

Team Bath AS Management Committee Meeting Minutes

Thursday May 16th

University of Bath STV

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

Agenda

- 1) Chair
 - Welcome and apologies.
 - Dragonfly Update
 - Somerset ASA President elect
 - Meet entries 24/25 agreement.
- 2) Meet Promoter
 - L1 Last chance meet feedback
- 3) Secretary
 - Previous meeting minutes approval.
- 4) Head of Swimming update
 - Bath Leisure Centre
 - Pool time and Squad proposal 24/25
 - coaching
- 5) Treasurer update
- 6) Welfare update
- 7) Communications update
 - Committees' availability over the summer period
 - New club patron - acceptance and next steps
 - Dragonfly:

- Nick can we provide some Team Bath AS kit onsite at Dragonfly for September please?
 - Sarah - email address needed please (pathway email?)
 - July L3 LC - clarification on who's on the 'working team'.
 - Millfield dates for 24/25 - have Millfield confirmed?
 - Contract for Kay
 - Callum Jarvis - are we communicating his departure?
- 8) Competitions update
9) Workforce update
10) Fundraising update
11) 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
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 ad RM to take discussions with LW off line to agree a solution for contracted "Meet" attendance extension		
GS and IB agreed to copy VN/LC in to any leavers correspondence to allow OMS to be updated		Complete
RM to email those families to chase outstanding meet fees		Complete

GM volunteered to become a DBS verifier, EL to confirm with KB names of other verifiers and how to add new names		On Going
EL look at templates for pick up and drop offs		On Going
VN agreed to share names of parents interested in helping as poolside helpers with LW		These parents have since left the club
Decision to be made post L1 meet to establish whether the funds were available to host a thank you to volunteers		GS and RM confirmed that this can now happen
RM to write to parents to ask for support over the next 2 meets, especially for our meets.		Complete
RM requested a rough gauge of meets that will be available for planning up to Christmas to be available for parents from September.		To be sent out by end of season
Suggestions were made to include "disability" capture as a requirement in the 2025 Membership renewal process		On Going

Meeting Minutes

- **Minutes approved from last meeting to be uploaded onto website.**
- RM thanked the committee for their input into the L1 meet and relayed the positive nature of feedback from all clubs who attended.
- He explained that Dragonfly have provided the Club with a wonderful response to our commercial concerns. We have 6 months where we will use any fees initially will be utilised to cover coaching costs and any profits will be passed on to them to cover pool hire, recognizing that initially the squads will be under capacity. This may be extended after this period if needed depending upon squad numbers.
 - As a courtesy RM emailed Norton to inform them of our plans, the tone of the response was very negative and suggested that we were going to affect their pipeline, RM reassured the committee that we had done nothing wrong and haven't stepped on any toes.
 - KB has already informed SESW and Somerset ASA who are very supportive and looking into whether there may be funding available to help develop this opportunity.
- Somerset ASA president elect nomination, Karen has agreed to allow us to nominate her for the role as well as nominating Sophie York for swimmer of the year, Liam to provide information for citation before Friday.
- RM sent out dates for meets for 2025, to committee and suggested we step back from the December alternative to the May date suggested by Millfield.

- March L3 (Millfield have already confirmed that they will not be entering this meet? collaborate with Taunton dean or other options). KB asked if we could get the Friday night of the March meet.
 - 14/15 June (outside qualification windows, there won't be any Chelsea and West meets next year). TB suggested we could go for a L1 national prep meet, then July as a L3.
 - GS confirmed we can accept the dates and cancel at the last minute and don't need to confirm the level of the meet until we know the qualification windows.
 - **Committee voted unanimously to accept these dates.**
- TB thanked everyone for their input into the March meet. Without the team pulling together it wouldn't be the success it was. He felt that the TBAS brand has been properly put out there from the last 2 meets.
 - TB felt that the meet was challenging but we were lucky that there were many people still out there chasing times. Requests came last minute from the SESE due to issues with their own meet. There was a lot of sorting of withdrawals in the last week before the meet.
 - On the Saturday there was an issue with loading the swimmers with the warm up etc. due to the ages of swimmers. Some coaches were frustrated which TB addressed on Sunday morning.
 - Welfare incident swimmer from another club left the site due a disagreement with his coach which was resolved the swimmer was found and reunited with his family.
 - Millfield entered a swimmer whose mother also entered them individually in 800m declaring a time, however after checking (post swim) it was discovered that they in fact had no recorded Swim England time. It was in breach of entry conditions and he has been informed that his time won't stand.
 - Catering timing needed to be adjusted due to session changes, Millfield were happy to adjust.
 - WIFI didn't work on the Friday which was corrected for the Saturday.
 - Fridge situation won't change for future meets. Need to work it out before July. RM is going to ask Millfield to supply/cost wraps to sell.
 - Free buffet provided by Millfield, for Officials on the Friday will be offered for every Friday night going forward.
 - £4800 taken on sum up.
- LW showed the committee a document with plans for next year including using Bath Leisure center for Aspire 1 sessions on a Sunday. Aspire 2 and Development will have extra sessions at the STV on the Sunday. The aim is that the gaps between the squads are reduced.
- LW needs to plan squad names for Norton squads so they don't confuse or clash.
- LW needs to look at coaches for the Wednesday due to STV and Norton squads running.
 - The Club need to find 2 poolside helpers to support training on a Wednesday (ideally) and one for every squad at Norton (this will be sourced through the Norton Parent pool).
- Squad movement will not happen much over the summer, will review in

September.

- Bath Leisure Centre sessions are just a reinstatement of sessions that we had before COVID. £75 for 3 lanes plus coach, GS asked if numbers would have to be restricted to the size of the pool, as its Aspire 1 it will form part of the choice of sessions that they are offered.
 - **Committee voted unanimously to approve the usage of Bath Leisure Centre.**
 - **One of the Exec will go with Karen to sign the contract with Bath Leisure Centre in the next week.**
- Treasurer update, L1 was not as profitable as L3 but overall we have covered the losses we had previously, Millfield haven't billed us yet.
 - GS has made an accrual in the account to cover this.
- GS agreed that funding was available for a thank you for volunteers, and to buy polo shirts for officials to be available for L3 meet,
 - **NC agreed to organise just needs numbers from TB.** NC suggested to stick with Swimpath. Also t-shirts for coaches (not with coach written on the back). 2 t-shirts to be provided for each coach.
- Need July meet to go well to keep this going.
- Welfare EL updated the Committee on the Clubs DBS position looking at Rachel Lake becoming a verifier.
- She stated that the incident at the meet was handled well by the Club, Seagulls and Millfield. The dad was tricky to manage he had to be calmed down.
- Welfare is working on a pick-up policy which will be available to share soon.
- Some behavioral issues with a couple of swimmers recently which will be addressed individually rather than an email to everyone.
- NS has been very active on social media and is hoping for a bit of a break although there isn't much let up.
- Newsletter coming out next week. **NS needs fundraising content for end of the week.**
- BBC radio Bristol to interview Kay and Sophie before Para swimming taster day. BBC radio Somerset and K2 foundation video crew to come in and video session in real time. All promoted by SESW and Somerset ASA which has also been shared on Facebook,
- Dragonfly want marketing for our website and theirs. Email to go out to club about Para and Dragonfly opportunities. Flyers drafted for all of these, need to have prices to make sessions/ squads easier to sell. RM suggested we can add the range of prices stating it will depend on which squad a child swims in.
- NS asked if we can we provide some TBAS kit at Dragonfly. NC said we would need to order in specific samples which we could keep for ourselves. SEv and KB confirmed that the pathway email will be used for all Dragonfly correspondence.
- Links sent out by email for photos. Matt will come up with a plan to take and sell photos at the meets.
- July is good to go not many entries received yet. RM asked if we could write to everyone who came to our meet to advertise again. NS will advertise on social media from next week.

- July L3 meet working team is it staying the same.
- L4 meet this weekend (NC has some prizes and chocolates for the meet), 7 people have entered Chelsea and Westminster meet, entries close this weekend for our L3, Wells confirmed entries are due today.
- LW hopes to send out "save the dates" for targets meets for next season up to Christmas before the end of the season.
- Window for British/ English is 12th May the Club will organise at a "nationals t-shirt" gifted by the Club for those who qualify.
 - **LC can find out names and sizes and will liaise with NC to get it arranged. KB to confirm wording.**
- LC discussed a need for more TMs in the lower squads, and a need for a recruitment campaign through Dragonfly.
- Members have really stepped up in our meets and seem to enjoy it.
- LW confirmed that Nicky will come up and license time keepers when we need it.
- There have been 3 more swimmers from trials and a few for Dragonfly.
- NC confirmed that all squares sold again on the raffle and feels 200 is the optimum for the raffle for a weekend, hot heat vouchers were also well received, he needs to plan these better for another time.
- 27th July sponsored swim information will go in the newsletter but promo won't happen until start of June.
- Not running the car wash from an insurance and safety position it wasn't worth it. Cake sale instead STV, 22nd June earliest date they can hold it, however NC is away then he is looking at another date and will confirm the position of allergens etc.
- NC asked if it would be possible to provide feedback for swimmers, is there a way to have some form of feedback e.g. quarterly, biannually for parents on not linked to specific squad progression. LW suggested that this wasn't feasible, it would easily take him 20 hours to do every time.
 - He confirmed that he is around at the start and end of sessions to discuss with parents.
 - The Committee discussed ways to encourage swimmers to speak to their coaches as this was the most effective way to get feedback. It was suggested we add this detail on the induction form, the main feedback happens during squad moves. We need to set the expectation of how this works for swimmers and parents. There will be start of season meetings.
- RM confirmed that the Committee need to collate ideas for using funding from the K2 foundation for the next season to benefit all the swimmers.
 - **LC to find out if we can buy Corsham's old blocks for Dragonfly.**
 - LW said we also need back boards for the shallow end to prevent injury.
- Committee voted to LW costs for British nationals as they are over the agreed limit.
- Need a recruitment panel to interview 3 candidates some time next Thursday to Saturday, Emma, Cara, volunteered to undertake this.
 - **SEv agreed to compose standard questions.**

Date of next meeting: June 6th, 2024 - focus July L3 meet, Para, Dragonfly.

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NC agreed to organize officials t-shirts through Swim Path just needs numbers from TB. Also need 2 t-shirts to be provided for each coach.		
LC can find out names and sizes of t-shirts for nationals swimmers and will liaise with NC to get it arranged. KB to confirm wording.		
LC to find out if we can buy Corsham's old blocks for Dragonfly.		
SEv agreed to compose standard questions for coach interviews		