

Team Bath AS Management Committee Meeting Minutes

Thursday March 28th

University of Bath STV

The Team Bath AS Committee	Apologies
Rob McFarland (RM) – Chair	Nicky Slee (NS)– Communications Officer
Gareth Strange (GS) –Treasurer	Open Meets Promoter – Role Vacant
Sarah Eves (SE) –Secretary	Performance Liaison Officer – Role Vacant
Nick Caller (NC) – Fundraising Officer	Jill Wildish (JW) – Welfare Officers
Cara Dowding (CD) –Academy Co-Ordinator	
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 Horden (JH) – Interim Swim Mark Officer	
Emma Lewis (EL) - Welfare Officer	
Leah Clark (LC) – Interim Workforce and Training Co-Ordinator	

Agenda

- 1) Chair
 - Welcome and apologies.
- 2) Secretary
 - AGM minutes approved and on website.
- 3) Head of Swimming update
- 4) Treasurer update
 - Budget and Finance Policy sign off.
- 5) Welfare update
- 6) Workforce update
- 7) Membership update
- 8) Club Meets update
- 9) Academy update
- 10) Swim Mark update
 - Diversity and Inclusivity audit
 - Swim Mark process, requirements from committee and deadlines
- 11) Coms update
- 12) AOB
- 13) 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	Complete
VN to set up G-Drive to store workforce certification securely on file.		Complete
GS to implement Visitor Fee structure by 1st December 2023	Included in wider fee policy document	Complete - To be updated and recirculated as part of finance policy with newly agreed visitor/ holiday swim process and payment scheme. See action below.
GS to review budget and cost to date in January	To present details at January Committee meeting	Complete
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!		Complete
SE to discuss with Kay next steps to explore whether we can expand to become a para-swimming center		Complete
NC to check date of sponsor swim with KB to ensure it fits with the training plan for the older swimmers		Complete - Date confirmed with STV
Committee to agree dates with a social afterwards, suggest February and possibly a		On Going

Club Champs for December next year.		
RM agreed to contact Karen to ask for access to be granted to the clubs Facebook account.		Complete
Committee requested that SE speaks to LW to get the current register system working then we can work out how to adapt it.		Complete
NS to confirm with LW what publicity he would like to celebrate his acceptance on Coaching Course.		Complete
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.		Complete
New finance policy circulated for review and approval at next meeting.		On going
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.		Complete
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.		Ongoing for next AGM
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,		Complete

LW to speak to swimmers to get renewal placed.		
CD to chat to LW to agree when would it be sensible for another trial to go ahead to fill squad vacancies.		Complete
Coms push for L4 meet needed NS confirmed this would happen.		Complete
VN will ask Millfield what they can do to support L3 meet.		Complete
LW to confirm what time Millfield will shut the 25m pool for L4 meet		Complete
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		Complete
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		On Going
JH and SE to undertake diversity training for Swim Mark.		SE Complete JH On Going

Meeting Minutes

- Meeting minutes for February were approved and uploaded onto the Club website.
- LW to manage supporting British Champs and some squads over the Easter period and may need to pop home to cover squads.
 - Counties were pretty good have had request for trials from many clubs post counties which is leaving decisions to be made how to manage these swimmers and whether we can add them in.
- Discussed potential for a mixed competition squad and how a mixed squad would work and can be delivered and supported. Need to look at pool side

- assistants to help with the split squad, if this were the solution in the short term.
- LW had had a look at GLL and club links he thought it was a good tool to use to be able to access pool time in other pools, to help manage the costs and increase the number of swimmers and squads.
 - LW informed the committee that the STV had some extra hours this season but they were patchy until the students broke up for the summer, Thursday 7-8pm can be made available if we want it and could be available from September. GS suggested we should take ASAP (potentially from June) to enable the moving forward of the club.
 - The committee agreed that they need an idea from June/July of what the squads look like.
 - The committee discussed with LW the need to look at a recovery set post meets for Performance it was suggested that this should be built into the cancellation planning,
 - LW to send out some information to update parents.
 - Matt H is looking at staying in Bath and might be able to do the level 2 training in September.
 - Need to update Workforce to make sure that parents are removed from the OMS when swimmers leave,
 - GS and IB agreed to copy VN/LC in to any leavers correspondence.
 - GS discussed the loss of swimmers from the upper squads and the loss to the club of £1k per month and wanted to let the Committee know the impact and start discussions and planning in order to start to recover these losses.
 - Millfield dates similar to next year, VN voiced concern over the proximity of dates. STV have offered to speak to RM about the cost of pool plus a discussion over the holding of meets at other locations including Hengrove or the STV to provide other options to Millfield.
 - **Committee agreed to go ahead with proposed dates for now but pursue other options for date changes with both Millfield and other providers.**
 - Outstanding monies for this weekend's meet and some haven't paid for our L3 meet.
 - RM to email those families to chase.
 - 2 parents haven't renewed membership and are in breach of SE and the Clubs Constitution. There have been 5 leavers 3 starters this month.
 - 8 swimmers are on an Aspire 2 trial and 7 on an Aspire 1 trial list, no more trials until after the easter holidays.
 - EL wanted to discuss who else was a verifier thinks there is only one plus EL, we could do with more, we can have up to 4 verifiers.
 - GM volunteered to do it.
 - EL agreed to ask KB to see if she knew of anyone else and how to add more.
 - Need to get committee members who haven't done safe guarding to do it,
 - NC, GM, RM, GS to do safeguarding course.
 - Pick up at drop offs, EL asked where does the responsibility lie with parents to pick up at a sensible time and whether we need written permission to allow parents to 'drop and go.'
 - EL look at templates for pick up and drop offs.

- RM reiterated as part of his Chair training that Welfare cannot have a relationship with the Chair or Coaches due the grievance process. Welfare noted and agreed.
- VN, we need lower end of Club Team Managers for the lower end meets. We need to link up with Trowbridge to cover the Trowbridge meet due to lack of TM cover.
- Poolside support and coaches, VN has had approaches from some parents to help poolside.
 - VN agreed to share names with LW.
- Team Manager 2 training course, 4 members of Club have completed the training.
- Volunteer problems for Level 1 meets, waiting for entries to be confirmed, coming across a lot of parent apathy. It's always the same parents who help out.
- SC is trained as a recorder and we now have 3 trained announcers.
- Push for next season for more officials.
- VN suggested that we should do a thank you for volunteers at the end of the season.
 - RM suggested we make the decision post L1 meet to establish whether the funds were available.
 - RM to write to parents to ask for support over the next 2 meets, especially for our meets.
- RM stated we need a meet promoter ASAP to shadow Tim Babbage ready to take over for future meets.
- Need to set up a sub-committee for meets to catch everything and set up a formal committee to take the pressure off one person.
 - **Committee unanimously voted to accept RM into the dual role of Chair and Interim Meet Promoter**
- Lots of meets going on British, Regionals, Yeovil, Trowbridge, Wells. LW is looking at running a L4 meet with Bradford SC as well as a Millfield so younger swimmers get to still have their swims. Looking at next L1 meets to decide what the Club will be entering waiting for licenses to be approved possibly Chelsea.
 - RM suggested it would be good to give a heads up towards Christmas as a rough gauge from September.
- LW looking at a "bench mark" meet for September.
- LW would like to do a long-distance meet for swimmers as a first swim at the STV and use it to train officials.
- Swim Mark JH provided an update and discussed the diversity inclusivity action plan which included **sharing census data with the committee which had now been completed** the Committee needed to look at membership data to establish a way to capture disability data required within the disability and inclusivity action plan. The Committee discussed why we weren't currently capturing it and whether it is possible/ feasible given the membership application parameters fixed through using Team Unify.
 - Suggestions were made to include this as a requirement in the 2025 Membership renewal process.
- Purchasing swim meet photos
 - Photograph Order Form for the Committee's consideration

- Matt took some fantastic photos at Somerset Counties and at our L3 meet. Pre Covid, the club would post photos on the website for parents to purchase. I would like to reinstate this, if possible, but we need to agree pricing and how payment might work. Following an initial discussion with Gareth, it was suggested:
 - 1x photo = £5 (£2 admin charge)
 - 2x photos = £9 (£3 admin charge)
 - 3x photos = £12? (£4 admin charge)
- Purchase would only be possible for members paying by GoCardless.
- **The Committee agreed unanimously to accept the use of the form and the above pricing structure:**
 - Next steps will include:
 - Removing and archiving current photos dating back to 2019
 - Adding photos to Counties tab for County Champs 2024
 - Adding photos to Meets tab for our L3 meet in March 2024
 - Approving Photo Order form
 - Notifying parents that this option is now available.
- Change of Club Patron
 - In the build-up to Paris 2024, NS suggested it would be timely to swap Sharron Davies for a younger, possibly male, Bath-based patron. It would be fab to get Tom Dean, although Siobhan O'Connor might be an option as she swam with us (Aquae Sulis) and is likely to have fewer media commitments than Tom.
 - If the committee agrees that change is needed and in prep for a 2024/25 announcement, please give me some names to investigate (young, male, going to Paris would be great). NS can contact them to see if they are interested and write to Sharron thanking her for her time but asking her to step down. The new patron would be asked to commit to doing some PR for us (I have a list) of 3-5 things min per year to encourage engagement with the club e.g., like our posts, wish our swimmers good luck, turn up and meet our swimmers etc. and in turn raise our profile.
 - **The Committee agreed to this action voting unanimously in favor.**
- **On 2nd April the Committee voted unanimously via WhatsApp to approve option 2** of the attached Risk Assessment to cover training on Wednesday 3rd April 2024 as a result of stretched cover resulting from Holidays and British Champs cover.
- **Date of next meeting – Alternative location 25th April JH to sort out possible location.**

Actions arising:

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NS requires newsletter content by the end of the month.	Rolling request for each months newsletter	To coincide with meet
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Champs for December next year.		
New finance policy circulated for review and approval at next meeting.		On going
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.		Ongoing for next AGM
SE to confirm with STV if they have age restrictions for swimmers parents accessing changing rooms.		On going
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 Wavepower and pull together risk assessments as necessary		On Going
JH to undertake diversity training for Swim Mark.		On Going
LW to send out some information to update parents on recovery set proposal		
GS and IB agreed to copy VN/LC in to any leavers correspondence to allow OMS to be updated		
RM to email those families to chase outstanding meet fees		
GM volunteered to become a DBS verifier, EL to confirm with KB names of other verifiers and how to add new names		
EL look at templates for pick up and drop offs		
VN agreed to share names of parents interested in helping as poolside helpers with LW		
Decision to be made post L1 meet to establish whether the funds were available to host a thank you to volunteers		
RM to write to parents to ask for support over the next 2 meets, especially for our meets.		

RM requested a rough gauge of meets that will be available for planning up to Christmas to be available for parents from September.		
Suggestions were made to include "disability" capture as a requirement in the 2025 Membership renewal process		