

Team Bath AS Management Committee Meeting Minutes

Thursday April 25th

University of Bath STV

The Team Bath AS Committee	Apologies
Rob McFarland (RM) – Chair and Open Meets Promoter	Irene Bopp (IB)– Membership Secretary
Gareth Strange (GS) –Treasurer	Jill Wildish (JW) – Welfare Officer
Sarah Eves (SEv) –Secretary	Nick Caller (NC) – Fundraising Officer
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	
Emma Lewis (EL) - Welfare Officer	
Jim Horden (JH) – Interim Swim Mark Officer	
Leah Clark (LC) – Interim Workforce and Training Co-Ordinator	
Karen Bowen (KB) – Para Swimming Taster Co-Ordinator	
Tim Babbage (TB) – Meet Promoter L1 meet	
Nicky Slee (NS)– Communications Officer	

Agenda

- 1) Chair
 - Welcome and apologies.
- 2) Secretary
 - Previous meeting minutes approval.
 - Confirm outstanding actions.
- 3) Head of Swimming update
 - Dragonfly proposal
 - Coaching availabilities
- 4) Treasurer update
 - Budget and Finance Policy sign off.
- 5) Welfare update
 - DBS verifier request
- 6) TBAS/ Millfield L1 meet update.
- 7) Competitions update
- 8) Workforce update
- 9) Academy update
- 10) Swim Mark update.
 - Diversity and Inclusivity training

- Disability data
- 11) Communications update
- 12) AOB
 - AGM
- 13) Date and time of next meeting.

Minutes approved from last meeting.

Action	Comments	Status
NS requires newsletter content from members for next newsletter.	Rolling request for each newsletter	To coincide with meet and regionals
Committee to agree dates with a social afterwards, suggest February and possibly a Club Champs for December next year.		On Going
New finance policy circulated for review and approval at next meeting.	Approved	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
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		

Meeting Minutes

- Luke Jury is currently working as a level 2 teacher but is looking at doing coaching Level 1 & 2 and would therefore be able to bring in more experience. KB has asked the institute of swimming to see if he can get funding and training £460 full cost with no bursary but could get a bursary if booked through the club.
- We will have Shannon, Ivor and Maddy qualified very soon as Level 2 coaches, with Kay and Matt is planning to do his training asap for his Level 2. LW was asked about Level 3 coaching requirement and he informed the Committee of the need to be selected by the Institute to do a Level 3 coaching. KB to get course for Matt sorted. GS said happy to fund training for Matt and would pay him when he's qualified. Maddy needs to do safer recruitment and DBS.
- RM suggested that we need to be stronger with the membership from a volunteer point of view to ensure we have enough support for our plans going forward.
- NS informed the committee how busy her workflow was over the next few months publicising para swimming as well as regionals and up and coming meets.
- Fee document approval GS confirmed that it had been circulated to the Committee **a vote was taken the policy was voted on and unanimously approved** GS confirmed that it now includes visitor swimmer amendment.
- GS updated then committee on the status of outstanding fees, 3 swimmers who have left the Clubs with outstanding fees, RM has informed them that Swim England will be informed as per policy.
- GM asked about swimmer invoices about when to invoice for meets GS confirmed that he would prefer to invoice at the last minute to avoid having to do minutes.
- TB provided a L1 meet update, he explained that we can expect to get a

rush of entries in the week before entries close. Current entries look good with fees and coaches passes orders looking good, the meet is oversubscribed on the Friday night so TB will need to look at scratches. TB is hoping to notify places by Sunday evening so parents and swimmers can plan. Some other sessions also need to be reduced to fit within the time allowances.

- The aim will be to finish before 6pm each day. VN asked about the official's position, she stated that were looking good with volunteers for all sessions except for the Friday night.
- A discussion as had regarding how we manage swimmers who are on their own (individuals).
 - KB to find a letter to be sent to swimmers with individual entries to ensure that we have the correct support for them without risking the support for our own swimmers.
- VN provided a Wave power update regarding L1 coach or swim teachers' requirements for meets stating that are acceptable providing a risk assessment has been prepared in advance she also stated that in the instance that 3 swimmers or less are competing it is acceptable that you don't need to have a coach just a team manager.
- LW updated the Committee on the L4 meet confirming that it still going ahead there are currently 5 swimmers signed up.
- Cara to have a chat with Emma about finding a lower squad DBS verifier.
- Cara has had some requests from swimmers who are specifically asking for squads by name to join, she's thinking of trailing swimmers when the older squads are training to avoid confusion over the level of their swimmers.
- Diversity and inclusivity training JH suggested asking as many members as possible to do the training.
- NS has asked for help to upload photos onto On Deck otherwise everything is ready to go post L3 meet.
- 7th November proposed for next AGM,
 - SE will inform members at the end of the season.

- **Date of next meeting – Thursday 16th May 2024**

Actions arising

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