



# Newbury District Swimming Club

Affiliated to South East Region ASA

## Minutes of Committee Meeting held on Monday 8<sup>th</sup> October 2018 at Northcroft Leisure Centre

*Please note that any information/discussion deemed confidential by the committee  
has been removed from this report prior to publication.*

**Present:** Janet Hopkins, Tony Woodward, Martin Jezzard, Jo Harrison, Steph Holland, Angela Emberlin, Nick Shanahan, Sarah Bosley **Apologies:** Ian Crane, Anneliese Fox-Jones, Brigid Humphreys

### COMMITTEE MEMBERSHIP

It was proposed that Nick Shanahan join the committee. The proposal was seconded, approved and Nick was welcomed.

### HEAD COACH REPORT

- Tony read out the coach report.

A confidential discussion took place regarding matters arising from the head coach report. The committee agreed that for Safeguarding reasons 2 swimmers would be moved from A squad to swim with B squad until the issues were resolved.

### APOLOGIES –see above

### MINUTES OF THE LAST MEETING

- The committee agreed the minutes were an accurate representation of the September meeting and were duly signed.

### MATTERS ARISING FROM THE MINUTES

- There were no matters arising from the minutes that weren't already on the agenda for discussion.

### SQUADS

- Feedback from the A squad meeting had been generally positive.
- A squad had requested their own land training session and although it was agreed that this wasn't practical, it was suggested they be made aware of the Active 8 sessions held at Northcroft and Kennet gyms which are sessions designed for young people to make use of the gym facilities under supervision.
- Proposals for a 50m pool in Reading: Nick to supply web address of the online support group which can then be circulated to members with a recommendation of support.
- The overall response to the Cruiser/Challenger move has been positive. Jo to forward email from one parent to Janet for response.
- Janet to continue efforts to gain more pool time.
- Janet to check the situation regarding dates for the B and Challenger squad meetings.
- Sarah B to speak to Vicki about a Challenger parent information evening.
- It has become evident that certain Challenger swimmers are not committed to the training programme. It was suggested they be moved to Youth but confirmed that the minimum age for Youth entry is 14/15 (school year 10) and the swimmers are question are currently year 9. Janet to discuss the issue with coaches and ensure parents and swimmers are clear on the criteria required to be in the Challenger squad.

### CORRESPONDENCE

- Swim England updated Constitution model: Janet to review.
- Email re advertising for SwimExpert and Hyrokidz: Jo to respond advising that we don't offer advertising.

### CHILD PROTECTION / ROLE OF THE SAFEGUARDING &WELFARE OFFICER

- The ongoing welfare issue continues to be handled by Janet and Martin, in accordance with ASA procedures.
- The minor welfare issue has been resolved.

### Safeguarding/Team Manager Course

- Safeguarding course booked for Monday 15<sup>th</sup> October from 6.30-9.30pm at Northcroft. Janet to confirm attendees and offer any spare places to other clubs.

## MEMBERSHIP REPORT

- A Squad: 19, B Squad: 27, Challengers: 34, Sprinters: 39, Cruisers: 47, Youth: 21 (3 full), Masters: 74 (1 full)

## TREASURERS REPORT

### Account Balances (as of 7.10.18)

£ 48, 376

£ 1, 006

### Notable Debits/Credits

#### Debits (additional to regular monthly fee and coaching payments)

- All regular payments up to date but Martin is concerned about the lack of invoices for Kennet, Hungerford and Willink from Legacy. He would like to confirm that it will be alright for him to contact Legacy to arrange for receipt of these. Janet advised that the Legacy invoices are wrong and that she is sorting the problem.
- Martin is meeting Jill Crane this coming week to take her through what is involved in the role of Pool Secretary from the treasurer's point of view.
- £600 payment to Kudos for a new set of hoodies

#### Credits (additional to monthly fees)

- The club's balance has increased as a result of the annual membership subs having been paid.
- Martin requested that all monies relating to last season's outlay be paid in or passed to him to be paid in as he would like to complete accounts for last season. There is some door money outstanding from Club Champs, plus coach money.
- Martin and Ian have agreed a revised fee for Sprinters owing to the 15 minute reduction in available pool time.
- All new fees are on the website.

### ASA Swim England Update

- The club is up to date with new member submissions.
- Martin has had notification from SE that any submissions made from 1<sup>st</sup> Oct – 31<sup>st</sup> December are half price (see below)

Swim England Fees:

Category 1: £4.55

Category 2: £13.20

Category 3: £2.60

South East Region Fees:

Category 1: £2.00

Category 2: £2.50

Category 3: £0.00

## SWIMMARK

- Janet to review any effect that the Swim England constitution change might have.
- The Codes of Conduct are ongoing but require Ian's input. To be treated as urgent.

## TEAM UNIFY

- Ian was absent from the meeting, so an update was not available.
- In order to relieve pressure on Ian, it was suggested that Steph and Sarah B be trained on certain elements of TU, and that more committee members have Meet Manager.
- Ian to send Open Meet file to Steph for supply to external clubs.

## PR & WEBSITE

- Sarah B to add online news item for the Sprint Meet.
- Results of Sprint Meet to be published on the website.

## SWIM CAMP UPDATE

- The committee agreed that it wasn't appropriate for Kaleb Fox-Jones to attend the camp when injured and unable to swim. Jo to email his parents offering a full refund.
- Jo to contact Jonah Hood's parents to offer the available place.
- Tony has added business insurance to his car insurance policy and will supply the insurance certificate to the school business manager at The Willows before departure.
- Janet to inform members of any session changes due to the camp.

## ANY OTHER BUSINESS

### Sprint Meet

- The Sprint Meet ran late due to technical issues and complaints were received from Cruiser parents. The committee discussed the issue and agreed that moving the meet to a Saturday night might prevent future problems.

**Open Meet**

- Sharon has kindly agreed to produce hampers for the raffle.
- Windsor and Didcot clubs are confirmed as attending.
- Food for the officials is being organised.

**Recruitment of additional coaching staff**

- Susie Vokins is now unable to help.
- Tracy Apps is doing her Level 1 teaching.
- Liz Pudney has yet to commit.

**AGM**

- Date confirmed as Sunday 25<sup>th</sup> November at 7.30pm in the Northcroft café.
- Tea/coffee and biscuits to be offered.

**DATE OF NEXT MEETING: Monday 12<sup>th</sup> November at 6.30pm in the Northcroft café.**

**DATE OF AGM: Sunday 25<sup>th</sup> November at 7.30pm in the Northcroft café.**