



Newbury District Swimming Club

Affiliated to South East Region ASA

Minutes of Committee Meeting held on Monday 13th January 2020 at Northcroft Leisure Centre

Present: Steph Holland, Jo Harrison, Martin Jezzard, Tony Woodward (part), Janet Hopkins, Helen McGowan, Angela Emberlin, Anneliese Fox-Jones, Brigid Humphreys, Emma Smith (part)

1. HEAD COACH REPORT

- The coach report was read by Tony (attached below)

Matters arising from the head coach report

- It was agreed that any squad moves would be announced by early February, ahead of renewals.

ADDITIONAL AGENDA ITEM

The committee welcomed Emma Smith and invited her to share feedback received following the Presentation Evening. Three key points were discussed:

- a) Members would like to know how the awards are calculated (i.e. how the points system works). It was noted that this information used to appear on the old website but not on the new one.
Action: Steph was aware of this request ahead of the meeting and has collated the information and supplied it to Nick for upload to the website.
- b) Members are aware that most awards are based on speed so would like to see the introduction of an award given to each squad based on different criteria e.g. most improved, best attendance and thereby encourage the younger swimmers to attend the Presentation Evening.
Action: The committee welcomed the proposal and will finalise the details. It was noted that the club has spare cups that aren't currently awarded so these could be used.
- c) Both the committee and club members feel that the format of the Presentation Evening needs a revamp and that a dinner/disco may not be the way forward. It was proposed that the awards presentation be combined with the Wobstacle/AGM evening; the idea being that squads enjoy their session in the pool and then come up to the café for presentations by squad. This might encourage higher numbers of younger swimmers and may attract more members to the AGM.
Action: To be implemented for December 2020 as a trial. Committee to determine logistics.

Emma was thanked for her attendance and feedback and left the meeting.

2. ACCEPTED APOLOGIES

Nick Shanahan, Sarah Bosley, Kathy Matthews

3. MINUTES OF THE DECEMBER COMMITTEE MEETING

- Minute 2: Sarah Bosley was in attendance and should not have appeared in Accepted Apologies.
- Minute 15.1: it was Emma who will remain self-employed, not Tony.
- Following the above amendments, the minutes were agreed to be an accurate record of matters discussed and were signed by the Acting Chair.

4. MATTERS ARISING FROM THE DECEMBER MINUTES

- There were no matters arising that did not already appear on the agenda.

5. REVIEW OF MINUTES FROM THE AGM

- The minutes from the AGM were reviewed and agreed as accurate. Final approval will take place at the next AGM.

6. TEACHING PROGRAMME

- One family who have ignored a request to pay outstanding fees have now been advised that they will not be allowed to enter the water.
- Janet is now receiving sign-up confirmations from Angela so is up to date.
- The committee to consider invoicing up front per term rather than using a parent sign-up system. Invoices can be raised within Team Unify. **Steph** to discuss logistics with Nick.

7. CORRESPONDENCE

- National Arena Swimming League – Junior League
 - The new junior league was discussed but it was felt that the club did not have a large enough pool of younger swimmers to warrant competing in a second junior league. Some of the dates also clash with existing events. **Jo** to send polite email.

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

Ongoing Welfare Issue

- A confidential discussion took place.

SE Coaching & Teaching Register

- Several coaches have yet to upload their Safeguarding certificates, despite reminders. **Martin** to forward the list to Steph who will chase.
- The committee agreed that while it is the responsibility of the coach/teacher to ensure their safeguarding certification is up to date, it is the committee's responsibility to police the process.

9. MEMBERSHIP AND DBS CHECK REPORT

- There are no DBS renewals due in 2020 for existing club members.
- Joanne Jones' DBS check is in hand with Anneliese.
- A Squad: 17, B Squad: 22, Challengers: 33, Sprinters: 39, Cruisers: 53, Masters: 75, Youth: 33, Teaching Programme: 22, with 8 registered so far this term.

10. TREASURER'S REPORT

- Martin read out the Treasurers Report (attached below).

Matters arising from the Treasurer's Report

- Janet has sent a chaser regarding the community grant towards the lane rope.

11. SWIMMARK

- Safeguarding certificates discussed in item 8 above.
- SwimMark cannot be progressed until the safeguarding certifications are complete.

12. POOL/COACHES/OFFICIALS

- **Steph** to email Helen with confirmation of the extra pool bookings and changes discussed.
- The committee discussed the ongoing problem with a lack of week-day pool time for Challengers. The Sprinter session at Brockhurst on a Wed evening is currently quiet so **Janet** will investigate the possibility of getting an extra 30 mins and opening it to Challengers.
- The club is expecting a bursary towards the cost of Nick and Tracy's Level 2.
- Janet is seeking additional (non-coach) help for her Cruiser session on a Sunday evening.

13. TEAM UNIFY

- Janet and Steph each have an issue with TU that has yet to be resolved. They will contact the TU help desk for further assistance.

14. PR AND WEBSITE

- Email bulletins sent by Tony with highlights from the first weekend of the County Champs were extremely well received. Further bulletins to be sent during the second weekend.

15. SWIM CAMP 2020

- The deposit has been paid and swimmers will be emailed post-county champs to register interest.

16. POLICIES

• Draft Social Media Policy

- The committee agreed by unanimous vote that a social media policy was not currently required. Decision to be reviewed if/when Swim England produce a social media policy, or when Wavepower is updated.
- In the meantime, **Jo** to send an email to coaches/teachers instructing them to read and observe the recommendations within the Swim England Social Media Guide for Clubs, and the relevant sections in Wavepower.
- The above information to also be emailed to all club members, for information.

17. GENERAL ITEMS

1) Presentation Evening wrap-up

- The evening made a small loss. Format of the evening to be re-vamped as discussed above.

2) Dave Milburn absence

- Dave supplied a draft list of potential cover. **Steph** to send out draft list to gain confirmations.
- Nick has kindly agreed to cover queries/admin while Dave is away and help organise any last-minute coaching changes. Nick will receive free swimming for his children during this time.
- While every effort will be made to cover all of Dave's Masters/Youth sessions, any Youth sessions that do not have a coach on deck will be cancelled.

3) Club Champs proposal

- Tony would like all races to be mixed boy/girl, as the 800/1500 races currently are.
- The proposal was broadly welcomed but advice will need to be sought from Ian to see how it would impact the results system before a final decision is made. **Steph** to contact Ian.

4) 2020 event & social dates

- The following dates were agreed, subject to pool availability. Helen to confirm with Northcroft.

Club Champs	Round 1	Saturday 13 th June
	Round 2	Sunday 14 th June
	Round 3	Sunday 21 st June
	Round 4	Sunday 28 th June
	Round 5	Thursday 2 nd July
	Round 6	Sunday 5 th July
	Round 7	Thursday 9 th July
Summer BBQ		Saturday 4 th July
Sprint Gala		Saturday 3 rd October
Open Meet		Saturday 21 st & Sunday 22 nd November
AGM/Wobstacle/Presentations		Sunday 20 th December

5) Parent Help

- All clubs participating in the County Championships must provide volunteers to fulfil certain roles during the two weekends. Unfortunately, this proved challenging during the first weekend of the champs so as a result, the committee agreed that for the 2021 County Championships, parents will be informed that they should not enter their children unless they are willing to volunteer on the day.

6) Club messages via WhatsApp

- Some parents are not receiving club information because it is being sent via WhatsApp, which is not used by all members. Coaches to be reminded that email must be used as the official form of communication.

18. ANY OTHER BUSINESS

1) Employment Contracts

- Steph has accessed the latest SE model staffing contracts and the club now has them for a casual worker, employee and the provision of coaching services.
- Steph has drafted a provision of coaching services contract for Emma and the committee finalised several points and agreed her hourly rate of pay.
- **Steph** to finalise the contract and share with Emma.

There being no further business, the meeting closed at 9.05pm