

Patrons: Sharron Davies MBE, Stephanie Millward MBE
Director of Coaching: Graeme Antwhistle

Committee Members:

Chair: Sarah Gillet (SG), Secretary: Steve Williams (SW), Treasurer: Mark Kelly (MK), Head Coach: Chris Alderton (CA), Workforce: Nicola Butcher (NB), Fundraising: Vacant, Communications: Vacant, Competition Secretary: Helen Ward (HW), Membership: Suzanne Prichard (SP), Welfare Officer: Tess Gibson (TG), Open Meet Manager: Dave Crawford (DC), SwimMark Co-ordinator: Stephen Amor (SA), Academy Co-ordinator: Ian Blacker (IB)

Committee Meeting Minutes 25th May

Apologies for Absence: Ian Blacker, Nicky Butcher, Chris Alderton

Minutes of Previous Meeting: Agreed

Matters Arising from Previous Meeting / Minutes:

	Start	Turn	Finish	Transition	Potential	Performance
Athletes	17	23	17	18	23	25
Var Mnth +/-	?	?	?	-2	-2	-2
Capacity	24	24?	24	24	24	24

Section Reports:

To be written and submitted for circulation at least 24 hours prior to meeting

Welfare – Tess Gibson

- Constitution: Was approved at SGM, now submitted and approved by Regional, **Certificate to be uploaded to website, SW**
- Deputy welfare, Tess has appointed a deputy welfare officer, KH...
- Weighing swimmers, It was agreed no swimmer under 18 should be weighed unless part of a national talent program.
- Tess has completed a mental health awareness in sport & physical activity course
- TG to send Code of ethics to be signed by coaches, committee & volunteers please.
- OM's I require names & sessions the swimmers are attending please to create the TM folder
- RA, TG to obtain RA from Millfield for L4 and Summer Festival.
- NB & I are planning to tee new TM's with experienced ones
- How many committee members are still left to attend safeguarding?
- The club currently has 4 active welfare cases being supported by TG
- SG booked onto Safeguarding course 2nd June.

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- 1) Chair -
- 2) Treasurer – Reports attached
MK to provide cash flow forecast by following Thursday.
MK to resolve bank mandate issues to facilitate timely payment of invoices.
Bank Mandate: The committee has agreed to remove the following 4 members who have left the club Sean O'Connor Nicholas Bowen, Julia Barton and Nikki Hammond. The committee also agrees to amending the bank mandate signing rules from all members to sign an instruction to any two members. In addition the committee has agreed for Mark Kelly and Steve Williams to be added to the online banking of Team Bath AS.
- 3) Head Coach
 - * I have implemented a process for coaches invoices to come to me for sign off, no payment will be made if process is not followed
 - * I am arranging 1:1 informal catch ups with Liam & Mike to discuss their personal progress, future visions and start the discussion about where they see their role in the team (contract discussions will follow from this)
 - * We are managing the pool timetable so far after swim wall issues. Still no update or timeline on this. STV have provided additional pool opportunities to assist - we are grateful for this.
 - * I think rolling the coach now app to academy athletes is a must. It has had a huge effect on the communication of objectives for the performance based groups. **CA to share if there is a cost attached to this?**
 - * Running Level-X has become more logistically challenging. Reviews to the original plan are being made to balance the need for virtual meets with the needs of the program. My goal is to ensure full transparency of this to the team, it is important to emphasise to the team that I am in full possession of all information to effectively make the best decisions possible. We have plenty of opportunity, no one will be missing out, the committee's support with this message will be much appreciated.
- 4) Workforce – Prepping for Swim Mark, issue with entry cards for Tuesday Finish Squad, **SP to issue updated list to STV**
- 5) Swim Mark - Swim Mark is coming up and hopefully will be opening in June so I would like things ready for then..
- 6) Fundraising -
- 7) Membership – Two swimmers trialling on Friday.
- 8) Academy -
- 9) Open Meet Manager
 - July 3rd short course level 4 meet has a licensed meet pack ready to publish once Millfied clarify the booking.
 - July 24th/25th festival of swimming looks a goer.
 - Swim south west are dealing with all the entries via their website. We just have to thanks each day. More guidelines on this plus the official meet pack will be issued at the start of June.
 - Academy/Transition level x results uploading is in progress.
 - Still need to think about a long term replacement for my role in a years time.
- 10) Competition Secretary – Report attached
- 11) Communications -

AOB:

Recruitment Plan – SW to create a template with roles, current holder and current succession plan SP/SG and SW to create a Volunteer Job list for circulation.
Proposal to reduce number of committee meetings was rejected.

Unrestricted



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Next Meeting Date: Was not agreed, it is proving difficult to get full attendance to meetings due to training times etc. We need to agree a set format for future meeting dates.

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