



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-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 10th November 2018, Bath Uni at 8.00am

1. Apologies for Absence: Jim, Sally
 2. Minutes of Previous Meeting agreed
 3. Matters arising from Previous Minutes/Meeting ;
 - I. Arena League: no problems
 - II. Academy Squad: Taster session to be arranged, growing still new sessions at Culverhay and Bath Sports Centre to be agreed. Report below
 4. Correspondence: nil
 5. Section Reports:
 6. *Chair: Uni*
 7. Treasurer: See accounts as email circulation to be presented at AGM
 8. Head Coach: Nil
 9. Workforce: As below
 10. Swim21: nil
 11. Fundraising: See below
 12. Open Meet-update: nil
 13. Competition Secretary: nil
 14. Communications: nil
 15. Overseas Camp: see below
 16. AOB
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1. AGM Progress. No nominations so far. Need to be in by 19/11/19. To agree at AGM that there will be a rep for the Academy on the Management committee. Volunteers to be discussed and payment from parents who do not do contribute to minimum volunteering commitment of 30 hours per

annum.(agreed £10/month). If parents do not help at our own meets consideration given to withdrawal of child from events-difficult will need welfare officer present at meets.

2. See attached Volunteer table need to appoint a Volunteer coordinator ASAP to coordinate above.
3. Coach review: Sean,Suzanne Sue to meet with Chris for annual review.
4. Payments for Liam agreed and new contract written agreed by all parties Sean to meet with Liam.
5. Co opt Sally Fowler Proposed Karen, Seconded Nick.
6. Jamie McNeil Has resigned-thanks to him for all his hard work he has worked tirelessly for TBAS over many years.
7. Strategy Meeting: New positions agreed and the need to be sustainable with finances and with volunteering. There should be parents targetted for the key roles. Karen to consider changing roles to be Coach PA may be seen as the old role of Coach Liaison but to help with admin. Need to find people to take on Karen's work which is a full time job.
To buy in services with fee's paid by non-volunteering parents Admin support for membership to enter in details then Suzanne will take on Academy role developing/advertising. School development to continue.
8. General behaviour request for a meeting and structure for discipline to be developed and presented at the next meeting. Action Welfare and Head Coach.

Academy Update – November 2018

Current Workforce for Academy

| Coach Teacher | Paid/ volunteer | Qualification | DBS checked | Safeguarding course |
|-----------------|--------------------|----------------------|--------------|---------------------|
| Liam Willcox | Paid | L3 coach/ L2 teacher | yes | yes |
| Sophie Ward | Paid | L2 teacher | processing | Booked 24/11 |
| Cameron Dunk | Paid | L2 teacher | processing | Booked 24/11 |
| Kieron Pargeter | Paid | L2 teacher | due to start | yes |
| Steve Williams | Volunteer | L1 teacher and Coach | yes | Booked 18/11 |
| Hannah Rawlings | Volunteer | L2 teacher | processing | Booked 24/11 |

Contracts need signing for Liam, Sophie, Cameron, Kieron.

We will need to check whether they are around during University holidays.

Tilly has also helped in the July session and has all the relevant checks.

Current Program

I can see 37 members accounts on the system. This number is different to the number attending so discrepancy needs checking 51 as quite large.

| Day | Location | Time | Capacity | Current number | Cost per hour |
|----------|---------------------|---------------------|----------|----------------|---------------|
| Saturday | STV | 12pm to 1pm 4 lanes | 40 | 34 | £76.60 |
| Saturday | STV | 1pm to 2pm 2 lanes | 20 | 16 | £38.30 |
| Saturday | STV | 2pm to 3pm 2 lanes | 20 | NIL | £40.30 |
| Monday | Bath Leisure Centre | 8pm to 9pm 3 lanes | 30 | 17 | £67.50 |

The sessions between 2pm and 3 pm are currently being cancelled weekly.

Meeting with Jess Clements on Tuesday 13th at 10am to discuss referral from Uni learn to swim program.

Several more have had trial sessions with Liam- no update.

| | | | Number should be/currently paying this |
|---------------------------|---------------|-----------------|--|
| Current cost for Swimmers | | | |
| 1 session per week | £40 per month | | 17 |
| 2 sessions per week | £55 per month | | 34 |
| 3 sessions per week | £65 per month | Not offered yet | n/a |

However 3 were awaiting Chris' decision about direct entry to transition.

From the attendance charts that I give Liam we have the following figures.

All pay a Joining fee of £45 then cat 2 ASA fee (this has been changed as all want to complete then their monthly fees).

The email system is set up for All Academy members then each session in which they swim so that we can target emails easier.

Bath Leisure Centre

We have been hiring their lanes since the beginning of October and Karen S has had an article in 'Spotlight' the Leisure centre magazine. We are renewing the hire of 3 lanes for the period Jan to March 2019 and still have capacity or more swimmer although once over 20 we will need to have 2 coaches. Hire price £22.50 per lane per hour so £67.50 for each Monday evening plus coach costs.

Sean and I are meeting the manager on Thursday 8th Nov to discuss links.

Action: portrait poster of all programs and contact details

Culverhay Leisure Centre

Positive meeting with Emily Griffiths.

Need to decide by Tuesday with booking forms which options to take and the date of hire from. Full pool 3 lanes, no starting blocks, £60 per hour with lifeguards.

Monday 7-8pm (this could be used for the lowest level from LTS stage 7 as we are at Bath Leisure Centre from 8pm to 9pm and our coaching resource is there)

Wednesday 8pm – 9.30pm (only consider 8pm to 9pm)

Friday 8pm to 9.30pm (only consider 8pm to 9pm)

Sunday 2pm to 5pm (could consider 2pm to 4pm) maybe staggered start with another taster mid Feb 2019.

I would suggest asking for a taster session free on a Sunday afternoon mid-January 2019 with a start date one or 2 weeks later and then booking ongoing. This will give us chance to advertise and plan.

It all needs manning and paperwork completing, adverts doing etc.

They will give us a free session for a taster opportunity and have a poster area to advertise all our program.

We need to adjust our entry level from completion of Stage 7 Learn to Swim as currently Culverhay only do up to this level. It means currently we will not accept any swimmers from there which needs altering.

Parent Orientation Session

Parents were invited to attend a Parent Orientation Session on Wednesday 17th October between 6pm and 7pm with Chris, Liam and myself. Chris produced a presentation which has been send out to those registered on the website.

Google forms survey completed done prior to offer of Monday sessions and to see how many session swimmers were undertaking and what clubs they were currently members of, whether they wanted to swim competitively etc.

Kit- update can be provided by Suzanne.

Aims to get parents and swimmers more involved as currently none have raced either as fun or at a competition so gala or low level 4 competition at Bath Leisure centre plus charity event. Also need to do workshops either Mike or Eva?

Karen Bowen

Club Development/ Workforce November 2018 Update

Coach and Teacher Recruitment

Following placing a 1 month advert in swimming.org- Careers in Aquatics with the Bronze Package at no cost to club we had several applicants this was sifted to one applicant, Liam Willcox (CV is available should the rest of the committee wish to see it). After an interview and poolside session Liam was offered the position of Development Coach. A contract has be drawn up and awaiting signature from Liam before we can press release details. All checks completed. Mike also has a contract which needs signing and returning.

As we grow we also had candidates that were all Level 2 teachers and several have been contacted and had initial talks or started taking sessions. These are Cameron, Sophie and Kieran. These are for paid positions at £15 per hour as an assistant and £18 per hour as the lead of a session. All awaiting contract signing.

Myles and George are part of Mikes land team and are have recently completed paperwork to join the club.

Steve Willams and Hannah Rawlings and also volunteering as coach/teachers with the Academy. All are at various stages of needing DBS and Safeguarding and Protecting Children courses before they can be poolside by themselves.

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.

Training Centre- Team Bath has been Awarded Approved Training Status by the Institute of Swimming- the certificate needs putting on the website.

Swim England Swimming Coach training (level 2 coaching): Successful run the face to face sessions with Soundwell and tutor Michelle Jones over 2 weekends in September. This was a blended learning course in conjunction with the region and IoS. Mike Wood attended- thank you Somerset ASA and SE Swim West for the bursary of £200.

Swim England Coaching Swimming assistant course (level 1): Sold out course of blended learning running over the Friday to Sunday of 30th Nov to 2nd December for the face to face units. 16 people due to attend with own members Rhiannon, Amy and Megan. Eva needed to cancel so we have been able to cancel the invoice and re-credit our Swim mark voucher. I have contacted Somerset ASA as Eva was awarded a bursary of £100 which needs returning. Amy is fully funded by Frome and Rhiannon is fully funded by the **Torch Trophy Trust**, Megan has paid herself. It will mean that there may be a few more coaches available to help depending on the session times.

Team Manager 1 module-run by Chris Metcalfe on 8th October at no cost. The room was paid for by Somerset ASA and 8 attendees with Sarah Eves and Sally Shuttleworth from our club.

Safeguarding and Protecting Children Course- arranged and advertised for Saturday 24th November at a cost of £20 per place compared to usually cost of £42. We have 5 definite 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.

Aviva Funding- after 10 months we have finally had the funding from Aviva started in 2017. Thank you to Dave Sutton for helping to achieve this and everyone that voted for our project.

800m/1500m funding- application sent to SW region Swimming committee on 26th October for funding the session on the Friday evening- awaiting a reply.

Young Volunteers program- Archie has successfully applied and been accepted on the program through Somerset ASA. Congratulations Archie- to be supported by Chris and Liam. Kelly Podbury has sent the details of our meet to all the Somerset volunteers in case they want to help.

Diploma in Sporting Excellence-Matt and Rhiannon have been selected for this 2 year course with induction day, online and face to face assessments and an assessor that sees then train and compete at major or Level 1 or 2 events then a warm weather camp. Dylan is currently in his second year after an abroad camp to Tenerife during half term. Well done and Congratulations. Sean is to attend Somerset AGM on behalf of the Club- thank you Sean.

Colin Christmas has been invited to visit the club. This is arranged for Saturday 10th November- follow up to the invite sent this week by Sean and myself.

Xmas Social arranged by Ann Cookson for 24th November at Holt Village Hall- details sent to all squads to buy tickets by 17th Nov. thank you Ann for organising.

Bryanston Camp- Rhiannon was selected as one of 3 volunteers to attend the week at Bryanston Residential Swimming Development Camp. Thank you for the opportunity from SE South West. Her write up was published.

Masters Swimming Program has been running since the beginning of October with 2 one hour sessions per week. Liam initially ran the sessions and this is now been done by Cameron. We received funding from Somerset ASA of £250 to help with set up cost and low numbers whilst we were setting up the programme. We will report back and ask for more funding. Five members with several requests. Need to ensure publicity done again and present at Bath Leisure centre the university and on the masters website. Could also try BANES as part of Active lifestyles. Request

to have business cards to hand out as it is difficult to market but easy to give out cards. Many thanks to Guy who has set up the program and is running it successfully. The aim is to get 12 swimmers by the end of the financial year.

Request for Karen to contact Tilly and work together urgently to follow this up with general contact detail or individual squad contacts.

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.

Recent events available are Swim the Distance on 24th November, Swimathon, and Comic Relief. I have asked for details on all of these. Swim the Distance is lung cancer for Roy Castle and was referred through Swim England as a good one for clubs.

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.

Here is the list of funding we have received since April 2018.

Mike Wood £100 bursary for assistant coach swimming course then £200 bursary for swimming coach course

Eva Piatrova £100 bursary for assistant swimming coach course- to be returned (not included)

Room hire for a team manager course ensuring it is free to all participants through network funding £108

Aviva funding £300

Torch trophy Trust -Rhiannon £225

New masters squad £250 development funding

Invoice to Michele Greenan for room funding for officials course from Force 5 £57.68

We have had TBAS support for room hire for committee meeting and the AGM meetings since September- no cost to club.

Total so far: £1240.68

Upcoming funding

We have £200 worth of SwimMark vouchers to be able to assist with a candidates next courses if run by May 2019 through the IoS.

Safeguarding and Protecting course we are taking up the county and South West offer claiming back £20 per person for running the course on 24th November.

We will also be applying to the Swimming Committee for 800m/1500m event funding at our meet.

Written by Karen Bowen

Fundraising report November 2018

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

| | | | | | | | | |
|--------|----------|-----|----------------|-----|-----------------|-----|-----------|-----|
| Oct-18 | 24 | £10 | 86 | £15 | 209 | £25 | 266 | £50 |
| Winner | J.Barton | | Julian Dennard | | Louis Pritchard | | Mike Wood | |

Novembers draw to take place on November 10th

2. **Sponsorship** – So many potential opportunities here to raise money for the club. We need to look into having our meet packs / programmes sponsored as well as perhaps get specific events at our meets sponsored. I will need some assistance from the committee though on which local businesses etc we ought to be contacting for sponsorship. We've a good opportunity here to get some sponsorship in place in time for the February meet

3. **Waitrose bag Pack** – No suitable dates I'm afraid leading up to Xmas

Many thanks

Dave

Abroad Camp Update- November 2018

The Abroad Camp to Majorca and the BEST centre has been successfully completed with 23 swimmers, 2 coaches and 2 Team Managers attending the 4 start hotel at Sant Jordi. Everything went as scheduled although the weather was unexpected and changes adapted resulting from this.

Parents were updated daily by twitter and a Parent Dump on the telegram app. No unexpected expenses were incurred and we expect to have final figures for the next committee meeting.

A huge thank you our coaches Chris and Mike and special thanks to Tilly and Nick. The abroad camp team was vital in spreading the arrangements and ensuring it ran smoothly and I would like to thank Loren, Dave S and Nat for their help as well as Helen and Julia for all the finance parts. I would like to thank the swimmers for their positive attitude, opening themselves to new experiences and being a credit to Team Bath AS.

Thanked Steve at Sports Abroad and due a refund for water so made arrangements for the repayment.

In all a great team effort showing what clubs are capable of achieving and lots of lessons learnt and lasting memories.

Next steps

As a follow up we will be asking parents and swimmers to complete a feedback form and look at lessons learnt.

Next season goal? Questionnaire to ask parents whether they want a British camp of abroad camp or compete at a meet abroad like Marseilles. You would need volunteers to run and set up any preference.

Karen Bowen