



# Newbury District Swimming Club

Affiliated to South East Region ASA

## Minutes of Committee Meeting held on Monday 26<sup>th</sup> November 2018 at the 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, Martin Jezzard, Ian Crane, Jo Harrison, Steph Holland, Angela Emberlin, Nick Shanahan, Brigid Humphreys, Paul Barlow, Kathy Matthews, Phil Harrison, Steve Oxley

**Apologies:** Tony Woodward, Sarah Bosley, Anneliese Fox-Jones

The Chair welcomed Steve Oxley and Phil Harrison to the committee.

This additional meeting was called to update the committee on the welfare issue, and to cover Any Other Business agenda items that were not covered at the last meeting.

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

#### Welfare Issue

- A confidential discussion took place.

#### A Squad

- Following a suggestion by a parent, Janet spoke to A squad swimmers regarding appropriate behaviour towards each other, and health and safety concerns while poolside and in the changing rooms.
- It was noted that not all A squad swimmers were present during the talk.

#### Swimmer Behaviour

- Phil asked for clarification on the process for dealing with swimmers who behave poorly during a session. Janet confirmed that the coach would attempt to resolve an issue poolside but if that was not possible, the swimmer would be removed.

*Martin left the meeting at this point.*

### ANY OTHER BUSINESS

#### Coach Training & Recruitment

- The committee agreed that coaches should be encouraged to complete the level 1, 2 or 3 coaching course, depending on their current qualifications. Janet to raise at the next coaches meeting.
- Nick expressed an interest in doing a coaching course and will source an appropriate one.
- The club will cover the cost of courses where attendance has been approved by the committee.
- While the process for attending courses is covered in the Volunteers Policy, the committee agreed that details should appear on the website.
- The committee proposed and agreed that Tracy Apps be offered free swim training for her daughter in lieu of her volunteer coaching. The club will also cover the cost of her coaching course on the condition that she continues to coach for the club for 12 months from qualifying.
- It was confirmed that should the club pay for a course and a coach leave before the 12 months is complete, they would be asked to pay back a portion of the course cost.
- It was noted that Sarah B may also be interested in completing a course.
- There are several A and B squad swimmers currently volunteering poolside, for which the club is very grateful, and it is hoped they may wish to take a coaching course when they turn 16.

#### Open Meet

- Janet thanked all the volunteers, both committee and non-committee, who helped make the weekend a great success.
- The invoice from Northcroft has been received and is higher than anticipated due to charges for the Saturday evening. Although the club had left equipment poolside overnight, Janet will try to negotiate the cost down.
- The committee proposed and agreed that the 2019 Open Meet would take place on 16/17<sup>th</sup> November 2019.
- The meet licence will be applied for earlier in the year in a bid to encourage more visiting clubs.

### **2019 Club Champs**

- Steph to send Janet the proposed dates for the 2019 Club Champs.

### **Sprint Meet 2019**

- To be held on a Saturday night. Date to be confirmed.

### **'Mock' Gala**

- Nick proposed that a 'mock gala' be held for Sprinters and Cruisers to introduce them to competing and encourage more to enter the Club Champs. It was suggested that it could be run when the monthly timings are done for 50m x 4 strokes, without officials. It would need to be held before the Club Champs.
- To be discussed further at the next meeting.

### **Presentation Evening**

- The tickets will go on sale at the beginning of December, via squad reps, committee members etc.
- Janet to send out an email asking for return of the trophies, and check if the club has a distance trophy.
- It was proposed and agreed that trophies would only be awarded to swimmers aged 18 and under.
- Janet to write a script for the evening and Ian to prepare the presentation from the script.
- Paul will co-ordinate the trophy engraving by Nick Bull in Newbury, with Brighid's help if required.
- The committee proposed and agreed that children aged 12 and under must be accompanied by an adult.

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

- Tick-over sessions will be available for County qualifiers. Steph to email the dates.

### **Christmas Break**

- Last session Sat 22<sup>nd</sup> December for A and B squads.
- Last session Thurs 20<sup>th</sup> December for remaining squads.
- First session back Thursday 3<sup>rd</sup> January – Tony to confirm if am or pm session.

### **Wobstacle**

- Booked for the evening of 16<sup>th</sup> December.
- Janet to email squads re session times.

### **Club Policies**

- Policies approved and ready to put on the website, except the Behaviour Policy which Janet feels requires more work.
- Parental sign-up to the Parents/Carers Code of Conduct is mandatory and will be managed via the website.
- Swimmer sign-up to the Swimmer Code of Conduct is mandatory and will be managed individually via squad reps.

### **DATE OF NEXT MEETING**

Monday 10<sup>th</sup> December at 6.30pm in the Northcroft café.