



Newbury District Swimming Club

Affiliated to South East Region ASA

Minutes of Committee Meeting held on Monday 13th May 2019 at Northcroft Leisure Centre

Present: Janet Hopkins, Martin Jezzard, Steph Holland, Jo Harrison, Phil Harrison, Nick Shanahan, Annelise Fox-Jones, Paul Barlow, Angela Emberlin, Sarah Bosley, Brigid Humphreys, Steve Oxley

Apologies: Tony Woodward, Kathy Matthews

1. HEAD COACH REPORT

Attached below.

Matters Arising from the Head Coach Report

- Tuesday Kennet Session
 - The committee agreed to move Sprinters to the earlier slot of 5.30-6.30pm, to be followed by Challengers from 6.30-8pm. Change to take place from 1st June and be communicated via Squad Reps.
- Youth Squad
 - Currently swimmers can join Youth during school year 10, age 14+. The committee did not feel it appropriate to reduce the current age limit but suggested that the criteria for squads be more strictly enforced from September, and warnings issued to those swimmers not meeting the criteria required.
- TVJL: Janet requested that Sarah B try to include the TVJL in the NWN Regionals article.

2. APOLOGIES – see above

3. MINUTES OF THE 15th APRIL MEETING

- The committee agreed that the minutes were an accurate representation of the April meeting and they were duly signed by the Chair.

4. MATTERS ARISING FROM THE MINUTES

- EasyFundraising money via Sharon Wyatt had not been received to date. Martin to check with Sharon.
- Janet to distribute email regarding EasyFundraising.
- Regional response received regarding approval of the updated Club Rules. They have raised a query regarding the quorum at AGMs which Janet is looking into.
- Winchester 50m Pool: NDSCs name has been put on the list of clubs requesting pool time.
- Northcroft have approved 2 x NDSC pop-up banners for advertising the Teaching Programme.
- The committee were shown the poster created by Nick to advertise the Teaching Programme.
- Nick confirmed that the Teaching Programme swimmers have been asked to register using the TU system.
- Janet to supply Steph with Teaching Programme register for payment cross-checking.
- Emails regarding the outstanding meet fees have been sent.
- Steph, Nick and Martin to meet with Ian to determine a hand-over plan for when Ian steps away from the role.
- It was noted that the parents of a child who is no longer with the club wish to continue paying the fees as a donation to support the club. The committee noted its thanks for such generosity.

5. SQUAD MEETINGS

- A and B squad meetings have now both taken place.

6. CORRESPONDENCE

- Stage 2 of the Coaching & Teaching Register is now underway and all coaches/teachers should have received a direct email asking them to log on to verify the information held. Jo to email all coaches/teachers to ensure these emails have been received.

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

Safeguarding Incident

- Anneliese reported that Tony had brought a safeguarding issue to her attention which she had dealt with.
- Coaches to be mindful of swimmers using mobile phones poolside.

- Jo to email a reminder to club members highlighting the relevant section of the Changing Room Policy advising that mobile phones should be in bags and preferably switched off.

Ongoing Welfare Issue

- A confidential discussion took place.

8. MEMBERSHIP REPORT

- A Squad: 16, B Squad: 26, Challengers: 30, Sprinters: 40, Cruisers: 41, Youth: 23, Masters: 63 Teaching Programme: 7 (out of 23 registered)

DBS Register

- Anneliese's DBS renewal is complete.
- Janet's DBS is due to renew in May 2019.
- There are no further renewals this year.

9. TREASURERS REPORT

Attached below.

Matters Arising from the Treasurer's Report

Admin Fee for Meet Entries

- A £3 per entry meet admin fee was proposed and approved to cover the cost of TU money collection fees, plus the cost of coach passes etc.
- The fee will be implemented from September and will only be charged on external meets.

Internal Meet Fees

- An increase in fees for internal meets was proposed but will be determined at a later date.

Fundraising Money

- It was proposed and agreed that any money raised from fundraising would be kept separately from the main club funds, and used for specific purposes, to be agreed by the committee.

10. SWIMMARK

- The committee are very keen for progress to be made in attaining Swimmark.
- The committee requested that Janet issue the Risk Assessments that have been completed, and chase for approval of those that remain outstanding.
- Nick to bring a copy of the Safeguarding Statement to the next meeting for Anneliese to sign.
- Nick offered his assistance in completing the remaining tasks.

11. TEAM UNIFY

- An issue encountered by Steph with the meet closing date has been resolved.

12. PR & WEBSITE

- An article covering the Regionals will be published in the NWN this week, with a further article covering the TVJL the following week.
- Steph to provide Sarah B with the link to the official photos from the Regionals.
- Nick to draft artwork for the new pop-up banners.

13. SWIM CAMP

- £120 non-refundable deposits received from all attendees.
- Final balance to be billed in July.

14. GENERAL ITEMS

14.1

Following a period of absence through illness, the committee agreed to a refund of squad fees.

14.2 Tuesday evening session at Kennet

Discussed under Head Coach report above.

14.3 Joining Fee

The committee agreed that all new joiners would be given an unnamed swim cap. The £3 cost is covered by the fee.

14.4 Billing Email Address

Nick would like an NDSC specific email address for billing. The committee suggested that he take over the admin@ email address currently used by Ian. Nick will also investigate a cost-effective solution for further club specific email addresses should they be required in the future.

14.5 Admin Fee for Meet Fees

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

14.6 Club Champs

- * Sharon has confirmed the medals required

- * The programme is in hand
- * Janet to organise the officials
- * Volunteering list to go on the website
- * Janet to look into a back-up printer given the unreliability of the current printer
- * Programme to be issued in good time to allow members to print off ahead of the meet
- * Janet is ordering the new PA system

14.7 Summer BBQ

- * The lido has been booked for Saturday 6th July, subject to the pool being open
- * Martin volunteered to organise the meat
- * Jo volunteered to organise tickets etc and send out a 'Save the Date' email to members
- * Jo to check with Jill re any drinks, plates etc left over from last year
- * Tickets to go on sale at the Club Champs and via Squad Reps

15. ANY OTHER BUSINESS

Jo is unable to attend the June meeting. Sarah B or Angela offered to take the minutes. There being no further items for discussion, the meeting closed.

DATE OF NEXT MEETING: Monday 10th June at 6.30pm in the Northcroft café.