager position which she has declined. Chris and I have been looking at other options which we will need to finalise by next week.

Next steps: Book return flights, arrange a meeting to discuss action plan for the coming months and allocate jobs plus update parents and swimmers. I have feedback on best day to meet with volunteers. Arrange for an update to go out to the camp participants and their parents.

Karen Bowen, Team Bath AS Club Development volunteer

Kate Watts Report for Team Bath AS January 2018

SwimMark

All documentation required for the TeamBath AS Network SwimMark accreditation has been uploaded to the portal. This has been reviewed and approved by Jackie Hilleard and the submission will now be reviewed at the regional panel in February.

A questionnaire has also been created for TeamBath AS and the network clubs to complete to help formulate ideas about how we can all work together in the following areas: -

23. Developing coaching
24. Developing volunteers
25. Reviewing the competition calendar
26. Swimmers pathway
27. Network club meetings

The information provided by the network clubs may also be used as input to individual agreements on the back of the signed MOUs.

TeamBath AS need to complete this questionnaire too so I will engage with a number of committee members to do this over the next couple of weeks. If you have any ideas or suggestions, please feel free to discuss this with me or send an email.

