



Patrons: Sharron Davies MBE, Stephanie Millward MBE

#### **Committee Members:**

*Chair Sean O'Connor(SO), Secretary Interim Sue Criddle, Treasurer: Nicki Hammond(NH) 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)Academy Co-ordinator: Steve Williams(SW)*

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

Monday 21<sup>st</sup> January 2019, Bath Uni at 6p-8pm Lecture Theatre.

1. **Apologies for Absence:** Steve Williams Suzanne Prichard
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 Seconded Sean
3. **Matters arising from Previous Minutes/Meeting ;**
  - I. Update on review: Updated by Nicki, about obligations. Discussed. To be decided at next meeting.
  - II. Volunteers: Update and discussion : agreed an email should go out this week asking intention otherwise invoice.
  - III. Taster Days and Development of Academy at Culverhay: 17 attended need for a pre Academy squad before able to join structured Academy. 3 squads Start, Turn, finish squads. No referrals from Bath Uni.
  - IV. Ralph Allen progress: distributed all our PR to produce a general flier for them.
  - V. Open Meet partnership: to review but proceed with booking Hengrove as normal. Still number of meets being queried with RLO.
  - VI. GoCardless: Nicki has looked into it and advised that she didn't advise it.
  - VII. Data Protection (KW); to write a new protocol for all committee and anyone communicating with membership.
  - VIII. Progression chart through the program
  - IX. Payment per swimmer attending meets to go towards coach pass: to be discussed in September.
  - X. Request pool time for a summer training camp at Uni
4. **Correspondence:**

5. **Section Reports:**
6. *Chair: Uni*
7. Treasurer:
8. Head Coach:
9. Workforce:
10. Swim21
11. Fundraising:
12. Open Meet-update:
13. Competition Secretary:
14. Communications:
15. AOB: Swimmers that have resigned 30 days pro rata invoice will be sent by treasurer.

### **Treasurer's Report – Committee Meeting 21/01/2019**

I have had a good chance to look at the accounting software and now have a good understanding.

I have attached the Profit & Loss Report and Balance Sheet as of 31/12/18,

As of 31/12/18 we have received £1385 for our February meet and a further £11,876.00 received in January. All invoices to TBAS swimmers have been issued.

The Profit for the period 01/09/18-31/12/18 stands at £2,421 for these four months. All invoices have been received for this period that I am aware of.

The attached Balance Sheet shows as of the 31/12/18 we had £59,040 cash in the bank. The overall worth of the club is £49,646.

Accounts Payable (invoice owed for payment) have all been paid in January.

Accounts Receivable (money we are owed) on account had not been chased, owing £288.00. I have been in contact with the parent and a payment plan of £50 per month to clear the back amounts has been agreed. A lot of the other amounts have been cleared in January. The odd few are ones with queries - mainly Academy queries.

We are 90% there on sorting the Academy membership out just the last few queries.

Suzanne/myself will get these sorted in the next month.

Nikki Hammond

16/01/2018

• **Club Development/ Workforce January 2019 Update**

- **Welcome to Steve Williams as a new committee member and Academy Coordinator.**
- The job description is on the website along with contact details. These have been sent to the Academy parents. He is also a Swimming teacher and coach.
- **Volunteers:**
- Following the letter about volunteers we have had several members approach about how they can help the club. A number have been forwarded to the appropriate people to help with their groups including offers to train as officials.
- **Action:** many job descriptions need reviewing or adding to the website.
- J2 training- is been taken up by Laurent and Sally starting 29<sup>th</sup> January. Adrian is in touch about J1 training. We are hoping for several members to become qualified at the Counties.
- Thank you also to the Academy parents that have approached us a about volunteering.
- Nicky and Phil Butcher will be organising training courses- meeting me on 26<sup>th</sup> Jan to go through the role and some paperwork.
- Lynn Chappell is the new Facilities Booking Coordinator and again there needs to be a handover with update of job descriptions as it now involves 3 facilities. Starting to copy her in on emails.
- **Action: To move forward Mark has request a list of all members of the Performance Squad and parents' names if possible (2 parents could cover the total of 40 hours as a family).** The emphasis should be on the volunteer to send him their hours each time they help and he will keep the spread sheet updated. The information that he is requesting is the hours completed, task, lead person (to be able to confirm the hours). He will be given a list of those not needing to provide this information either because they have opted to pay the monthly fee or they are in roles that are already know to exceed the hours, ie committee members, as an example. A clear letter will need to go to all parents of the Performance squads to say how this is operating.
- **Safeguarding and Protecting Children Course-** All invoices followed up by Nikki and payments received from Somerset ASA to cover any amounts not covered by the £20 fee. Thank you to Somerset ASA for arranging the payment so quickly.
- **Action:** to check our members that attended have provide Workforce with their certificates.
- **800m/1500m funding-** Swimming Committee funding application accepted and report sent to Chris Tremellen. Received £372.74 and passed the comments on to the Open meet team. Thank you to Swim England South West.
- **Action:** to apply for funding for the February 2019 meet as 800m and 1500m are on the Friday evening.
- **Team Bath AS Masters Swimming Program**
- Somerset ASA unable to support another amount of funding at the current time after funding application completed. We are grateful to them for supporting us with £250 and only one application is permitted per financial year. They will look at our report in March. In the meantime monthly fees for 1 session per week of £20 and 2 sessions per week at £30 have been started and advertised resulting in several new enquiries and trail sessions offered. Several members stopped at Christmas but advertising on twitter and business cards are helping. In order to sustain the program continued advertising on social media is needed.

- **Young Volunteers:** We now have several young members poolside including Archie, Ollie W and Tommy. Peter M is a qualified Level 1 teacher and will be completing his L2 teacher qualification shortly. Thank you for their help.
  - 2 poolside helpers/ assistants per session or hour should be the maximum number for normal training sessions.
  - **Poolside recruitment needed** and volunteer forms constructed the need sending to Academy parents to cover other facilities and train future coaches.
  - **Support for the University**
  - Discussion needed with Sean and Chris regarding the offer of dates from Catherine to cover monthly support and summer camp. More details will follow.
  - No referrals direct from Tribe swimming.
  - **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.
  - **Swimathon-** great for Academy and Masters especially. Dates 29<sup>th</sup> to 31<sup>st</sup> March
  - **Swimming Clubs Challenge-** showcase your training and compete together. Great for building team cohesion raising money for Cancer ResearchUK and Marie Curie.
  - If a swim club has over 30 swimmers and raises over £1000 for the charities they will be entered into a prize draw also be able to apply for a Swimathon Grant Scheme Grants vary from £500 to £2,500 and will only be awarded to organisations supported by pools that are participating in Swimathon. The grants are administered by Swim England and the Swimming Trust and are awarded on an annual basis.
  - **Action:** Do we want to enter? I can organise with helpers from the Academy.
  - **Comic Relief:** Friday 15<sup>th</sup> March 2019, fundraising pack ordered. Consider opportunities.
- Karen Bowen

## Membership Report– January 2019

### Current Membership TBAS

Total 61  
Performance 19  
Potential 27  
Transition 15

### Current Membership Academy

54

### Performance Waiting List

6 people on the waiting list  
Date for a trial currently being agreed with Chris  
Partner clubs to be contacted  
In addition, 5 Academy swimmers trialling for the Transition Squad

### TBAS Leavers

Stella Cookson  
Sam Hammond  
Evie Brady  
Jack Everett

### Academy Taster Session

20<sup>th</sup> January Culverhay Pool  
2 sessions  
2-3pm – 12 attendees  
3-4pm – 10 attendees  
No referrals from Bath University, 1 referral from Culverhay  
3 referrals from Ralph Allen Schools

### Academy Restructure

All current swimmers have been assessed and placed into one of 3 squads;  
Starts – 2 hours per week (14 swimmers)  
Turns – 2 hours per week (15 swimmers)  
Finish – 3 hours per week (25 swimmers)

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# Competition Secretary's Report – 17<sup>th</sup> January 2019



## CURRENT COMPETITION CALENDAR

- 26 Jan – 10 Feb Somerset County Age Groups & Championships
- 12 Jan – 24 Feb Wiltshire County Age Groups & Championships (via home clubs)
- 15-17 Feb TBAS L1 Grand Prix
- 16-21 Apr British National Championships
- 4-6 May SE SW Region Championships (Youths)
- 11,12,18,19 May SE SW Region Championships (Age Groups)
- 23-28 July British Summer Championships
- 30 Jul – 5 Aug Swim Wales National Summer Meet
- 31 Jul – 4 Aug Swim England National Summer Meet

## MEET ENTRIES SUBMITTED

Meet	Somerset County Champs	TBAS L1 Grand Prix
<b>Date</b>	26 Jan – 10 Feb	15-17 Feb
<b>No of Swimmers/Entries</b>	11/46	46/235
<b>Cost of Entries:</b>	£282.00	£1654.00
<b>Coaches Passes</b>	2	2
<b>Cost of Coaches Passes</b>	£10.00	£40.00
<b>Late Entries</b>	0	2
<b>Rejects/Scratches</b>	0	0
<b>Withdrawals</b>	1	0
<b>Refunds Due</b>	£0	£0

Note: 16 TBAS swimmers have not entered our meet (list provided to CA).

## NEW CLUB RECORDS (Claimed by Swimmer, for Ratification by Committee)

### Short Course

14/12/2018	15/16	50m Back	30.07	Alice Barton	SE Winter Champs
16/12/2018	15/16	100m Back	1:04.17	Alice Barton	SE Winter Champs
15/12/2018	15/16	200m Back	2:17.75	Alice Barton	SE Winter Champs
15/12/2018	17+	200m Free	2:01.38	Rhiannon Bowen	CoB Xmas Cracker
16/12/2018	17+	100m Back	56.01	Mark Edmundson	SE Winter Champs
14/12/2018	17+	200m Back	1:59.94	Mark Edmundson	SE Winter Champs
02/12/2018	17+	50m Free	26.24	Misty Marshall-Welling	Welsh Winter Champs
16/12/2018	15/16	200m Fly	2:11.41	Alex Sharman	CoB Xmas Cracker

## **News**

Team Bath AS Web Site:

- 300 Club
- Qualifiers page updated with Winter Nationals Results

**December Newsletter** – distributed. Good feedback received. RT/Shares/Uploaded on Somerset ASA Web Site

## **Web Site**

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

New Elements:

New coaches page completed.

Mechanism for Gallery to be introduced to be viewed by members only.

Masters Page Updated with new Fee information

Academy Page updated with new squad information

## **Social Media**

- New Year 2018 review video created and distributed via Twitter, Instagram, Facebook.
- Publicity for TBAS Meet in February
- 300 Club results
- New Year Resolution plugs for Masters Squad throughout January.
- Publicity for Academy Taster Day – new flyer created for Social Media.

## **Other**

New Flyer for Next Academy Taster Day produced

Ralph Allen School to promote Academy through distribution of posters/Business cards to feeder primary schools and existing pupils.

Karen Saunders

Communications

January 17 2019



## **Abroad Camp Update- January 2019**

Feedback questionnaire sent out as a google form on 7<sup>th</sup> January.

Asked parents to ensure that the mobile numbers for Chris and Nick have been removed from swimmer's phones.

**Finances:** The abroad camp costs have been worked out and parents are due a small refund. Nikki will be contacting parents, once she has full banking access, to inform them of the amount and see whether parents would like a refund or to donate the money to the club.

**Next step:** to confirm the amount and send out info about how to donate or have the money refunded. Check with the Treasurer.

Tis will be the final report for the Abroad Camp as remaining details will be on the Club Development or Treasurers report. Thank you for everyone's help.

Karen Bowen

## **Kate Watts Report for Team Bath AS January 2019**

### **SwimMark**

All documentation required for the Team Bath AS Network SwimMark annual 'Health Check' has been completed and uploaded to the portal. This is to be reviewed by Jackie Hilleard and the submission will then be reviewed at the regional panel in February.

Thank you very much to both Karen Bowen and Sue Criddle for their assistance with this process.

This year, the Team Bath AS SwimMark certification requires all 16 elements to be completed again (only 5 were required last year for a 'Health Check') so I will start work on collating the required information soon as submission is required by the end of July.