



# Newbury District Swimming Club

Affiliated to South East Region ASA

## Minutes of Committee Meeting held on Monday 12<sup>th</sup> November 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, Ian Crane, Jo Harrison, Steph Holland, Angela Emberlin, Nick Shanahan, Sarah Bosley, Annelise Fox-Jones, Brigid Humphreys, Paul Barlow, Kathy Matthews **Apologies:** None

The Chair welcomed Paul Barlow and Kathy Matthews to the committee.

### HEAD COACH REPORT

- Tony read out the coach report.

### Matters arising:

- A confidential discussion took place regarding matters arising from the coach report.

### APOLOGIES –see above

### MINUTES OF THE LAST MEETING

- Subject to two minor typos, the minutes were agreed as an accurate representation of the October meeting and duly signed.

### MATTERS ARISING FROM THE MINUTES

- It was noted that the decision at the October meeting to move two swimmers to B squad had been rejected by the parents. A confidential discussion took place.

*Sarah B had to leave the meeting early so the following items were discussed before she left:*

### TEAM UNIFY

- Ian reported that Team Unify have provided a new contact management system which could be used to re-structure the website.
- Nick volunteered to take responsibility for the technical aspects and while Sarah B volunteered to take responsibility for the content.
- Ian to supply the relevant information to Nick and Sarah.
- Steph to email Ian with an example of the problem she is having with the system so that Ian can pass it to Support.

### TEAM MANAGER COURSE

- Nick reported that a Team Manager course was being held at the Holiday Inn in Reading on 7<sup>th</sup> February.
- Several committee members expressed an interest in attending and will book places direct.

*Sarah B left the meeting*

### SQUAD MEETINGS

- Squad meetings for Challengers and B squad have yet to be set up.

### CORRESPONDENCE

- No correspondence received since the last meeting.

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

#### Violent incident on the Arena League Bus

- A confidential discussion took place.

#### Swimmer anonymity procedure

- The club has two children whose names must not be published for welfare reasons.
- Those committee/club members who deal with publishing information e.g. meet results, are aware of the situation and will ensure the names are removed prior to publication.
- The parent has also contacted the ASA to ensure the children's names are not published at their end.

## MEMBERSHIP REPORT

- A Squad: 19, B Squad: 29, Challengers: 40 (1 leaving), Sprinters: 39, Cruisers: 40 (1 leaving), Youth: 21, Masters: 77
- It was confirmed that Freddie Stewart has left the club and this will be confirmed to his coach.
- It was noted that Peter Barlow had been very complimentary of the Youth swimmers training with Masters.

## TREASURERS REPORT

### Account Balances (as of 9.11.18)

£ 52,001

£ 1,006

### Notable Debits/Credits

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

- All payments that have been checked and forwarded to Martin have been settled. Legacy invoices are currently being checked by Janet before being forwarded to him for payment.
- £174 (3 x £58) expenditure for SE DBS checks.
- Still awaiting the Mount Kelly invoice (£3.5k) although Jo has provided a clear breakdown of income and expenses for this very successful swim camp.

#### Swim Camp

- The committee thanked Jo, Jill, Tony and Emma for organising a very successful camp.
- Jo passed Martin hard copies of her expenses from the camp.
- A review of the final costs highlighted a surplus in funds due to: swimmers replacing those who dropped out; fuel costs for the mini-bus being lower than expected; non-use of the contingency fund. Following discussion it was agreed to apportion the surplus as follows:
  - £100 refunds to the Wheadon and Stewart families (Jo to double check that a final payment wasn't taken from them in October)
  - £150 bonus to Tony
- Jo wished to record the excellent behaviour, enthusiasm and general attitude of all the swimmers at the camp, without exception, and looked forward to next year!

#### Credits (additional to monthly fees)

- PayPal account credit of £199.90 in respect of online orders for swimming hats.
- Open Meet Entry Fees of £1710.00 from Windsor SC and £642.00 from Didcot Barramundi.
- There are some individual credits to our main account as follows.
  - 6.11.18 – Mitchell Sandra £95 (Teaching Programme?)
  - 6.11.18 – K Hodkinson £95 (Teaching Programme?)
  - 6.11.18 – Borg-Cardona & K £30
  - 1.11.18 – Robert Staff £60
  - 29.10.18 – Claire Mufti £30
  - 29.10.18 – Wilks DL £80
  - 9.10.18 – Kestell Cornish £95 (Teaching Programme?)
- Martin requested clarification of what these credits are for.

#### Accounts for AGM

- Martin confirmed that he is working on the full year accounts for last season and is hoping that he can use the same audit process as last year but was awaiting confirmation.
- Martin clarified that he would normally have completed the accounts by now but because of many other issues he has struggled for time.

#### ASA Swim England Update

- All squad changes from Cruisers to Sprinters were upgraded to Cat 2.
- All new members have been submitted to SE.
- Cat 3 (Poolside Helpers/Volunteers)
- Martin will add the following this week: Kathy Matthews, Trevor Emberlin, Emma Thomas, Neil Leach, Rebecca York, Jodie Shore & Vinny Butler.

#### Matters Arising from the Treasurers Report

- Ian and Martin to look into the possibility of charging a membership fee to Cruisers and possibly Masters.

## **POLICIES**

- The committee expressed its thanks to Steph and Angela for their hard work on the policies.
- It was noted that in addition to the 19 policies listed on the agenda attachment, two further policies had been drafted for approval and distributed to committee members:
  - Transport Policy
  - Photography Policy
- Feedback has been received from committee members on all the policies and Sarah B has edited them. They are expected to be completed this week.
- Swimmers Responsibility and Changing Room Policy: Feedback from the ASA suggested that the club cannot state that a coach is not responsible for swimmers while in the changing room or elsewhere (other than poolside) as they have responsibility while a swimmer is on the premises. Steph disagreed with this and it was agreed that clarification is required from the ASA before the wording is finalised. Anneliese to supply to Keith Oddy at the ASA.
- Codes of Conduct: Swimmers will be required to sign a hard copy. Parents will be able to sign via online event sign-up. To be signed by the end of November.

## **SWIMMARK**

- It was noted that the policies will go towards SwimMark.
- The committee suggested that SwimMark actions might be delegated to help Janet. Janet to review and advise.

## **TEAM UNIFY**

- In addition to the earlier report, Ian confirmed that credit card payments could now be taken by TU.
- Ian clarified that an online processing fee was responsible for the cost of a hat being higher when ordered online.

## **PR & WEBSITE**

- Nothing further to report.

## **SWIM CAMP UPDATE**

- See Treasurers Report

## **ANY OTHER BUSINESS**

### **Name of Welfare Officer in Cruiser Log Books**

- Emergency contact details to be sent to all squads, which will include the Welfare Officer.

### **Christmas Tick-Over Sessions**

- Aldershot is closed but Northcroft has availability
- Marlborough College was suggested
- Steph is looking at options

### **Pool Secretary**

- Martin to meet with Jill
- Janet confirmed that all pools have been informed of the new contact details for Pool Secretary issues.

### **Pool Time at Kennet**

- It was suggested that if the Tuesday and Thursday morning sessions finished at 7.15 instead of 7.30, the 30 minutes gained could be added to the Sunday evening session. Janet to suggest.

## **AGM**

- The committee agreed to postpone the AGM to the New Year.

### **Presentation Evening**

- To be discussed at the next meeting.

### **Open Meet**

- Medals and food in hand.
- Janet to publish parking information for visiting clubs

### **Wobstacle**

- To be booked for the evening of Sunday 16<sup>th</sup> December.

### **Coach Training & Recruitment**

- To be discussed at the next meeting.

**DATE OF NEXT MEETING: Monday 26<sup>th</sup> November at 6.30pm in the Northcroft café.**