



Newbury District Swimming Club

Affiliated to South East Region ASA

Minutes of Committee Meeting held on Monday 9th December 2019 at Northcroft Leisure Centre

Present: Steph Holland, Jo Harrison, Nick Shanahan, Janet Hopkins, Sarah Bosley, Angela Emberlin, Brigid Humphreys

1. HEAD COACH REPORT

- A coach report was not provided.

2. ACCEPTED APOLOGIES

Tony Woodward, Helen McGowan, Martin Jezzard, Kathy Matthews, Anneliese Fox-Jones

3. MINUTES OF THE OCTOBER AND NOVEMBER MEETINGS

- The minutes of both meetings were agreed to be an accurate record of matters discussed and were both signed by the Acting Chair.

4. MATTERS ARISING FROM THE NOVEMBER MINUTES

- Dave Millburn will be added to the distribution list for committee minutes.
- Jo has checked the Club Rules (Constitution) against the updated version supplied by SE and confirmed that the club's version is completely up to date.

5. TEACHING PROGRAMME

- The final outstanding payments/registrations to be resolved.
- The club must confirm if swimmers will be continuing in January because the ASA fees will be due.
- From January the club will inform swimmers of the deadline to pay and register for lessons. Those that do not meet the deadline will not be allowed to enter the pool.

6. CORRESPONDENCE

- None

7. CHILD PROTECTION/ROLE OF THE SAFEGUARDING & WELFARE OFFICER

Ongoing Welfare Issue

- A confidential discussion took place.

Social Media Policy

- A specific social media policy is expected to be issued by SE in the new year.
- In the meantime, an email to be distributed to all coaching staff stating the club's expectations for coaches who have active social media accounts.

Sprinter Behaviour

- Janet updated the committee on a behaviour issue with 2 boys from Sprinters.

8. MEMBERSHIP AND DBS CHECK REPORT

- There are no DBS renewals due in 2020 for existing club members.
- A Squad: 18, B Squad: 24, Challengers: 33, Sprinters: 40, Cruisers: 52, Masters: 75, Youth: 32, Teaching Programme: 22
- Janet to look at squad moves from Cruisers to Sprinters.

9. TREASURER'S REPORT

- Martin was unable to attend the meeting but submitted his report (attached below).

Matters arising from the Treasurer's Report

- Jo's expenses from the Open Meet for raffle ticket books (approx. £15) to be passed to Martin.
- Janet's expenses from the Open Meet (approx. £115) to also be passed to Martin.
- Janet confirmed that the trophy engraver will invoice the club direct.

10. SWIMMARK

- Safeguarding certificates remain outstanding. Members to be chased.

11. POOL/COACHES/OFFICIALS

- The committee agreed that A and B squads should be allowed to attend the Saturday morning session at Kennet if Aldershot is not on, but it will not be offered as an alternative to Aldershot. It was agreed that if this situation arises, the coach must be given notice to allow time to plan sets suitable for the higher squads.
- Aldershot will be closed for maintenance from September 2020 for 3 months. Alternatives to be investigated.
- Brigid has followed up with Winchester pool regarding availability but has not received a response yet. The new pool is not due to open for another 12 months.
- Pool changes required over the Christmas period have all been done.

12. TEAM UNIFY

- No issues to report.

13. PR AND WEBSITE

- A pre-County Championships newsletters to be published offering instructions on how to enter the championships and order county badges, as well as reiterating the Christmas closure dates, tick-over sessions, Wobstacle times and AGM details.

14. SWIM CAMP 2020

- Steph has received the deposit invoice and will forward it to Martin for payment.

Swim Camp 2019

- The committee agreed by majority vote to pay the surplus from the camp to Tony as a bonus as thanks for all the additional unpaid hours.

15. GENERAL ITEMS

1) Contract update

- Following a review, Emma will remain self-employed. Steph to draft services contract.

2) Pay Rise for Emma

- To be determined.

3) Safeguarding Policy – annual review

- The policy was reviewed and approved. Next review Nov 2020 or when Wavepower is updated (whichever is earlier).
- All policies to be refreshed if/when Wavepower is updated. An update is expected early 2020.

4) Land Training Behaviour – A&B squads

- A child was injured during land training as a result of wearing incorrect footwear. An accident form was completed, and the swimmer's parents spoken to.
- Following discussion the committee agreed that Emma can exclude children from a land training session due to poor behaviour, but they must remain supervised. Emma may use her judgement as to whether they are then also excluded from the following pool session.

5) Coaches profiles – social media

- Jo to draft an email to be sent to all coaches conveying the club's expectations regarding social media usage.
- A social media policy to be drafted.

6) AGM

- Janet to preside at the AGM as President.
- Steph to review Tony's presentation.
- Janet confirmed that Vicki would supervise the Wobstacle while Janet is at the AGM.

- Catering arrangements agreed with Pat. Jo to purchase mince pies and biscuits.
- 7) Presentation Evening – 5th January**
- Steph will run the awards presentation.
- Brigid is managing the engraving.
- Jo to approach Ian for loan of a laptop and projector and finalise all remaining arrangements.

16. ANY OTHER BUSINESS

None

The meeting closed at 9.10pm