



Newbury District Swimming Club

Affiliated to South East Region ASA

Minutes of Committee Meeting held on Monday 11th March 2019 at Northcroft Leisure Centre

Present: Janet Hopkins, Martin Jezzard, Jo Harrison, Nick Shanahan, Annelise Fox-Jones, Paul Barlow, Steve Oxley, Kathy Matthews

Apologies: Tony Woodward, Steph Holland, Phil Harrison, Angela Emberlin, Brigid Humphreys, Sarah Bosley

HEAD COACH REPORT

Tony was unable to attend the meeting but submitted a summary report as follows:

- No issues to report.
- Looking into a swim camp at Crystal Palace (Bath unable to do that week).
- A squad meeting being held Thursday 14th March to discuss the squad criteria and poor attendance at meets by some A squad swimmers. All goal sheets received apart from one who needs a hard copy due to printer issues.
- The Guildford meet is our focus meet at this stage, so any poor swims aren't too concerning at this stage.
- Am concerned that a couple are 'chasing' times and competing way too much. I'll chat to those concerned.
- Will be holding a coaches meeting before the end of the month to welcome Nick and Tracy and to point out our aims for the remainder of the season.
- It looks like Elliot Nowell is going to stop swimming judging by an email from Liz over the weekend. His attendance had indicated a Youth move so it's half expected.

Janet added that NDSC performed well at the recent TVJL round just slipping from 4th to 5th place on the night. The club has no 9 year old boys and only one 9 year old girl, but the team did as well as could be expected.

APOLOGIES – see above

MINUTES OF THE 18th FEBRUARY MEETING

- Subject to one minor amendment, the committee agreed that the minutes were an accurate representation of the February meeting and they were duly signed by the Chair.

MATTERS ARISING FROM THE MINUTES

Formalisation of Session Running Criteria

- Janet has not emailed all the coaches regarding the session running criteria but will be holding a coaches meeting at the end of March to formalise the issue.
- Nick has conveyed the requirements to Dave Milburn for Masters/Youth sessions.
- Janet to enforce the use of OnDeck register taking by DBS checked coaches/helpers.
- Janet confirmed that lifeguard cover is in place at all pools and that all Rescue Tests are up to date.
- As newly qualified coaches, Tracy Apps and Nick Shanahan will be completing their Rescue Test.
- Informal risk assessments to be completed every time there is lane sharing between Masters and Youth.

Swim England Coaching & Teaching Register

- Martin has submitted most of the data required online and this can now be finalised following clarification of job descriptions for a few coaches/helpers.

Coaches

- Liz Pudney wishes to be paid. The committee agreed this proposal and payment will be in line with the club's other Level 2 Teachers.
- Janet to suggest to Liz that she undertake a Level 1 coaching course.
- Emma Harris to be encouraged to take her Level 2 coaching course. However, it was noted that there is a national shortage of Level 2 tutors so finding availability on a course might prove challenging. Janet to ask Helen Mack.

Accident/Incident Book

- A hard copy of the Accident/Incident book has been received from Swim England. Jo to check if an online version is available.
- Jo and Nick to put together packs for all Coaches and Team Managers to contain risk assessment information and copies of the Accident/Incident book sheets with full instructions.

- Jo to inform all Coaches/Team Managers that a 1st Aid Kit is available for external meets.
- 1st Aid Kit to be held by Jo and the contents replenished as required.

New DJ for Presentation Evening

- Nick to ask his DJ relative if he would be available.

SQUAD MEETINGS

- A squad meeting scheduled for Thursday 14th March.
- Janet to follow up with Emma/Tony regarding a B squad meeting.

CORRESPONDENCE

Email from Jill Crane regarding Swim Shop

- Jill proposed the following changes to the shop:
 - The shop will be open on the 2nd and 4th Thursdays of each month from 6.30-7.30pm.
 - It will continue to sell club hats, named and plain club shirts and hoodies.
 - Kickboards, pullbuoys, fins, mesh bags and paddles will no longer be offered (they are not selling as well as they used to because of online competition)
- The committee approved the changes. Jo to convey to Jill.
- It was suggested that when Jill wishes to 'retire' from running the club shop, we might join ProSwimwear's Club Purchasing scheme which offers a 10% discount in return for advertising. Another option would be to affiliate with a local supplier e.g. Fastlegs. Situation to be reviewed in the future.

CHILD PROTECTION / ROLE OF THE SAFEGUARDING & WELFARE OFFICER

- Nothing to report.

MEMBERSHIP REPORT

- A Squad: 17, B Squad: 25, Challengers: 27, Sprinters: 36, Cruisers: 48, Youth: 18, Masters: 60

DBS Register

- Angela's DBS due to renew in April 2019
- Janet's DBS due to renew in May 2019

TREASURERS REPORT

Account Balances (as of 9.3.19)

£ 40,151

£ 1,007

Notable Debits/Credits (excluding pool hire fees)

Debits (additional to regular monthly pool hire and coaching payments)

SE Annual Renewal - £6155.80

South Down Engraving - £1362.00

Credits (additional to monthly fees)

n/a

ASA Swim England Update

Coaching/Teacher Register updated as per new requirements (see below). Please can this list be checked:

Coaches/Teachers I listed are:

Tracy Apps – Volunteer Teacher

Fiona Crane – Paid Teacher

Emma Harris – Paid Teacher

Mark Harris – Paid Teacher

Tracy Jefferis – Paid Teacher

Louise Peters – Paid Teacher

Mel Rickerby – Paid Teacher

Dave Milburn – Paid Coach

Tony Woodward – Head Coach

Annual Renewal

275 members renewed (Category 1 – 100, Category 2 – 144, Category 3 – 31)

52 members lapsed (Category 1 – 24, Category 2 – 29, Category 3 – 4)

Action Points

- Please can I have some help doing another sweep of squad reps / poolside helpers / committee members.
- I can add a 4th OMS Deputy although Ian is still listed as an OMS Deputy. Who would be most appropriate?
- (£520 SE fine)

Matters Arising from the Treasurer's Report

Swim England Annual Submission

- The club has been fined for late payment of its annual submission fee. This was down to user error following the crash of the SE website. The fee has been paid and the submission is now complete. Martin is liaising with SE to reduce the fine, based on the problems encountered with the SE submission system, and the club's excellent track record for previous submissions.
- Angela will complete the SE online submission in future and will be responsible for sending batches.
- Nick to be added as an Administrator.

Moving Away from GoCardless

- Further to the February meeting, Martin summarised the pros and cons of moving to the inbuilt TU payment system and the committee discussed the issue at length.
- The committee voted unanimously to switch to the TU system but agreed on a soft launch.
- New members will be required to provide their debit/credit card details on sign-up. Existing members will be offered the opportunity to switch during the coming months but it will not be enforced until September.

Joining Fee

- The committee agreed that from 1st April 2019, in line with other clubs, new members will be charged a joining fee of £30 for category 1 membership and £50 for category 2 membership.
- For new members joining between June and August, the fee will be reduced to £15.
- Membership renewals will then be implemented in September as normal.

Fee Increase

- The committee reviewed the 2018/19 Projections provided by Martin at the February meeting and discussed the implications of a fee increase.
- Following discussion, the committee approved a 5% increase in order to maintain a credit position in the coming year.
- The increase will be effective from 1st May 2019.
- Janet to compose a letter to members and include information on registration for the new payment system.

SWIMMARK

- Janet met with Kennet regarding risk assessments and these are being progressed.
- While many of the risk assessments are complete, individual assessments for teachers and coaches, plus an assessment for Open Meets are still required.

TEAM UNIFY

Change in collection method of squad fees

- Discussed under Matters Arising from the Treasurer's Report above.

PR & WEBSITE

Swim Trials Promotion

- Sarah B was unable to attend the meeting but emailed to suggest the club run an initiative to recruit younger swimmers e.g an open day or letter to schools.
- Nick is working on a poster to advertise club trials which could be displayed at training pools and local schools.
- The notice boards at all pools to be revamped.

Link for ordering Club hats

- Nick has asked Ian to investigate and hopefully resolve the problem.

Welcome Letter

- The committee approved the draft letter subject to the correct spelling of Mark Bruton, and the addition of information regarding Club Champs, the yearly membership fee and monthly timings for Cruisers and Sprinters.
- Angela was suggested as the most appropriate person to be responsible for distributing the letter to new members.

ANY OTHER BUSINESS

Regional approval of updated Club Rules

- Janet advised that regional approval was expected by the end of March.

PA System

- Janet/Nick have investigated the type of system required but it will not be purchased until needed.

Calendar Dates

- Club Champs dates approved as follows and to be published on the website:
 - Round 1 – Saturday 15 June
 - Round 2 – Sunday 16 June
 - Round 3 – Sunday 23 June
 - Round 4 – Sunday 30 June
 - Round 5 – Thursday 4 July
 - Round 6 – Sunday 7 July
 - Round 7 – Thursday 11 July
- Summer BBQ date confirmed as Saturday 6 July, subject to the outdoor pool being open. To be published on the website.
- Sprint Gala provisional date of Saturday 5 October – not to be published until confirmed.
- Open Meet provisional dates of Sat 16/Sun 17 November – not to be published until confirmed.

Starts & Turns Clinic

- Booked for 7-9pm on Sunday 31st March with Chris Walker-Hebborn. Cost £600 payable by swimmers.
- 33 of the 36 places available have been sold, resulting in a cost per swimmer of £18.19.
- Jo to provide Ian with a list of attendees for the payment to be taken.
- 3 A squad and 5 B squad swimmers have not taken up a place. They will be offered a training session with Challengers at Kennet as an alternative.

Swim Camp

- Mount Kelly do not have availability for the October half term.
- Crystal Palace is an option. The costs are slightly higher but not enough to de-rail.
- Bath Uni has no availability but Millfield to be investigated.
- Jo to look at the ages of current A and B squad swimmers to determine the criteria for eligibility.
- Martin to book use of the Willows mini-bus for the October half term week.
- Team Manager 2 course to be completed by those parents attending.

Job Roles Descriptions

- To be reviewed, updated and distributed.
- The meeting ran out of time so this item to be postponed to the next meeting.

DATE OF NEXT MEETING: Monday 8th April at 6.30pm in the Northcroft café.

It was noted that the April meeting falls in the school Easter holidays.

Jo to contact committee members to offer the 8th or 15th and schedule the meeting for whichever offers the best attendance.