



# Newbury District Swimming Club

Affiliated to South East Region ASA

## Minutes of Committee Meeting held on Monday 10<sup>th</sup> June 2019 at Northcroft Leisure Centre

**Present:** Tony Woodward, Janet Hopkins, Martin Jezzard, Nick Shanahan, Steve Oxley, Angela Emberlin, Stephanie Holland, Sarah Bosley, Anneliese Fox-Jones

### 1. HEAD COACH REPORT

Attached below

#### Matters arising from the Head Coach Report

- Nationals
  - Tony was proud to announce that Freya Barlow and Can Tugcetin both qualified for the British Nationals; Abbie Holland and Kaleb Fox-Jones qualified for the English Nationals; and Olivia Bevan qualified for the Welsh Nationals.
- Coaching structure going forward
  - A confidential discussion took place.

### 2. ACCEPTED APOLOGIES

Jo Harrison, Kathy Matthews, Brigid Humphries, Paul Barlow

### 3. MINUTES OF THE 13<sup>TH</sup> MAY MEETING

- Two amendments were made to the minutes from the previous meeting. These were on item 9 – Treasurer's Report. Fee increase for internal meets was decided at the last meeting and will increase from £2.50 to £3 per event.
- Item 13 – Swim Camp. A £125 non-refundable deposit has been collected. These two amendments were made, and the chairperson signed them.
- The minutes were then agreed as a correct record by the committee and signed by the chair.

### 4. MATTERS ARISING FROM THE MINUTES

- Item 1 – it was noted that the first week of the changes to squad swim times at Kennet on a Tuesday evening had now taken place and it did not appear to be too crowded. The committee will continue to monitor going forward and review for September.
- Item 4 – Janet will email out a note to all members regarding Easy Fundraising.
- Item 9 – Martin reported that he had spoken to Sharon Wyatt and the club will not be getting a credit of £1000. Her turn to take the office share of Easy Fundraising contributions is next so we will see an upturn in contributions in the coming months. Sharon will keep Martin updated.
- Item 12 – Sarah B reported that the Regionals article had been published in the NWN but unfortunately the TVJL report didn't get in on time. They have agreed to put it online and Sarah will email out the link once it is up.

### 5. TEACHING PROGRAMME

A confidential discussion took place

### 6. CORRESPONDENCE

- Jo has received an email from Swim England regarding potential funding to encourage more Masters to join the club. Nick will discuss it with Dave Milburn.

- Nick also noted that Team Unify doesn't allow us to look at registers and charge the swimmer accordingly. He thinks the majority do have their cards signed correctly however, and money for cards can also now be collected via Team Unify.
- A discussion took place regarding a better way of charging Masters for their sessions but it was decided to leave it as it is at present and review it in the future.

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

- A confidential discussion took place regarding SE correspondence.
- Anneliese reported that there was a minor safeguarding concern that she was dealing with.
- Anneliese reported that she had received an email from a parent regarding a newly diagnosed nut allergy. This prompted her to discuss it with Dr Neil Martin and it was decided that the club will work towards creating an allergy policy.
- Sarah B will email all members, ahead of this weekend's club championships, and request that no nuts or nut products are brought in as snacks during the competition. She will also include a reminder that all coaches should be aware of any medication swimmers may need during a session and know where it is.
- Sarah B will create an allergy policy to bring to the next meeting for the committee to review.
- Nick noted that he has informed all coaches of any children in their squads with allergies.

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

Janet is in the process of renewing her DBS but no others are due for renewal.

A Squad: 16, B Squad: 26, Challengers: 28, Sprinters: 41, Cruisers: 43, Training Programme: 16, but 23 when all have registered, Masters: 63, Youth: 24

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

- Attached below.
- Tony to decide on how he will be travelling to the various Nationals competitions and discuss costs with Martin.
- Nick reported that the new joining fee has raised £420 so far.
- It was also noted that payment for shop items can now be added to people's monthly bills, which reduces the need for Jill to take cash.

#### **10. SWIMMARK**

- Martin noted that he had created the required budget breakdown to the SwimMark template.
- Janet had no further updates from last month and has not received any feedback yet.
- She has written most of the Risk Assessment and is seeking clarification on a few minor points. She will hand over all outstanding items to other committee members going forward.
- Anneliese signed the Welfare Officer Statement, as required.

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

##### **i) Brockhurst – diving and lifeguards/Coach inductions/Pool Safety Operating Procedures (PSOP) – Emergency Action Plan (EAP) for all pools**

- Janet has been in discussion with Brockhurst and they no longer allow shallow diving at the pool under their pool agreement. The shallow dive course will now need to be held elsewhere and Friday mornings was suggested.
- The PSOP at Brockhurst also states that you can coach a session with two people on deck if one has the Rescue Test. The second adult must be poolside and fully aware of their role in an emergency. Sally raised these points ahead of the school holidays when the school is not staffed.
- She also asked about PSOP and pool inductions for coaches and a discussion on carrying these out regularly took place.
- All coaches need to have copies of the Risk Assessment, PSOP and EAP for each pool and Janet will ask Legacy Leisure for copies for all the pools. She has also asked them for their Risk Assessments in terms of what they would require from the club and coaches in an emergency.

#### **12. TEAM UNIFY**

- Nick reported that he has got rid of the \$399 charge and he is now the contact for the club with Team Unify.
- It was noted that one family had been incorrectly billed for the Swim Camp, but a refund was credited as soon as the error was recognised, and an apology sent to the family.

### **13. PR AND WEBSITE**

- Nick reported that he has added a trial request form to the website, which requests all the details we would require as a club of a new starter.
- An advertorial was placed in the NWN last week and so far, there have been two enquiries.
- Flyers have been created and will be handed out at the school's galas to all schools.

### **14. SWIM CAMP**

- It was agreed to wait until September and see who joins the higher squads before offering the Swim Camp to anyone else.

### **15. GENERAL ITEMS**

#### **i) Pool Secretary**

Helen McGowan has agreed to take on the role of Pool Secretary. Martin will meet with her to discuss the role further and she will start in September.

#### **ii) Club Champs preparation/PA system**

- Janet will cancel the hall hire for land training for the next two Sundays when Club Champs is on.
- Janet will look at getting the list for officials and volunteers sent round as soon as possible.
- Nick took the amp to be looked at and it was completely burnt out, so he has purchased a new digital amp, which is more powerful. It cost £140.
- Ian Crane has indicated he would like to step back from meet management. It was discussed and decided that now may, therefore, be a good time to look at moving over to the meet management system Team Unify offers. Nick will look at the costs involved and how easy it is to use.

#### **iii) BBQ**

- Martin has preliminarily ordered 120 burgers and 120 sausages from the same butcher as last year.
- Ian has confirmed we can borrow the BBQ from the scouts again, with the same donation as last year.
- Tickets will be produced this week and be on sale at the Club Champs at the weekend.
- Volunteers to cook are still needed.
- Jo has reported that she has a list of items left over from last year so will shop accordingly for the non-meat items.

#### **iv) Masters summer outdoor pool request from Dave**

- Last year Masters paid an extra fee for each outdoor session. Hungerford's sessions on those days were also cancelled so using the lido broke even.
- Dave has asked for use of the lido again this year. Everyone was happy in principle but would like to know the charges from Northcroft for using the lido this year.

### **16. ANY OTHER BUSINESS**

- There was no other business to discuss.

The meeting closed at 9pm.