

Patrons: Sharron Davies MBE, Stephanie Millward MBE
Director of Coaching: Graeme Antwhistle

Committee Members:

Chair: Chris Chudleigh (CC), **Vice-Chair:** Sarah Gillet (SG), **Secretary:** Kate Watts (KW), **Treasurer:** Mark Kelly (MK),
Head Coach: Chris Alderton (CA), **Workforce:** Nicola Butcher (NB), **Fundraising:** Vacant, **Communications:** Vacant,
Competition Secretary: Neville Hay (NH), **Deputy Competition Secretary:** Helen Ward (HW) **Membership:** Suzanne
Prichard (SP), **Welfare Officer:** Jim Durrant (JD), **Open Meet Manager:** Dave Crawford (DC), **SwimMark Co-**
ordinator: Steve Jackson (SJ), **Academy Co-ordinator:** Vacant

Committee meeting minutes

2nd March 2020 at 5:30pm in Lecture Room at STV

Apologies for absence: Chris Alderton, Neville Hay

Review of minutes from previous meeting: - No comments received regarding the minutes from the committee meeting on 10th February 2020 so taken as approved.

Section reports: - The following section reports were received and distributed prior to the committee meeting: -

- 1) Deputy Competition Secretary
- 2) Membership
- 3) Treasurer
- 4) Workforce

Other items:

- JD advised that the two parents who have volunteered to be Deputy Welfare Officers for Team Bath AS have now completed the 'Time to Listen' course. JD then left the meeting.
- March open meet. Approx. 600 swimmers have entered the meet due to take place on 13th to 15th March, 2020 at Millfield School. Currently short of officials for the Friday evening long distance events. [**Action:** DC to add CC to the Open Meet WhatsApp group] [**Action:** SG to email all parents re: raffle and cake donations required for meet]
- Head Coach update provided via SG: -
 - A number of squad movements are due to take place this week. Further re-structuring of squads may take place after Regionals. [**Action:** SP to ensure MK is aware of squad moves to ensure invoicing is in line]
 - Additional lanes have been secured at the University on a Saturday between 2pm and 3pm for the Academy
- Masters. [**Action:** MK to look at costs and income for the Masters squad and provide feedback to the committee prior to the next meeting] [**Action:** SG to ask Karen B about details of any grants provided for the Masters squad]

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- ASA renewals [**Action:** SP to provide MK with a contact at ASA for access to the finance reports required to ensure all payments are processed in a timely manner]
- Clinics. It was agreed that the target date for next clinic to be run should be Saturday 18th April, 2020. [**Action:** CC to discuss with Carolyn Nicholls]

AOB:

- L2 coaching course. Two people have expressed an interest in attending this course. The committee agreed for two bursaries to be used to fund these.
- Safeguarding course. Two young volunteers have expressed an interest in attending this course. TBC.
- Outstanding Academy fees. It was agreed by the committee that these should be chased up and paid in full. [**Action:** MK to contact individuals to chase payments]
- Network meeting. To be hosted at University of Bath on 16th March, 2020 by Andy Jack (Swim England Club Development Officer)
- Wavepower 2020. This was due to be published at the end of February 2020. It was noted that one of the parents may be willing to assist with reviewing and updating policies as necessary.
- Coronavirus (COVID-19). SG confirmed that currently the advice is to follow Public Health England (PHE) guidance. [**Action:** SG to issue email to all members regarding COVID-19] [**Action:** HW to talk to CA re: protocol for illness of swimmers and to remind parents (via email) of this and that absence due to illness will not impact on attendance]
- Committee positions
 - It was noted that Karen Saunders has resigned as Communications Manager (via email to Chair)
 - Communications Manager role to be advertised on the website
 - The Academy Co-ordinator role is still vacant. It was discussed that SG may be able to fill this in the interim. [**Action:** SG to talk to ask Liam for any suggestions for this role]
 - The Fundraising Manager role is also still vacant so needs to be advertised on the website
 - The Competition Secretary role was discussed [**Action:** CC to talk to NH to determine if he is able to continue in the role]
- HW requested a separate meeting to discuss a recent welfare meeting involving a number of parents and swimmers. SG advised that the detail of any such welfare meetings could not be discussed with committee members without the express permission of those directly involved. [**Action:** CC/SG to discuss with JD]

Next meeting: Monday 6th April, 2020 at 5pm in Lecture Room at STV

Remaining meeting dates for 2020: -

- 4th May 2020
- 1st June 2020
- 6th July 2020
- 3rd August 2020
- 7th September 2020
- 5th October 2020
- 2nd November 2020
- 7th December 2020

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Treasurer's Report - Committee Meeting March 2020

I have attached the Profit & Loss Report and Balance Sheet as of 29.2.20.

The accounts show a profit for the month of February 2020 of £7114.44 and a year to date profit of £18,36538 although there is some expenditure still due for the month of February.

The attached Balance Sheet shows as of the 29/2/20 we had £63,271.39 in the bank. Again, there are expenditure and invoices to be raised.

ASA fees have been paid in January and invoices have yet to be raised, these are still to be raised. In addition to these invoices we have 4 meets upcoming which will be raised. During February we did purchase two new printers for our open meets.

We have had an incident where Team Unify sent invoices to all members, I am investigating as to why this was or if it was an scam.

Mark Kelly
01/03/20

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Workforce Committee Report – March 2020

Committee Information

I am awaiting the certificates

Training Records

I now have the training information and I am expanding to include more volunteers

Job Descriptions

The Workforce JD has been updated and is being reviewed?

Also the Vice Chair role also needs a Job Description – Awaiting action by Sarah

Problem with my email address coming up with my name instead of role.

Training for 2020

I am still awaiting the development plan to build a full training plan, however as an update

We have a Coaching level 2 in May/June and plans are being finalised. 2 from TBAS interested, will need to sort our funding/bursaries.

Safeguarding – we have a course booked on 28th March but not much interest to date.

There is a new online J1 course as per my recent email, we have 10 interested including 4 already doing /done their theory.

Team Managers

Getting a few new Team Managers involved at the next meet in March

Nicola Butcher

Training and Development Officer

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Committee report 2/3/2020 – Deputy Competitions Secretary

We have 4 meets that are in process at the moment. Bristol Penguins entries are completed but not yet attended by the swimmers. Below is a table of the current status of the meets. At the moment we have had no indication from any organiser that the events will be cancelled due to the current outbreak of the Covid-19 virus.

Date	Level	Meet	no of swimmers	members invoicing total	Fees to meet organiser -MK	Status	Closing date
21/03/2020	L3	Bristol Penguins / Keynsham meet	13	£187.50	£203.50	all entries accepted - fee needs paying to meet & all invoices need sending out to members- MK	passed
13/03/2020 - 15/03/2020	L1	TBAS & Millfield	51	£1782.00	none - fees received from members	Entries submitted - waiting for accepted entries from organiser	passed
03/04/2020 - 05/04/2020	L1	Guildford City meet	16	£512.00	£592.00	Entries submitted - waiting for accepted entries from organiser	07/03/2020
11/04/2020 - 12/04/2020	L3	Street & Taunton last chance meet	31	£1099.00	£1129.00	Entries submitted - waiting for accepted entries from organiser	05/03/2020

Below are the rest of the meets for this year for the swimmers:

	Transition	Age Potential	Youth Potential	Performance
March	TBAS & Millfield (L1) Keynsham & Penguins (L3)	TBAS & Millfield (L1) Keynsham & Penguins (L3)	TBAS & Millfield (L1) Keynsham & Penguins (L3)	TBAS & Millfield (L1)
April	Guildford (L1) Street/Taunton (L3)	Guildford (L1) Street/Taunton (L3)	Guildford (L1) COB – No coach British Champs (London)	Guildford (L1) COB – No coach British Champs (London)
May	Age Regionals (L1)	Age Regionals (L1)	Youth Regionals (L1)	Youth Regionals (L1)
June	TBAS & Millfield (L1) Plymouth or Severnside (L3)	TBAS & Millfield (L1) Plymouth or Severnside (L3)	TBAS & Millfield (L1) Plymouth or Severnside (L3)	TBAS & Millfield (L1) Plymouth or Severnside (L3)
July	Tigersharks (L3) or Devenport (L3)	English Summer (L1) Tigersharks or Devenport (L3)	British/Scottish/Welsh/English Summer (L1) Tigersharks or Devenport (L3)	British/Scottish/Welsh/English Summer (L1) Tigersharks or Devenport (L3)

The Regional entries official close date remains as the 6th April 2020. However for the swimmers who are attending the Street meet, I will accept late entries to this meet from them ONLY and all of these entries will need to be received by midnight on the Sunday 12/04/2020. I have not yet informed them of this, as I am waiting for the confirmation of entries from the Street meet, so this information remains confidential.

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There have been a number of Club records broken during the counties and I have updated these on the Website. However it remains the responsibility of the swimmer/ parent to inform me of any updates, so if any have not been updated this will be because I haven't been informed.

Helen Ward – Deputy Competitions Secretary

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Membership Report

Talent ID

34 swimmers came to the Talent ID Day on 22nd February.

19 of these have been offered a taster day on 7th or 14th March – split by squad as follows;

- 4 x START
- 9 x TURN
- 6 x FINISH

So far 9 have accepted for 7th March and 5 for the 14th March.

We are holding a second Talent ID on 7th March.

29 x swimmers on the waiting list from the first day have been invited. Awaiting confirmation.

Squad Changes

Two swimmers have been offered move from TURN to FINISH

Two swimmers have joined FINISH Squad from a previous taster day (Kingswood School)

Three swimmers have resigned.

Awaiting names from the coaches of swimmers from FINISH to be offered TRANSITION.

Numbers currently in Academy

24 Finish

13 Turn

16 Start

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Transition

As above awaiting names from coaches of any FINISH squad swimmers ready to move to Transition.

No leavers.

Performance

One swimmer has resigned.

No changes to Age Potential or Transition.

Numbers in TBAS

19 Performance
14 Youth Potential
12 Age Potential
21 Transition