



# Newbury District Swimming Club

Affiliated to South East Region ASA

## Minutes of Committee Meeting held on Monday 15<sup>th</sup> July 2019 at Northcroft Leisure Centre

**Present:** Janet Hopkins, Steph Holland, Martin Jezzard, Jo Harrison, Nick Shanahan, Angela Emberlin, Kathy Matthews, Brigid Humphreys

### 1. HEAD COACH REPORT

Attached below

#### Matters arising from the Head Coach Report

- Club Champs
  - It was noted that the results for the longer distance events did not show if a club record had been broken.
  - Results for the 400 IM had yet to be published. Janet to ask Ian to display on the website.
  - The committee agreed that emailing the results for each round to all members was not necessary, but a single email will be sent at the start of the Champs to let members know where they can find the results on the website.
- Holiday tick-over sessions
  - Thursday evening tick-over sessions are planned for August, however, there are currently no coaches available for the 29<sup>th</sup> August session. Janet to attempt to resolve and email members with details of the sessions on offer.
- Summer break dates
  - The following were agreed:
    - Last session Wednesday 31<sup>st</sup> July.
    - First session back Sunday 1<sup>st</sup> September.
- Outdoor pool sessions for Masters
  - Youth and Masters will be training in the outdoor pool for one session each week. The cost is £130 for one hour and requires attendance of 25 swimmers to cover the cost.

### 2. ACCEPTED APOLOGIES

Tony Woodward, Steve Oxley, Anneliese Fox-Jones, Sarah Bosley

### 3. MINUTES OF THE 10<sup>TH</sup> JUNE MEETING

- The following amendment was made to the minutes from the previous meeting:
  - Item 9 – Treasurers Report: The 2<sup>nd</sup> bullet point regarding £509 for category changes was deleted.
- The minutes were then agreed as a correct record by the committee and signed by the chair.

### 4. MATTERS ARISING FROM THE MINUTES

- Vicki is concerned that the Tuesday evening session shared by Challengers and B squad is too crowded. Various options were discussed but require input from Tony. Steph and Angela to meet with him to seek a resolution that can be implemented from September.

### 5. TEACHING PROGRAMME

- Janet to provide Nick and Steph with the contact details for the teaching programme swimmers so they can ensure that everyone registers online for the new term.

### 6. CORRESPONDENCE

- Notice of the SE South East Region Annual Council Meeting being held on 15<sup>th</sup> September.
  - Jo to advise if any further information received regarding courses being run in the morning
- Notice of the SE Annual Council Meeting being held on 18<sup>th</sup> July.
  - Janet has sent her apologies
- Masters Focus Group
  - The information has been forwarded to Dave Milburn
- Emails from parents requesting reduced fees during periods of absence
  - The committee were advised that a request for a reduction in squad fees while a swimmer visits the US for the summer has been declined.
  - A similar request from a parent of a swimmer who was absent due to his GCSE studies had also been declined.
- A cheque for £150 had been received from Brian Mallet as a donation of thanks for the loan of the club's PA equipment for the Primary Schools Gala. Janet has passed on the club's thanks to Brian, and the cheque was passed to Martin for banking.

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

### **Ongoing Welfare Issue**

- A confidential discussion took place.

### **Behaviour by Cruiser swimmer**

- Janet has received complaints from a couple of parents regarding the behaviour of one Cruiser and is dealing with the issue appropriately.

## **8. MEMBERSHIP AND DBS CHECK REPORT**

- All DBS certificates are up to date and there are no imminent renewals.
- A Squad: 16, B Squad: 26, Challengers: 28, Sprinters: 41, Cruisers: 43, Training Programme: 19, Masters: 64, Youth: 25
- 12 swimmers will be joining Cruisers in September and 1 joining Challengers, although some will not register until Sept.
- Jo to ask Sarah P to send an email to the new starters welcoming them to the club and inviting them to attend the August tick-over sessions for free, if they let her know they will be attending.
- Janet will be announcing squad moves in the next week so swimmers will be able to attend the tick-over sessions in their new squads.

## **9. TREASURER'S REPORT**

- Attached below.
- Jo has queried the hire cost for the outdoor pool for the Summer BBQ as the invoice differs from an email cost confirmation received from Pat. Awaiting a response.
- Martin to email Jo with suggestions for next year's BBQ.
- A large order of medals has been placed ensuring further orders will not be required for some time.
- A Squad swimmers have suggested they might return any surplus undated medals to be re-used by the club. Jo to email the squads to promote a recycling programme.
- Annual re-registration: Nick to email out a prompt in August to ensure that all members re-register on the website before September.
- Masters registration will continue as normal for January 2020 but will then be switched to annually from September 2020 in line with the rest of the club. The Sept 2020 payment will be reduced accordingly.

## **10. SWIMMARK**

- Nick and Steph will manage the programme going forward.
- Janet to forward all required information asap.
- The two-year development plan will be brought to the committee for approval.

## **11. POOL/COACHES/OFFICIALS**

- A triathlon coach whose child tried out for the club has offered coaching assistance. Unfortunately, the child has not reached the required entry level, but the offer will be re-visited when she does join.

- [REDACTED] is undertaking her Teaching Level 1. She is paying for the course herself but has offered to help at the club in return for free sessions. The committee agreed to this proposal and will suggest 2.5hrs on a Tuesday in return for free training. A DBS check will be required. Janet to email her.
- [REDACTED] is also taking her Teaching Level 1. Janet to contact to determine if she wishes to volunteer.
- The club needs more officials/timekeepers and is to try and actively recruit more help.
- For the long-distance events, one family member per entry will be asked to help poolside.
- Janet to contact [REDACTED] who has expressed an interest in helping.

## 12. TEAM UNIFY

- Nothing to report.

## 13. PR AND WEBSITE

- Nick to pass some flyers to Janet for distribution to the school swimming programme teachers.

## 14. SWIM CAMP

- Nick and Steph have completed the Team Manager 2 training.
- There are currently 26 swimmers signed up to the Crystal Palace camp.

## 15. GENERAL ITEMS

### 1) Squad Rep for Youth

- It was agreed that a squad rep was unnecessary given Dave Millburn's involvement.

### 2) Summer BBQ round-up

- The evening was a great success and attended by approx. 160 members.
- Jo to advise re invoice query when a response is received from Northcroft.

### 3) Club Champs round-up (See also Matters Arising from the Head Coach Report)

- There are damaged/missing bolts on the blocks.
- Chris Hopkins will measure and order the required size.

### 4) Meeting Dates for 2019/20

- Committee members to note that meetings take place on the 2<sup>nd</sup> Monday of each month at 6.30pm in the Northcroft café.
- There is no meeting in August.

### 5) Open Meet 2019

- It was agreed that the programme would stay the same as last year.
- Janet to apply for the licence and check that Ian has booked the hire of the timing board.
- Angela recommended that a spare printer be available for use on the day.
- Volunteer roster to be published in good time to ensure there are enough helpers.
- Janet to discuss the catering with Northcroft.

### 6) Meet Mobile vs TU version

- The TU version will be trialled at the Sprint Meet in October and a decision will then be made.

### 7) Lane Ropes

- The committee approved expenditure of approximately £200 ex VAT for two new ends @ £60 each, plus a length of wire @ £30 per length.

### 8) Committee resignations

- Paul Barlow and Phil Harrison's resignations were accepted by the committee.

### 9) Pool Secretary

- Helen McGowan was welcomed to the committee as Pool Secretary. She has met with Martin and will arrange to meet with Janet to complete the handover.
- Helen offered assistance with the Club's bookkeeping should a move be made to using Quickbooks accounting software.

## 16. ANY OTHER BUSINESS

- There was no other business to discuss.

The meeting closed at 9pm.