

Team Bath AS Management Committee Meeting Minutes

Thursday February 1st

University of Bath STV

The Team Bath AS Committee	Apologies
Rob McFarland (RM) – Chair	Jill Wildish (JW) – Welfare Officers (Training)
Gareth Strange (GS) –Treasurer	Nick Caller (NC) – Fundraising Officer
Sarah Eves (SE) –Secretary	Leah Clark (LC) – Interim Workforce and Training Co-Ordinator
Nicky Slee (NS)– Communications Officer (via teams)	Open Meets Promoter – Role Vacant
Cara Dowding (CD) –Academy Co-Ordinator	Performance Liaison Officer – Role Vacant
Victoria Naudi (VN) - Workforce and Training Co-Ordinator	
Gina Fox-McFarland (GM)– Meet Co-Ordinator	
Irene Bopp (IB)– Membership Secretary	
Emma Lewis Welfare Officers (Training)	
Jim (J) – Interim Welfare Officer	
Jim Horden (JH) – Interim Swim Mark Officer	
Emma Lewis Welfare Officers (Training)	

Agenda

- 1) Chair -Welcome and apologies
- 2) Secretary
 - AGM minutes approved and on website.
 - TU/ Registers.
 - Management/ reimbursement of cancelled sessions
- 3) Head of Swimming update
- 4) Treasurer update
 - Budget and Finance Policy sign off.
- 5) Welfare update
 - Wave Power update
 - Website Policies
 - Mobile Phones
 - Policy/ Risk Assessment sub-committee
 - Officer Training update
- 6) Membership update
 - Update on renewals process.
- 7) Club Meets update.
 - Meet Entries – Counties, Swansea, L3, L4 etc.
 - Coms plan for meets.
 - Volunteer/ Workforce update for meets.

- 8) Academy Update
- 9) Swim Mark
- 10) AOB
- 11) Date and time of next meeting

Minutes approved from last meeting.

Action	Comments	Status
Current closed welfare files will be uploaded and stored as archived files on secure G-Drive. Open or Ongoing files to remain on Welfare drive.	To be confirmed with in coming Welfare officers once training is complete	Ken to give access to emails and hand over G-Drive.
VN to set up G-Drive to store workforce certification securely on file.		Set up ready for transfer of files.
GS to implement Visitor Fee structure by 1st December 2023	Full finance document being developed to be published ASAP	Document submitted for Committee approval at next meeting, and LW to be given oversight
GS to review budget and cost to date in January	To present details at January Committee meeting	Document circulated
NS requires newsletter content by the end of the month.	Rolling request for each months newsletter	To coincide with meet
NS Suggest last Friday of the month parental social – January. No profit making but good to get people together In the Lime Tree. Need to find someone within the club to drive this after first event!		On Going
GS to aim to get Go Cardless ready to go for the renewals in January.		Complete, awaiting wider circulation by end of February Active now - Complete
SE to discuss with Kay next steps to explore whether we can expand to become a para-swimming center		On Going – Liam to take next steps with tribe and para swimming hope to start slowly from September
NC to check date of sponsor swim with KB to		On Going – After 3rd August

ensure it fits with the training plan for the older swimmers		
Committee to agree dates with a social afterwards, suggest February and possibly a Club Champs for December next year.		On Going
RM agreed to contact Karen to ask for access to be granted to the clubs Facebook account.		On Going NS to check and confirm LW to have a chat with her
Committee requested that SE speaks to LW to get the current register system working then we can work out how to adapt it.		On Going to trial with aspire 2
NS to confirm with LW what publicity he would like to celebrate his acceptance on Coaching Course.		Low key piece in newsletter – on going
GS to review the other squad structures that were considered during the initial restructuring and a more social squad/ recreational squad for those who don't want to "compete" at such a high standard.		On going
New finance policy circulated for review and approval at next meeting.		
GS to provide names of long-term non-payers to IB ASAP to make sure membership isn't renewed for these swimmers until debts are paid.		Ongoing – complete by end of day. IB and GS to compile non-payment emails and given a month of non-swimming to pay before being asked to leave.
Resolution to be put forward by GS at next AGM to make use mandatory for all swimmers– members to be		

asked to vote to approve this.		
SE to confirm with STV if they have age restrictions for swimmers parents accessing changing rooms.		On going
IB to send LW an up-to-date list of non-renewals, LW to speak to swimmers to get renewal placed.		On-going 10 still to reply. IB to send the list to all committee to get sign ups ASAP.
NC needs to place an order for volunteer t-shirts in next 2 weeks in order to be able to provide all Volunteers with t-shirts for the meet in March.		Complete
CD to chat to LW to agree when would it be sensible for another trial to go ahead to fill squad vacancies.		On a rolling trial to be more specific for vacancies
Coms push for L4 meet needed NS confirmed this would happen.		On Going

Meeting Minutes

- AGM minutes for January approved and uploaded onto the Club website.
- Emails have gone out to members asking for volunteers for the L3 meet, the club needs to ensure there are some experienced warm up marshals, there is currently no resilience in the volunteer plan if someone drops out in some of the sessions. The meet boxes have been confirmed to be with Sally Fowler and Mark Kelly has the box with the printer.
 - **VN will ask Millfield what they can do to support.**
- Meet schedule decisions made to space out all the decision for all the squads, a couple of swimmers will need to be scratched in order to ensure that we don't run over the timing thresholds for the meet.
- Current meet plan
 - Counites
 - TBAS L3 meet.
 - Swansea scrapped all doing counties which makes it too much for swimmers, emails have to go to those involved.
 - TBAS L4 March meet – swimmers different to those who will be involved in counties, plan is to run the meet after counties have finished in 25m Prep pool. To run it we will need; 12 officials and volunteers, the Referee can be a starter and time keepers can check turns. Worst case we could check if will Nicky come and train/sign off new time

keepers from Aspire parents before the meet.

- **LW to confirm what time Millfield will shut the pool.**
 - Yeovil last chance for Regionals
 - British Champs swimmers are off early April.
 - Trowbridge for those not going to Regionals.
 - TBAS L1 meet in May currently planned to be held same time as Chelsea and Westminster meet which might mean that Chelsea and West will look to move the date.
 - TBAS L4 meet to be in May 18th license has been approved.
 - TBAS L3 end of season meet.
- 2 swimmers went to Luxembourg to compete, the experience was really positive, the event was well organized, some countries were using at as Olympic trials. Our swimmers gained some really great experience. Photos and coms to go out tomorrow.
- Starting to look at numbers and possible squad moves post counties also discussed looking at how to work squads around whether there is any extra pool time to accommodate particularly for younger swimmers.
 - RM asked if there was a way to blend sessions for Competition and Development to support those swimmers who need more swimming time, ideas discussed to see if there was a way help by reviewing pool time especially on a Sunday.
- LW discussed his current coaching plan and explained that Matt H wants to do Level 2 coaching and keen to stick around and move forward Ivor L and Shannon H to do course in next couple of weeks.
- RM suggested we look to build a wait list to allow for progression through the club. GS agreed but stated that we need to make meets successful to be able to fund growth within the club.
- IB asked if we need to be more targeted around recruitment, LW explained that waiting lists don't work people are looking for an immediate solution, LW stated his ideal would be another 4 lanes pool on a Sunday which would allow for a development plus group to allow another day for swimming for Aspire 1 and a development plus option to transition swimmers between Development and Competition.
- RM asked **LW/GS to look at numbers or information around what extra time would be available for the current squads to drive the progression etc. and cost profile to work out how it can be moved forward.**
- **Welfare to send introductory email to members and request volunteers to set up a sub-committee Jill and Emma to get a group together to go through wave power and pull together risk assessments as necessary.**
- Swim mark moving forward **diversity training JH and SE to do.**
- NS, wants to ask membership if someone would support the club by helping to run promotions and campaigns to support all to the meets going forward committee supports move.
- **Date of next meeting – Alternative location tbc 28th March JH to sort out.**

Actions arising:

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JH and SE to undertake diversity training for Swim Mark.		