



Newbury District Swimming Club

Affiliated to South East Region ASA

Minutes of Committee Meeting held on Monday 10th December 2018 at Northcroft Leisure Centre

Present: Janet Hopkins, Tony Woodward (part), Emma Harris (part), Jo Harrison, Steph Holland, Angela Emberlin, Nick Shanahan, Annelise Fox-Jones, Brigid Humphreys, Paul Barlow, Phil Harrison, Steve Oxley, Kathy Matthews **Apologies:** Martin Jezzard, Ian Crane, Sarah Bosley

HEAD COACH REPORT

- There was no coach report for December.
- A confidential discussion took place regarding the welfare issue.
- A confidential discussion took place regarding a recent incident at land training.

APOLOGIES –see above

MINUTES OF THE 12th NOVEMBER MEETING

- The minutes were approved subject to several minor amendments. The hard copy will be signed by Janet once the revisions have been made.

MINUTES OF THE 26th NOVEMBER MEETING

- The minutes were reviewed electronically as a hard copy was unavailable. They were approved by Janet and the hard copy will be signed at the next meeting.

MATTERS ARISING FROM THE MINUTES

Team Manager Course

- Several committee members have signed up for the Team Manager course in February. Jo to contact additional members to request their attendance and supply sign-up information.

Emergency Contact Details

- The name and contact details for the Welfare Officer, together with all emergency contact numbers, will be available on the new website. User log-in will be required to access them.

Marlborough College

- Steph confirmed that the college was unable to offer any suitable pool time over the Christmas period.

All other matters arising would be covered during the meeting.

SQUAD MEETINGS

- To be actioned in the new year.

CORRESPONDENCE

Swim England Coaching & Teaching Register

- Jo summarised the correspondence received, of which Janet was already aware. Further details and an action plan will be provided by Swim England in the new year.

Email from Hart Swimming Club parent

- The committee were delighted to receive an email from a Hart parent following the Open Meet (see below).

Dear Tony,

I just wanted to send a personal email to you to say thank you very much for letting Samuel swim in your warm up lane at the Newbury gala. One of the other teams had refused him entry to their warm up lane, so you were very kind. It was also very nice of you to get 2 or 3 of your boys to cheer at the end of the lane Samuel was swimming in for his 200mtr butterfly. You were not asked to do that and it was a really nice touch and showed everyone what great sportsmanship is all about. As a result of this, Samuel ended up with a definite county time for 200 butterfly, which he might not have got if the support had not have been there and I know Samuel really appreciated this as he was finding it tough.

I know the Newbury team really liked swimming at Hart as you came across for the Windsor meet and I have copied in Spencer who is the chairman of Hart and Julie who organises all the Hart meets. Going forward we will include you and Jan who organises your galas and is also copied in with details of any future meets.

Once again Tony, thank you very much for your kindness shown.

Kind regards

Rob Staff

CHILD PROTECTION / ROLE OF THE SAFEGUARDING & WELFARE OFFICER

- Covered under the Head Coach Report.

MEMBERSHIP REPORT

- A Squad: 20, B Squad: 27, Challengers: 37, Sprinters: 40, Cruisers: 41, Youth: 22, Masters: 77
- Two members have currently given notice.

TREASURERS REPORT

Account Balances (as of 7.12.18)

£ 48,164

£ 1,006

Notable Debits/Credits

Debits (additional to regular monthly fee and coaching payments)

- PAT Testing £55
- DBS Checks £336
- Mount Kelly £3695
- Mount Kelly Refunds £350

Credits (additional to monthly fees)

- Open Meet credits reported separately.

Legacy Leisure

- Pool hire costs for next year published as follows:
 - Northcroft/Kennet /Hungerford - **£13.80** per lane per hour (up from **£13.35**). **3.4% increase**.
 - Willink - **£16.00** (up from **£15**). **6.7% increase**.
- Martin is assessing the impact across the full year and will report back to the committee before the next meeting.
- It was noted that the pool fee increase for Willink is higher due to its proximity to Reading.

AGM

- Martin requested that the committee confirm a date for the AGM. Accounts are currently with the auditor and he needs to write up his report. Martin will circulate a final P&L to the committee during the Christmas break (along with some projections and views on how the club reacts to the pool fee increases (see above).

ASA Swim England Update

- All new members have been added. Awaiting ASA numbers for 2 swimmers (Edwards, Kemp).

Wilkie Open Meet Update

	2018	2017	2016	2015	2014	2013
Income from Entries / Door Money*	£3,602	£4,486	£5,240	£4,140	£2,407	£6,496
Pool Hire	-£2,562	-£1,756	-£1,590	-£1,533	£1,495.00	-£1,812
Timing	-£1,000	-£530	-£530	-£510	-£472	-£472
Raffle	£268	£203	£111	£101	-£150	-£155
Medals	-£440	-£404	-£287	-£426	-£393.00	-£817.00
Sponsorship & Shop Commission**	£130	£0	£270	£190	£0	£250
Expenses***	-£213	-£42	-£47	-£26	-£92	-£126
Total	-£215	£1,957	£3,167	£1,936	-£195	£3,364

*** includes ASA race entry fee of £193

**includes £60 still to be paid in

* includes £35 still to be paid in.

Matters arising from the Open Meet Update

- Although the figures for 2018 appear disappointing, Janet believes that the £3602 noted as income from entries/door money may not be a final figure. Jo to contact Martin to double check.
- Once final figures are confirmed the committee will review sponsorship, meet entry fee etc.
- The Club congratulated its swimmers on some excellent results at the meet, including a high number of meet records.

SWIMMARK

- The approved policies will be published on the new website.

TEAM UNIFY

- The new website is due to launch in the next week. Janet thanked Nick, Sarah and Steph on behalf of the committee for their hard work on the site.
- Nick to add the Swim England time converter to the new website.

PR & WEBSITE

- Sarah B was unable to attend the meeting, so no update was available.
- Janet to send Sarah B the Open Meet and Arena League results for promotion on the website and the noticeboard, highlighting the range of excellent personal bests and meet records that were achieved.
- Janet to email members regarding the times for the Wobstacle.

ANY OTHER BUSINESS

Presentation Evening

- Tickets are selling well via squad reps and willing volunteers.
- Engraving of the trophies is nearly complete.
- Jo to ensure plates etc are recyclable.

Pool Secretary Vacancy

- Martin and Jill have not met yet but will early in the new year.

Codes of Conduct

- The committee agreed to change the sign-up procedure so when a parent signs up on behalf of a swimmer to the Swimmer Code of Conduct, they are automatically signing themselves up to the Parents Code of Conduct.

DATE OF NEXT MEETING: Monday 14th January at 6.30pm in the Northcroft café.