



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 Meeting held on**

Friday 6<sup>th</sup> July 2018

lecture theatre, Bath Uni at 6.00pm

1. **Apologies for Absence:** Dave, Suzanne, Helen
2. **Minutes of Previous Meeting** to be agreed and signed as true and correct record: to put copy on Website under Team Info.: (Jamie Karen)
3. **Matters arising from Previous Minutes/Meeting ;**
  - I. Arena League: Jamie had no response from Graham Edwards. Chris Metcalfe from Keynsham emailed the details of the AGM and offered to support TBAS at the AGM. Agreed to take him up on the offer. Sean, Jamie and Karen to attend on behalf of TBAS. AGM 22/07/18
  - II. Academy Squad: progress: report below will be removed for minutes for publication.
4. **Correspondence:** see below Masters squad to be organised by Guy Roberts Karen to enquire about lanes. To respond to Somerset and apply for grant.

Warminster : to email as advised by Yvonne Stead that the need to be Swim Mark essential and then enquire about partnership.

### **Section Reports**

5. *Chair: Uni withdrawal of funding as of September fees have increased by 30%*
6. Treasurer: no report
7. Head Coach: To have a parents meeting 17/07/18 for update.

Contract for Mike as S&C coach: 50% employed by Bath Uni discussion on increasing his salary. Decided that Helen needs to do a feasibility study with Chris once hours are known.

Academy/Masters Coach: discussion that Chris cannot do it all he will be the Director of Swimming for the Academy.  
Sean to advertise the job for Academy/Masters minimum Level 2 because of Insurance and need Safeguarding.

**Action:Sean**

(2) Review of facility discussions with Judy Higgs, plus outline of plans for programming in the 2018/2019 season:  
Chris in discussion to report back.

8. Workforce: **Karen Bowen- Report for Team Bath AS- June/ July 2018 meeting**
  - **Club Development and Workforce**
  - **Volunteer positions vacant:** Bookings Co-ordinator, Data Protection Officer, Volunteer Co-ordinator shows vacant (Mark), Dave C is still showing as Club kit, special adviser needs removing.
  - **Paid Positions Vacancies:** Teachers and Coaches for the Academy and Lifeguards
  - We will need administrator/ organisers for the Academy. At some stage this could be considered at an AGM as a role with a vote on the committee.
  - **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.
  - **Workforce:** There are several people that need to renew their Safeguarding certificate and DBS check and they have been notified. They should not be used in positions were these checks are necessary.
  - **Somerset ASA,** Fiona Bowen hopes to give us details of the new Development funding application shortly following a review by Somerset ASA and will be happy to discuss. Somerset/SW region has paid £100 bursary for Mike Wood Coaching Assistant qualification and are awaiting his certificate. Congratulations to Mike Wood. The course cost was £220 as we have SwimMark essential accreditation reduced club rate, then used our £100 SwimMark voucher leaving the club to pay £20.00
  - **Swim West Regional Club Development Officer visit,** Yvonne Stead -Friday 6<sup>th</sup> July meeting at 4pm with Karen, Chris, Sue and Sean to discuss funding, Academy links with other provider's advice, Network and MOU's, training courses. Discussions in place for coaching assistant and coaching course to run in Bath in the new season.
  - **'Eat like a Champion' nutrition advice** presented by Eva on 12<sup>th</sup> June. Very positive feedback and hard copies are currently being distributed. Eva booked the room and no cost were attributed to the club. Thank you to Eva on and Informative talk.
  - **Eva Study 3 & HRV app talk** on Tuesday 3rd July 2018, 5.30-6.45pm, Room 6 East 2.7. This session will include a full run down of the study, app setting up and questions. Swimmers completed paperwork and downloaded the HRV4T app. Organised by Chris and Eva.
  - **Cotswold Water Park-** Thank you to Ann C for organising the Team Bath AS Summer Social. The cost was £800.
  - **Aviva Funding:** Due diligence forms have been returned to Aviva. If accepted we will receive £300- still ongoing and Dave following up.

- **Officials mentor:** Adrian has accepted the mentoring position and has met with our trainee officials and will now help ongoing with planning their training and assessments.
  - **Congratulations to Nikki Hammond on qualifying as a J2 official.**
  - **Officials training:** Thank you to Graham Cockill for helping 17 volunteers qualify as Timekeepers and then Chris Metcalfe for stepping in at the last minute to present the J1 workshop for 15 volunteers. Well done to Becky, Debbie, Kate, Hannah and Sara for stepping up.
  - **Swim England Coaching Assistant course:** Thank you to Mike Gallagher for coming to Bath. The course was well attended with many of coaches from the local area taking part on 16<sup>th</sup> and 17<sup>th</sup> June.
  - **Swim England Coaching Swimming Course** organise for September, fully booked. Need to iron out some details with the IOS and the region.
  - Congratulations to Chris Metcalfe on behalf on Team Bath AS for winning the SW volunteer of the Month, nominated by Team Bath AS.
  - Personnel record currently updated for SwimMark element 13.
  - Karen Bowen July 2018
  -
9. Swim Mark: no report
10. Fundraising: Fundraising report July 2018

1. **300 Club** – License to run the 300 club lottery has been approved by BANES Council. Tickets have been created and are currently being distributed to each member. We really need a big push to sell these from all parents of members. Every members parent has just 5 tickets to sell each, including Coaches and Chairman!
2. **Team Bath Open Meet** June 30<sup>th</sup>, July 1<sup>st</sup> – A reasonable amount of raffle prizes have been donated. All ready to go for the weekend meet
3. **Quiz Night** – I have made enquiries into hiring a venue (Selwyn Hall in Box) and they have two potential dates for us. Both on Saturday evenings. Either September 15<sup>th</sup> or October 6<sup>th</sup>.

Does anyone have any preference on these two dates? How does this tie in with potential swim meets around that time?

The cost to hire the hall is £24.50 an hour.

If we can have it from 7-11pm, that's £98.

We can run our own bar during the evening also, should be a good profit to be made here

I need to get back to Selwyn Hall in Box by July 6<sup>th</sup> ideally to give them an answer

Many thanks

Dave

11. **Open Meet-update:**1. Finalising the discussion on the meet calendar for next season- namely the timing for the last meet - qual window or pre-National again. Discussion on when we hold a summer meet what level and agreement with Hengrove/COB/Ubristol: to discuss with Chris and Adrian.

Entry policy for TBAS swimmers for our Sprint meet - there's a couple of other things to discuss about this meet too: if cannot enter the meet with home club to enter with TABAS.

pool evacuation: Advised Hengrove is responsible and team managers responsible for the care of their swimmers (Team managers course being changed to include this). Loren to write to all the pools we use to ask about Emergency procedures and do risk assessment and advise the committee.

Nick needs help with admin for open meets - Sean to step up to help with Meet pack, License etc (he may not be available on actual meet day) Jamie to take on the same role as he does now.

Open meet committee will discuss how to make meet run more smoothly and who is responsible and timings.

## 12. Competition Secretary: No report

Communications: Communications Report – June 2018

### News

Team Bath AS Web Site:

Dillon/Rhiannon Bulgarian Nationals story  
National qualifiers

Press:

September L3 Meet featured on Somerset ASA and Swim England South West Web Sites/Newsletters  
3 x videos produced for Volunteers week publicised on Somerset ASA Web site  
Karen gets County Award for Volunteering

**July Newsletter in Production** – this will include the regular news/results round up, Coffee with the Coach (Mike) and a feature on, Academy Launch and on What's in a parent's meet bag.

### Web Site

September Meet L3 Flyer produced / up on Open Meet page

Updates to the Coaches page started – new photography almost complete. Volunteer coaches to be included.

### Social Media

**Twitter** coverage around Volunteers Week, Karen's Award, Open Water Swimming participation, L1 & L3 Meets, Coaching Week, Bulgarian Nationals, National Qualifiers, Timekeepers Course, Mike's Moves!, Eat Like a Champion Seminar, Summer Social, School Awards, Proms and Socials.

**Facebook** activity and reach has increased: Nationals Qualifiers 443 views, Timekeeper Training 299 views, L3 Meet 500+ views. 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 pack developed for Team Bath AS Academy Swimming.

Flyer for L3 September Meet

Flyer for next Academy Taster Day produced.

Karen Saunders  
Communications

13. July 5 2018

14. Overseas Camp.: redacted as sensitive info contact secretary

15. **AOB**

1. Network update on MOU's and members: meeting arranged with Corsham
2. Fee structure for academy and for swimmers who are TBAS only: not discussed
3. website software update: majority agreed to pay recommended update from Team Unify recommended by Chris Hardick.
4. Fees update for new season discussion from May committee meeting: Agreed there will be a 10% increase from September: **Action Helen/Chris**

### **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 [p\\_philippa@hotmail.com](mailto:p_philippa@hotmail.com) or Adele Parham at [adele@theparhams.co.uk](mailto:adele@theparhams.co.uk)

We would really love to hear from you.

Philippa and Adele

