

Patron: Stephanie Millward MBE

Team Bath AS Management Committee Meeting Minutes
Friday July 5th
University of Bath STV

The Team Bath AS Committee	Apologies
Rob McFarland (RM) – Chair and Open Meets Promoter	Sarah Eves (SEv) –Secretary
	Irene Bopp (IB) – Membership Secretary
Gina Fox-McFarland (GM) – Meet Co-Ordinator	Tim Babbage – L1 Meet Promoter
	Gareth Strange (GS) –Treasurer
	Emma Lewis (EL) - Welfare Officer
Leah Clark (LC) – Interim Workforce and Training Co-Ordinator	Jill Wildish (JW) – Welfare Officer
Nicky Slee (NS) – Communications Officer	Nick Caller (NC) – Fundraising Officer
Karen Bowen – Para Swimming	Liam Willcox – Head of Swimming
Cara Dowding (CD) – Academy Co-Ordinator	
Jim Hordern (JH) – Interim Swim Mark Officer	
Victoria Naudi (VN) - Workforce and Training Co-Ordinator	

Agenda

- VOTE: Sarah W as Interim Secretary
- VOTE: Sponsored swim no/go decision
- Head of Swimming Update
 - S&C Advert and next steps
 - STV hours for 24/25
 - Squad timetable 24/25 feedback
 - Dragonfly update inc membership/enrollment
 - Coach recruitment - current position
 - Taster sessions for the new season - dates to be advertised over the summer
- Competition Update
 - Millfield dates 24/25 + Oct 25 L2
 - L3 update - swims, volunteers and officials
- SwimMark Update
- AOB
 - Who's away and when over the summer
 - Date and time of next meeting

- Rob welcomed Committee attendees.
- He notified the Committee of Sarah Eves' decision to step down as Secretary with immediate effect. Sarah Workman has volunteered to step up as Interim Secretary.
- **The Committee voted unanimously to vote Sarah Workman as Interim Secretary.**

Ahead of the end of Season, several urgent items were addressed, and the following actions agreed upon:

- The Club has been offered coaching help from Boer Swimming Club. **Karen** to send details to **Cara** who will add the individual as a dual member.
- **Victoria** will send Karen swimmers' numbers for our upcoming L3 in the instance Liam is unable to attend.
- Karen advised that a S&C advert had been drafted pending Luke Wilkinson's review. Luke and Team Bath will advertise the position once it's approved by Luke W.
- Victoria pointed out that Team Manager courses are fully booked now until October.
- The Committee agreed the proposed meets timetable for SC season but have requested that an L4 and the Spooktacular event was added to give additional opportunities. The Club will not be participating in the forthcoming Arena League Liam should notify the Committee should our stance change.
- On the Monday following an open meet, Monday sessions will be streamlined accordingly, and this expectation should be set with members upfront. **Liam** to action.
- Karen informed the Committee that we have the option to change the 24-25 squad timetable to LC/SC when needed.
- Rob would like the Club to find more corporate sponsorship. No definite plan was discussed but it's an item to be picked up on at the start of the new season.
- Rob expressed a concern over the poor volunteer take-up for our L3. If not enough volunteers or officials can be sourced, then we will have to consider closing the tuck-shop and medals desk and reappointing volunteers appropriately. The alternative is that the meet doesn't go ahead as we need 15 officials per session and currently, we do not have sufficient numbers to run the meet. **Rob** to email the Club.
- The proposed 24-25 squad timetable was shared.
- **The Committee voted unanimously to approve the proposed 24-25 squad timetable.**
- We are currently waiting to see if the STV can accommodate our proposed squad timetable 24-25. Once British Swimming have confirmed their hours, we expect to receive the contract ASAP.
- **Irene** to add 'venue' to TU.
- **Cara** to send Karen a copy of the Welcome Letter.
- The success of the Dragonfly taster sessions was discussed. Offer letters have been distributed. **Gina** will process Dragonfly membership.
- The Committee agreed that a para taster and general taster will take place on Saturday, 14 September at 1030am.
- **Nicky** to update her generic taster flyer to include the date and time and send out digitally to schools across Bath and surrounding areas ahead of the new school year starting.
- **Cara** to discuss with Kay the qualification criteria for tasters.
- **Leah** to source and provide Nicky with school email contacts.

- **Leah** to work with Emma Lewis to sort out Luke's DBS.
- **Rob** to send Karen Luke's contract.
- **Sarah W** to process a contract for Matt H.
- **Rob** to sign off Swim Mark materials and send to Jim.
- **Rob** / Emma to urgently review and amend Swim Mark templates as per Jim's request.
- **Rob** to send Jim his e-signature.
- The Club's code of conduct is outdated. **Sarah W** to update it and provide a new version for the website.
- **Gina** to add 24-25 target meets to the website.
- **Liam** to add 24-25 squad timetable to the website.
- Rob suggested to the Committee that we should consider participating in the John Bolton memorial LC event being run by Somerset ASA. **Rob** to discuss with Liam.
- **Rob** to talk to Hengrove re our options for 24-25.
- **Rob** to confirm Millfield 24-25 dates.
- The Committee discussed the benefits of holding a Grand Prix next season aimed at swimmers not competing in nationals. The general consensus is this is something we should consider giving us a competitive advantage. **Rob** to discuss with Liam.
- Leah mentioned that if the Club volunteered at Glastonbury, we could raise extra funds for the Club. **Leah** to speak to Lina Jones for more information.
- **Rob / Tim** to speak to Lesley at Somerset ASA re licencing for a Grand Prix and Sprints Day.
- **Victoria** to check with Tim the officials' distribution list.
- Re outstanding monies owed, **Tim** to have a reconciliation session with Gareth. Following this, **Nick** to chase outstanding monies where applicable.
- Given a poor uptake and interest, the Committee concluded that it made sense to cancel the planned Sponsored Swim. **Nick** to notify members.
- **The Committee voted unanimously to cancel the Sponsored Swim.**
- **Karen** to cancel the lanes booked for our sponsored swim.
- Instead of a Sponsored Swim, the Committee decided to use the time instead to hold Olympic Relays, with Performance swimmers leading relay squads. **Karen / Liam / Kay** to set this up. Leah suggested we run a cake sale alongside it.
- **Sarah W** to set and agree a date in September for the next Committee meeting.