

Academy Swim Team (AST) - Committee Meeting

Concise draft minutes for publication to members

Date	Wednesday, 30 September 2026
Time	18:02 - approximately 19:03
Location	Not stated in the transcript
Purpose	Review of club championships, presentation planning, banking, coaching, land training, policies and future planning.
Public note	Draft for committee approval before member circulation. Person-specific welfare discussion is not included.

1. Welcome and meeting purpose

The meeting reviewed club championships, presentation planning, banking, coaching, land training, policies, clubwear and future meetings. Members welcomed Ollie to the Head Coach role; he sent apologies and comments on the agenda.

2. Club Championships

The committee approved Tuesday 17 and Thursday 19 November, using existing pool time with no additional cost. The age-group plan adds an 8-and-under category for 25-metre events and a separate 9–10 category; the existing 11–12, 13–15 and 16-plus groups remain.

The final meet conditions will confirm awards, team scoring and entry eligibility. The committee discussed participation certificates and a random team competition, but some arrangements still need confirmation before entries open.

3. Presentation night

Saturday 5 December at Lakeside was confirmed for this year. The committee will ask the social committee to coordinate the raffle and other activities. Members discussed presenting medals at the event and will check trophy costs before deciding how perpetual trophies should be recorded.

4. Banking and administration

The committee reported progress on the bank mandate paperwork. The aim is to give current trustees appropriate access so routine administration can continue when one trustee is unavailable.

5. Coaching team

Members discussed adding coaching and poolside support, particularly for early-evening and Junior/Development sessions. The committee wants a more resilient coaching team and greater female representation. No appointment was made.

6. Land training

An interim self-led programme is available through the Members Portal, using Swim England guidance. The committee will continue it while considering longer-term options, including delivery, cost and safeguarding arrangements.

7. Club policies

The committee supported sign-off of the main anti-bullying policy, subject to feedback on the young-swimmer pledge and accessible supporting materials. A separate session will review the remaining policies, including changing-room guidance. Final materials will be prepared for member access after review.

8. Clubwear

Members considered an alternative supplier and a wider range of kit. No change was approved. The committee will revisit the options when future branding plans and likely costs to families are clearer.

9. Future meetings and close

Wednesday 28 October was discussed as the next meeting date, but availability still needs checking. The chair will confirm the date and meeting format. The meeting closed at approximately 19:03.

Public action summary

Action	Owner	Due / timing	Status / note
Issue final Club Championships conditions, including approved dates and age-group arrangements.	Committee / organiser	Before entries open	Dates approved; remaining conditions to follow.
Coordinate presentation-night activities, raffle and awards at Lakeside.	Social committee / Sam	Before 5 December	Date and venue agreed; event details still to confirm.
Complete the bank mandate changes and confirm appropriate access for current trustees.	Trustees	ASAP	Paperwork signed; processing continues.
Strengthen coaching cover and recruit further volunteers for early-evening and development sessions.	Committee / coaching team	Ongoing	No appointment made.
Continue the interim Members Portal land-training option and recommend longer-term arrangements.	Committee / coaching team	Next meeting	Consider cost, delivery and safeguarding.
Complete the anti-bullying policy, young-swimmer pledge and accessible materials before member circulation.	Policy lead / committee	Before circulation	Supporting materials need committee review.
Confirm the date and format of the next committee meeting.	Chair	ASAP	28 October was discussed but is not confirmed.