



Patrons: Sharron Davies MBE, Stephanie Millward MBE

### **Committee Members:**

*Chair Sean O'Connor(SO), Secretary Sue Criddle(SC), Treasurer: Nicki Hammond(NH) Director of Coaching Graeme Antwhistle(GA) Head Coach-Chris Alderton(CA) Workforce - Karen Bowen (KB), Fundraising –Dave Crawford(DW) Communications Karen Saunders(KS) Special Advisor Vacant. Competition Secretary-Sally Fowler(SF), Membership- Suzanne Prichard(SP) Welfare Officer- Jim Durrant (JD), Open Meet Manager Nick Bown(NB) Swim21 Coordinator Kate Watts(KW)*

### **Committee Meeting Meeting Minutes held on**

Saturday 8th December 2018, Bath Uni at 8.30am-11.30am Lecture Theatre.

1. **Apologies for Absence:** Dave Crawford, Jim Durrant
2. **Minutes of Previous Meeting** to be agreed and signed as true and correct record: to put copy on Website under Team Info: Agreed
3. **Matters arising from Previous Minutes/Meeting ;**
  - I. Update on review(Chris now has his L3 coaching qualification) and Mike Contract. Other coach contracts: Chris employment status to be checked and reviewed: action NH Mike contract agreed with CA and KB Action SC to rewrite contract.separate \academy invoice agree session to be videoed and put on website for new members. Liam SC to forward to SC for completion.
  - II. Volunteers: Update and discussion on option B and hours needed to volunteer before incurring option B Volunteer co-ordinator.

To appoint volunteer coordinator to maintain 3 lists -Mark Birkett to be asked (CA) 40 hours agreed to last 1 season( Sept-July) as minimum otherwise fee(£20/month-per family)incurred to start 1/1/19 parents need to opt in/out.Start Jan

Officials controlled by Adrian to impose time limits and commitment and attendance at targetted meets.8 days minimum to include a Friday long course.

To investigate Go Card-less system to make collection of fees easier NH to speak to Darren Fowler.

Letter of explanation to be sent out by SO.

Academy to be exempted this season only but to help at Network meet.
  - III. Taster Days and Development of Academy at Culverhay:Culverhay taster day organised being very helpful and proactive. Target 40 at Culverhay.Uni- not one swimmer referred (SO to liaise with SB)
  - Development of Academy will have 3 tiers- Liam developing.
  - IV. Ralph Allen progress: KS to follow up with Paul Davies.
  - V. General behaviour request for a meeting and structure for discipline to be developed and presented at the next meeting: Advice on meets teams responsible with TM's have to have safeguarding and a DBS SC to follow up with new area ASA lead as law/advice have changed nationally but ASA

Wavepower hasn't. To discuss when Jim is back committee reassured that all correct procedures are being followed.

4. **Correspondence: nil**

5. **Section Reports:**

6. *Chair:*

7. Treasurer: to be only included to Committee

8. Head Coach: nil

9. Workforce: see below

10. Swim21: nil

11. Fundraising: below

12. Open Meet-update:

13. Competition Secretary:

14. Communications:

15. Overseas Camp.

16. AOB

i. Co-opt Dave Crawford: Agreed Karen S/Suzanne.

ii. Co-opt Steve Williams as Academy Co-ordinator. Agreed Karen B/ SC job description need to be written by KB .SP and KS still to do recruiting. SO to manage overall.

iv. Network progress: Development meet organised with Trowbridge leading. Members Frome, Trowbridge, Norton Radstock, BoA, Corsham, TBAS.TBAS doing admin and swim mark for first 4 months only.

v.Masters feedback and support

vi.New name for hardship funding- to become family support fund- need authority to re-look at policy. Agreed in principle.

vii.Coaches meeting to be arranged- not discussed

viii.Request pool time for a summer training camp at Uni and other ways of monthly support from the uni- is this a viable option to organise as it would bring in money. Book now and at least have the time to cancel.

ix.Progression chart through the program: Karen B circulated a draft copy to be worked on with CA

x. Payment per swimmer attending meets to go towards coach pass.-not discussed

xi.Go Cardless:see previous discussion previously.

xii.Data Protection (KW)-not discussed

xiii. Policies update(KS): SC to update as ASA updates.

## Treasurer's Report – Committee Meeting 08/12/2018

As I have just taken over from Helen, I am still getting to grips with what is in the accounts and over the next few weeks I will get a better understanding of the workings of the club (so far I have just been a parent (with officiating duties)).

I have attached the Profit & Loss Report and Balance Sheet as of 30/11/18. However we are still waiting on the invoice from the University for November's fees (Helen has chased and provided my contact details to them).

The Profit for the period 01/09/18-30/09/18 stands at £10,692 (but please remember this does not include the University invoice).

I will be reviewing the memberships and fees with Suzanne over the next few weeks to ensure all the income is being accounted for and where necessary catch up invoices sent out to parents of swimmers.

The attached Balance Sheet shows as of the 30/11/18 we had £59354 cash in the bank. The overall worth of the club is £57918 (again this does not reflect the University fees for November).

Nikki Hammond  
07/12/18

## Club Development/ Workforce December 2018 Update

### **Volunteers:**

All our members whether paid or volunteers are made Team Bath AS members- there is a cost involved. They then need the correct qualifications and checks some with costs again. All need signing of code of conduct and input onto the membership and Team Bath system. Also need to be given and understand appropriate policies and risk assessments and have contact details for swimmers in their care, if appropriate. Suzanne has the fees for Swim England membership from Jan 2018.

I have been receiving responses from volunteers following the AGM. I have attached a not fully complete spreadsheet showing the commitments so far. This does not include the Academy parents who are also stepping forward as I need more time to complete the recruitment. Please keep the list **CONFIDENTIAL** at this stage- awaiting discussion.

**Training Centre-** Team Bath has been Awarded Approved Training Status by the Institute of Swimming- the certificate needs putting on the website. Check with Karen and Chris H.

**Swim England Coaching Swimming assistant course (level 1):** Rhiannon, Amy and Megan attended. Thank you to the tutor Michelle Jones as well as the swimmers and coaches over the weekend.

**Safeguarding and Protecting Children Course-** Saturday 24<sup>th</sup> November, 17 attended at a cost of £20 per place compared to usually cost of £42. We have 5 places from our club and several others have been advised to find course to attend so that they can continue their volunteering and coaching role. Will claim the excess of any course over the £20 from Somerset ASA and this will be invoiced to the region. Many thanks to Steve Boocock for presenting the course. We are awaiting certificates which will be emailed to candidates and an invoice before we can try and claim some funding from Somerset ASA.

**800m/1500m funding-** Swimming Committee funding application accepted and report sent to Chris Tremellen. Awaiting final funding response- application resubmitted for £372.74

**Communication email** sent to academy parents so can know about non-attendance and answer other general enquiries.

**Parent meeting-** 8<sup>th</sup> December 11.30am to 12pm, specific parents to be held by Chris.

**Academy separate-** parent and Swimmer meeting, first week in Janu if possible, enquiring about rooms

**Coaches meeting** 21<sup>st</sup> December proposed date.

**Christmas Sessions:** Currently sending out the Christmas sessions to all squads

**Lifeguarding Course:** details from the University sent out to all the club for February half term qualification.

**Young Volunteers program-** 2 volunteers from Norton Radstock helped at our meet and certificates and thank you sent to Kelly Podbury and the volunteers.

**Colin Christmas** has been invited to visit the club- write up on Somerset ASA news and twitter

**Xmas Social** Many thanks to Ann Cookson for arranging the evening on 24<sup>th</sup> November at Holt Village Hall. To follow up on the finance report with Ann.

**Masters Swimming Program** The aim is to get 12 swimmers by the end of the financial year. Good progress thanks to Guy with numbers increasing. This will be helped with more advertising and the business cards. Aim to send Somerset a report and request further funding from the region from January. They will consider an entry for relays at Somerset and are looking at the viability of a first meet in Gloucester. Although Guy has been running the program as it grows there will be a need to feedback or give updates or a representative on the committee? He may give feedback on the photography policy for masters swimmers.

**Upcoming events to build the club and recruit new volunteers need to be considered.**

Helping with these events is how many people have been recruited as they see it as a fun way to get involved with raising money.

**Events available are Swimathon, and Comic Relief. I have asked for details on all of these.**

These are especially good for the Academy and masters programs to feel connected to the rest of the club. They are not competing in events for us and the Academy can take certificates into schools for assemblies. The parents can easily help by counting laps or giving out certificates and we can raise money for good causes. This then means for Swimathon we can access applications to Swimathon funding plus approach companies and ask for a donation either match funded or because we are helping communities- we have had donations for doing this in the past. To get a parent involved is easier and once they see it is not complicated and meet people they are found to be likely to engage in volunteering posts in the future- long term parent/ volunteer development just like the swimmers. It does work. We get lots of promotion and can send it to Somerset, the region and Swimming times or Chronicle.

1. **300 Club** – November Draw winners as follows

Nov-18	212	£10	267	£15	65	£25	49	£50
Winner	D.Rafferty		M.Wood		J.Hancock		S.Tyrell	

Decembers draw to take place on December 8<sup>th</sup> (if I can attend meeting) or will carry it out at the pool in the week

2. **Sponsorship** – Need to kick this on in the new year. Any feedback on types of businesses to approach would be helpful. It would be good to sell some advertising space in our online heat sheets

3. An offer has come forward from Lynsey Stevens to help as Fundraising assistant. I have had a few emails back and forwards with her regarding help that she can offer. She has offered to take ownership of the raffle donations at the forthcoming February meet and also is looking at conducting a cake sale.

On top of this she is making enquiries into doing a Sainsburys bag pack (Waitrose had no free dates this year by the way). She has organised similar tasks with Trowbridge ASC, so I think she'll be a useful addition to the volunteers group

4. Have spoken briefly with Chris A about a potential Swim fun team day / Alternative club champs that we could organise perhaps in early July 2019. With an increased number of members now with us, there is an opportunity here to host some sort of swim event internally (Perhaps also invite the partnership clubs?)

Opportunities here for sponsorships and fundraising on the day, getting the local papers involved etc. Swim events on the day don't have to be the norm, they can be 'alternative' events – 25m Corskscrew relay for example. We wouldn't need officials, just volunteers with stopwatches. Would be good to have people's thoughts on this. Happy to discuss further as and when.

Many thanks

Dave

# Open Meet Manager Report for December 2018

## Autumn L2 meet – 16<sup>th</sup> – 18<sup>th</sup> November - Hengrove

Entries:

No. of individual entries	105
No. of club entries	2200
<b>Total</b>	<b>2305</b>

**Estimated income from entries and coach passes (before refunds and costs): £17,000**

## Grand Prix L1 meet – 15<sup>th</sup> – 17<sup>th</sup> February - Hengrove

Meet pack and hytek file distributed to clubs and available on our website

**Entry deadline 7<sup>th</sup> January 2019**

## Calendar for other meets 2018/2019 season

Meet name	Level	Dates	Notes
Pre-National	1	29 <sup>th</sup> -30 <sup>th</sup> June	TBD due to new licencing rules

Nick Bown –6<sup>th</sup> December 2018

# Competition Secretary's Report – 5<sup>th</sup> December 2018



## MEET ENTRIES SUBMITTED

Meet	Corsham L3 Open Meet	COB L2 SC Open Meet
Date	8-9 Dec '18	15-16 Dec '18
No of Entries	3 Swimmers/18 Entries	32 Swimmers/171 Entries
Cost of Entries:	£90.00	£1197.00
Coaches Passes	None – Trowbridge TM	2
Cost of Coaches Passes	£0	£30.00
Late Entries	2	5
Rejects/Scratches	0	3 rejected/0 Scratches
Withdrawals	0	1
Refunds Due	£0	£21 (3 x £7)

## UPCOMING COMPETITIONS

- 14-16 Dec '18 Swim England National Winter SC Championships  
*Qualifiers – Mark Edmundson, Alice Barton, Laura McNab, Finley Saunders, Niamh Ward & Stella Cookson.*
- 26/1-10/2/19 Somerset County Championships (Deadline 17/12/18)
- 12/1-24/2/19 Wiltshire County Age Groups & Championships (Entries via home clubs)
- 15-17 Feb '19 Team Bath AS Grand Prix L1 Meet

## NEW CLUB RECORDS (for Ratification)

### Short Course

18/11/2018	15-16 50m Back	30.12	Alice Barton
18/11/2018	15-16 200m Back	2:17.92	Alice Barton
18/11/2018	17+ 50m Free	26.41	Rhiannon Bowen
18/11/2018	17+ 100m Free	56.48	Rhiannon Bowen
17/11/2018	17+ 50m Breast	32.34	Stella Cookson
18/11/2018	14/u 200m Fly	2:24.21	Lydia Crawford
16/11/2018	14/u 800m Free	9:27.64	Lydia Crawford
16/12/2017	15-16 100m Back	58.67	Mark Edmundson
03/02/2018	15-16 200m Back	2:08.04	Mark Edmundson
18/11/2018	17+ 100m Back	56.40	Mark Edmundson
17/11/2018	17+ 200m Back	2:01.64	Mark Edmondson
18/11/2018	17+ 50m Breast	30.46	Dylan Hood
18/11/2018	17+ 200m Breast	2:20.71	Dylan Hood
17/11/2018	17+ 200m IM	2:07.49	Dylan Hood
18/11/2018	17+ 400m IM	4:28.39	Dylan Hood
18/11/2018	15-16 400m IM	4:37.72	Lucas Lawman (claimed)
02/12/2018	15-16 200m IM	2:09.72	Lucas Lawman (claimed)
17/11/2018	17+ 200m Free	2:04.24	Misty Marshall-Welling
16/11/2018	17+ 800m Free	8:57.37	Misty Marshall-Welling
16/11/2018	15-16 800m Free	9:02.05	Finlay Saunders (claimed)

### Long Course

06/05/2018	15-16 200m Back	2:10.94	Mark Edmundson
02/08/2018	17+ 50m Back	28.02	Mark Edmundson
03/08/2018	17+ 100m Back	1:00.04	Mark Edmundson
03/08/2018	15/16 1500m Free	18:15.12	Samantha Hammond
26/07/18	15/16 50m Free	26.09	Laura McNab





## News

Team Bath AS Web Site:

- Arena League
- 300 Club
- Welsh National Results
- Winter Nationals Qualifiers

**December Newsletter in Production** – this will include the regular news/results round up, Coffee with the Coach (Sarah) and a feature on New Development Coach and an interview with Andrew Guy.

## Web Site

Re-vamp of web site underway utilising the latest TU update which allows us greater functionality and more design freedom.

## Social Media

- VI. **Twitter** We now have over 1500 followers! Activity has included Arena League, Meet Results, Swimmers participation in Bristol Secondary Schools Championships, AGM/Volunteers, Winter Social, Warm Weather Camp, Tommy's Records.
- VII. **Facebook** activity and reach has increased: Arena League Stories achieved 995 & 743 views, Warm Weather Camp 800+ views, Welsh Nationals results 270.
- VIII. **Instagram** – Our Instagram account continues to increase in popularity, especially among swimmers, with followers steadily increasing.

## Other

Business Cards Developed for Masters Squad and Academy

New Poster and Flyer for Next Academy Taster Day produced

Feature on Academy in Better Banes Newsletter

Contact made with Ralph Allen School to further promote Academy to potential new swimmers

Karen Saunders

Communications

December 5 2018

### **Abroad Camp Update- December 2018**

The accounts are almost finalised and we will not have gone over the budgeted amount. We will be allocating some coaching costs for covering the sessions in Bath to ensure the smooth running of the program. Any excess amounts will be returned to parents.

#### **Next steps**

As a follow up we will be asking parents and swimmers to complete a feedback form and look at lessons learnt- still to be sent with accounts update.

Ask Chris what he would like to plan next regarding home or abroad camp or open meet in UK or abroad. A team would be required to help with planning.

Karen Bowen