



Patrons: Sharron Davies MBE, Stephanie Millward MBE

Committee Members:

Chair Sean O'Connor(SO), Interim Secretary. Sue Criddle, Treasurer Helen Ward Director of Coaching Graeme Antwhistle(GA) Head Coach-Chris Alderton(CA) Workforce - Karen Bowen (KB), Fundraising - Vacant Communications Karen Saunders(KS) Special Advisor Vacant. Competition Secretary-Jamie McNeil (JM), Membership- Vacant Welfare Officer- Jim Durrant (JD), Open Meet Manager Nick Bown(NB) Swim21 Coordinator Kate Watts(KW)

Committee Meeting Meeting Minutes.

Thursday 4th January 2018

Bath Uni at 6.00pm

1. **Apologies for Absence-** Sally
2. **Minutes of Previous Meeting** to be agreed and signed as true and correct record: to put copy on Website under Team Info.
3. **Matters arising from Previous Minutes/Meeting :**
Volunteers and finding people to fill roles still vacant from AGM.
 - Helen to take on role of treasurer with Steph Milward helping still needs a deputy. Committee agreed unanimously.
 - Mark Birkett to be approached to take on role of volunteer coordinator from Nat at the open meets:
Action Jamie to ask.(Committee agreed unanimously)
 - Suzanne offered to take on role of secretary. Sue to stay in role for the 3 months leading up to SGM and to train her. **Action:Sue to speak to Suzanne** about handover.(Committee agreed unanimously)
 - Karen to ask Nicky Butcher if she would take on deputy workforce from Suzanne if she takes on Secretary.(Committee agreed unanimously)
 - Membership Secretary: Sally has indicated she wishes not to continue in the membership role or her coaching role. Sue to discuss with her what role she wishes to take on and Sally to discuss with Chris her coaching role.
 - Wendy to act as assistant to Jim(Welfare): (Committee agreed unanimously)
 - Discussion on volunteering within parents and an opt out if they don't volunteer 20 hours per year to have an increase in fees of £30/month. Communication to go out to parents explaining the volunteer need and if we don't get more help we will have to pay an administrator. **Action Karen S and Sean**
4. **Correspondence**
5. **Section Reports**
6. **Treasurer:** Report for committee only

7. Head Coach: Training going well with good results. To start discussions with Team Bath about organising a CPD day - this will be opened out wider than just the Network clubs, Somerset and maybe region.

National window for qualifying open. Emails from non Network members will be easier to communicate once we are an independent club.
8. Workforce: Below
9. Swim21: working towards Network re accreditation due in February 18.
10. Fundraising: Wendy to approach parents and form a sub committee for fundraising, to run raffles so they can take it in turns. Action Wendy
11. **Open Meet-update:** report for committee only

Feb meet must go ahead. Nick to have meeting with Open meet committee tomorrow.
12. Competition Secretary: below
13. Communications:
14. Overseas Camp-update : Below
15. **AOB**
 1. Kit : TYR kit demo & window for ordering kit before Regional's (Suzanne) To arrange once Chris has given a date. £580 in our pot. **Action Suzanne and Chris**
 2. Network discussion specifically signing the MOU to which Emily has agreed and has been updated with the relevant SwimMark and Swim England plus our new name and logo. She could not see anything else needing a change in order to continue with the network.
 3. Removal of Network AS logo. Sean signed this and to be circulated to clubs.
 4. Discussion followed about whether we want to still have a Network. Positive aspects are we gain officials at our meets, expertise from volunteers as many of our volunteers have roles at home clubs. New swimmers into programme. There may be clubs who choose to withdraw once we become independent stand a lone club. To discuss at Network meeting that meetings to be held twice a year only with organising role moved from participating clubs ie to take it in turns, it should not be our sole responsibility as moving forward we should all be equal partners in this alliance. **Action Sue** to circulate to Network clubs with deadline for signing or emailing confirmation
 5. Update of the development plan.: not discussed
 6. Request for reports from Membership/Communications for new squad development. Membership attached in PDF
 7. Arena League: do we have any expertise within club to take on the running of the admin side of this. - not discussed
 8. Name for the new development squad : ideas to be circulated.

Karen Bowen- Report for Team Bath AS- Jan 2018 meeting

Club Development and Workforce

Welcome to our new committee members, thank you for volunteering.

ACTIONS

All volunteers plus officials will need to sign the Code of Conduct which can be found at our website.

ACTION: to obtain signatures and check qualifications for roles as some may require training course to be attended or renewed along with DBS checks.

DBS CHECKING- Wendy had agreed to help Jim complete DBS checks. There are quite a few outstanding and overdue. Check whether there is a training need and if necessary contact Dave Wordley as maybe he would be happy to come and give advice/train people.

TEAM MANAGERS-Team Bath AS have a number of volunteer TM's. We need to ensure that any that helpers have competed their TM certificate, have an updated DBS and Safeguarding & Protecting Children certificate. This is essential to be poolside.

SAFEGUARDING COURSE- To book a safeguarding course for the network as the training needs analysis suggests that it is required and we have several members of the committee and TM's that need to attend. Suggested date- Saturday 24th February, check with Sean and Tilly.

TEAM BATH AS NEWSLETTER DUE- sorry but it is time for a newsletter again. Karen S will update with publicity and communication moving forward.

New Squad- meeting with Emily Taylor and Sean at 5.30pm on 9/1/18 to discuss the completion of an application for £500 funding for the new squad.

UPDATES

- £1,250 Network Development Funding received from Somerset ASA after they received our report on the AS network from April to October 2017. Many thanks to Somerset and Fiona Bowen for their continued support.
- **Nomination for SW Volunteer of the Month- suggestions please and does someone want to do the write up?**
- Mike's new Strength and Conditioning team of Volunteers for Strength and Conditioning- currently have feedback and contact details for 5 people.

Urgent Action: to check that they have all been made members, DBS checks and Safeguarding, requesting help from Sally and Jim

- **Aviva Funding:** although not able to promote this fully due to ongoing actions from the Open meet and massive take up nationwide we are still hoping to receive £300 from Aviva. They are due to send us a due diligence form in January.
- **Funding of £193.48** received from the SW Swimming Committee after running the 800m/1500m events at our Open meet. Many thanks.
- Chris is in touch with Graeme about a masterclass or multi-disciplinary conference/ clinic in association with the university and Somerset ASA. Awaiting further developments.

Swimmer Opportunity- Details about Talented Athlete Funding through the GLL Foundation to all members

Nutrition course- The final nutrition session ran on the 30th October for all remaining swimmers and parents up to a max of 40 places. The information is on the members section of the website.

Parent and Swimmer Meetings- Understanding the Performance Swimming Environment on 6th November run by Chris Alderton.

SW region agreed to help towards the room hire costs for the nutrition and parents/swimmer sessions totalling **£107.08**.

Team Manager 1 module -Sunday 22nd October attended by 14 candidates

Team Manager 2 module- Monday 4th December, attended by 11 candidates

Both the TM1 and TM2 were presented by Stacey Millett and Marion Britton. We would like to thank them for their time, news updates were put on twitter and Somerset ASA new pages.

Bath Sports Awards 2017-Finalists: Laura Mcnab and the Girls Relay Team. Lovely evening for all attending.

Christmas Party- Thank you to Ann for organising the Christmas Party on 2nd December. It was a very enjoyable event.

[ACTION FOR CHRIS SUMMER PARTY](#) Please could you arrange a date with Ann Cookson for a summer party-June, may be first date after close of the qualification window, Consider Barn dance with food. Would have to make arrangements in advance and keep the calendar free.

Network Training Analysis completed by all network clubs and sent to Emily Taylor, suggested that there is scope to do another Assistant Coach course and Safeguarding.

Good Club Guides- Our case study on Reward and Recognition for volunteers should be out shortly with thanks to Sophie Byrne at Swim England.

Roger Guttridge visited the club to write an article for Swimming Times. Many thanks to Jamie for writing up the nomination for the SW and Swim England Volunteer of the Year and thank you all for arranging the presentation at our meet and the flowers.

Competition Secretary's Report for December 2017

Entries summary for this month

Team Bath AS Level 1 & 3 Last Chance meet, 17th – 19th November

	Female	Male	Total
Number of athlete entries	29	23	52
Number of individual event entries	206	171	377

Final swims and fees due still to be determined

City of Bristol Christmas Cracker Level 2 Open Meet, 16th – 17th December

	Female	Male	Total
Number of athlete entries	24	15	39
Number of individual event entries	133	91	224

Costs:

224 entries @ £6.50 = £1456.00
3 coach passes @ £15 = £45
Total paid: £1501.00

All entries accepted

Withdrawals

Flossie Ball 1 event



Niamh Ward 8 events (medical)
Megan Watts 4 events (medical)
Archie Prichard 3 events (medical)
Ellie Waulbaum 2 events (medical)

Refund provided for 17 events (£110.50)

United Bristol Swimming Club Level 1 & 3 Open Meet, 6th – 7th January

	Female	Male	Total

Number of athlete entries	10	7	17
Number of individual event entries	24	23	47

Costs:

47 entries @ £7.00 = £329.00
 2 coach passes @ £15 = £30
 Total paid: £359.00

3 scratches – refund due £21

Club Records

No new records since last committee meeting for ratification

Nick Bown – 3rd January 2018

nd the insurance has been arranged with Sunworld at a cost of £494.42 Insurance documents (paper and email) have been received with the certificate and 24 hour emergency claims number for the duration of the trip.

Flights

Outbound-Thursday 25th October 2018 depart Bristol at 0605 arrive Majorca at 0925 flight number 6039. Arranged with Easyjet group bookings. All seats are together and information on passengers should be completed at least 3 days before departure. Total cost £2202.33

ACTION: TO BOOK RETURN FLIGHTS

Action after booking return flights: to discuss options with Sport Abroad regarding meals on days of arrival and departure and perhaps change of training times once return flights are booked. Advise Sports Abroad of collection times for the transport and the insurance package.

Details given to all passengers about obtaining an EHIC card.

Replies to a request for volunteers to help: Nat Gordon, Dave Sutton, Rebecca Marshall and Gill Crudginton offered.

Nat has been checking flight details along with Nick (and other members) when I have booked and several people including Loren have checked the insurance. Loren will be involved with the risk assessments. Suggest that Steph Millward is asked if she can act as a TM in emergencies (already has her TM1 and may have her Safeguarding certificate).

Next steps: Book return flights, arrange a meeting to discuss action plan for the coming months and allocate jobs plus update parents and swimmers. I took on the position to start arranging the camp- is there anyone that would like to take over?

Karen Bowen, Team Bath AS Club Development volunteer