

## Aquae Sulis Framework Development

{NB “CL Team” in the following refers to the Coach Liaison Officer and, as necessary, Welfare Officer, Chairman and Communications Officer}

Agreed Actions	Context	Proposed AS Action	Proposed Owner	Proposed Timeframe
1. Conduct an independent investigation into any unresolved poolside incidents.	AS has a duty to follow up any unresolved incidents.	Coach Liaison Team to lead the review	CL team	End of March
2. Independent advice to be sought with regard to preferred contractual status of coaching team.	Coaches may be employed or under a contract for services. AS needs advice on preferred status for its coaching team to avoid potential future tax liabilities.	Seek independent tax advice / opinion	Chair/Treasurer	End of Feb
3. BSCA & Aquae Sulis to work together to pilot a new, best practice coach welfare reporting & assessment process.	AS has a duty to ensure that coach welfare is built into its governance	Work with BSCA on defining and rolling-out a new best-practice NEW INITIATIVE	CL team/Head Coach	End of March
4. Agree a procedure for dealing with poolside discipline and, for example, clarification of basis upon which expulsions take place and procedures for handling them.	Improved guidance is required for coaches, swimmers and parents in accordance with WavePower.	Draft improved guideline and propose it to the coaching team IMPROVED GUIDANCE	CL team	End of Feb
5. An incident log to be drafted and implemented where all incidents are required to be recorded, including actions taken.	Recording all incidents is good practice in mainstream clubs.	Part of previous point	CL team	Immediately
6. Head Coach communicate coaching management reports to Committee meetings via Coach Liaison where informed in good time to allow a report to be drafted. Such reports will be drafted on a quarterly basis.	Quarterly reports required for Management Committee.	CL Team to obtain these reports in good time before the required committee meeting NEW PROCEDURE	Secretary (process)	Mid Feb
7. Aquae Sulis approach to coaching delivery to be appraised by an external experienced coach consultant; this is to be organised by the BSCA	To drive best practice and continuous improvement in coaching standards, communications with parents and general codes of conduct and expectations of the coaching team, the swimmers and of the parents.	Assess remit, cost & timeframe REVISED CODES OF CONDUCT NEW APPRAISAL STRUCTURE	Chair, CL team, Communications	Report delivered by end May
8. Head Coach to provide a Competition & Training plan for the 2016/17 season	Increased visibility and enables performance assessment and measurement.	Head Coach to deliver	CL team	By end of season
9. Parents meetings to be held twice per year and further reinforcement of communication via Club Communications officer, Club’s social media & website / newsletter	Improving parental education and communications relating to ‘expectations in a performance swimming environment’.	Head Coach to deliver REVISED PROCEDURE	Chair, Comms	1 <sup>ST</sup> meeting to be held in first half of Feb
10. Investigation into use of Pool-Pal for this purpose ( <a href="http://www.pool-pal.co.uk">www.pool-pal.co.uk</a> )	May be a better way for swimmers to communicate with coach and maintain logs and goals, etc.	Head Coach and Chair	Chair	By end of season
11. In partnership with BSCA as appropriate, assess Aquae Sulis/Network Club relationship, engagement and communications; and whether Pool-Pal could assist.	A healthy relationship between AS and the Network Clubs is essential	Head Coach, Network Club Liaison, ASA (Emily Taylor), BSCA	Chair, Network Club Liaison	Network Club Meeting 8 Feb
12. A group to be formed, which will include Head Coach, AS coaches, ASA & Network Clubs to evaluate entry & exit criteria and management mechanisms therein	Evaluate AS squad structure and understanding of entry and exit requirements	Work with Head Coach, Network Club Liaison, ASA (Lindsay Dunn) POSSIBLE NEW SQUAD STRUCTURE	Chair, Network Club Liaison	Initial conversations completed by end Feb – Network Club Meeting asap
13. Aquae Sulis to test that current/new Committee	Ratification of new committee by membership	Various options including EGM,	Chair	Not before February meet

Agreed Actions	Context	Proposed AS Action	Proposed Owner	Proposed Timeframe
continues to hold the membership's support		early AGM, etc.		