



Newbury District Swimming Club

Affiliated to South East Region ASA

Minutes of Committee Meeting held on Monday 18th February 2019 at Northcroft Leisure Centre

Present: Janet Hopkins, Martin Jezzard, Jo Harrison, Steph Holland, Nick Shanahan, Annelise Fox-Jones, Phil Harrison

Apologies: Tony Woodward, Angela Emberlin, Brighid Humphreys, Paul Barlow, Sarah Bosley, Steve Oxley, Kathy Matthews

HEAD COACH REPORT

- Tony was unable to attend the meeting, so the coach report was read by Janet (copy attached).

Matters Arising from the Head Coach Report

- Details of the Starts & Turns Clinic being run at Kennet in March to be advertised to A, B, Challengers and Youth squads. Jo to ask Tony for the details.
- Janet to discuss with Tony the idea of x1 specified technical session per quarter.

APOLOGIES – see above

MINUTES OF THE 14TH JANUARY MEETING

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

MATTERS ARISING FROM THE MINUTES

Team Managers

- Jo Harrison, Steph Holland, Angela Emberlin, Carla Oxley, Nick Shanahan and Christy Brown attended the Team Manager 1 training in February.
- Steph, in her role as Fixtures Secretary, to try to ensure that a Team Manager is on deck at all galas in future.

Presentation Evening

- Jo recommended that a new DJ be found for the 2020 presentation evening.
- Nick suggested that his DJ relative may do it.

SQUAD MEETINGS

- Tony/Emma to complete goal setting for B squad.

CORRESPONDENCE

Swim England Coaching & Teaching Register

- Completion of stage one is required by the end of March. Martin to complete online.

CHILD PROTECTION / ROLE OF THE SAFEGUARDING & WELFARE OFFICER

- A confidential discussion took place.

MEMBERSHIP REPORT

- A Squad: 17, B Squad: 24, Challengers: 29, Sprinters: 36, Cruisers: 45, Youth: 21, Masters: 73

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 16.2.19)

£ 47,064

£ 1,007

Notable Debits/Credits (excluding pool hire fees)

n/a

Debits (additional to regular monthly fee and coaching payments)

Maleham ASA Fee to Wycombe £98.25
 Roger Penfold Expenses £22.05
 Vidahost £21.56

Credits (additional to monthly fees)

n/a

2018/2019 Projections

Martin distributed the following 2018/19 Projections document, but the committee agreed to discuss this item in more detail at the March meeting to allow input from more committee members.

	Increase	2018/19	Increase	2018/19	Increase	2018/19		2017/18	
Fees	5%	143,211	3%	140,483	0%	136,391		136,391	
Legacy Pool Hire	3%	-79,700	3%	-79,700	3%	-79,700		-77,384	
Other Pool Hire	0%	-8,500	0%	-8,500	0%	-8,500		-15,987	
ASA	3%	-9,100	3%	-9,100	3%	-9,100		-8,816	
Coaching	3%	-45,295	3%	-45,295	3%	-45,295		-43,975	
		616		-2,112		-6,204			
Proj/Actual Full Year Total		616		-2,112		-6,204		-1,370	(excl. blocks)

ASA Swim England Update

- The annual submission is now live on the system. The value at present is £7.3k.
- Masters and Teaching Programme swimmers to be edited before submitting.

SWIMMARK

- Meeting at Kennet w/c 25th February for risk assessments.

TEAM UNIFY

Moving Away from GoCardless

- The Club’s current system marries Team Unify with the GoCardless payment system, but the club doubts the long-term sustainability of combining the two systems given that it’s a complex and time-consuming process.
- A potential solution is to use Team Unify’s built-in payment card processing ability which is designed in and appears to work well.
- Nick outlined the pros and cons of the system and although the committee recognised the many benefits of switching and were generally in favour, the cost is higher at 3% opposed to GoCardless at 1%, and would affect the 18/19 Projections document submitted by Martin.
- Further discussion to be held at the March committee meeting.

PR & WEBSITE

- Sarah B was unable to attend the meeting, so no PR report was available.
- The link for ordering club hats is not currently working. Nick to liaise with Ian for a solution.
- Nick suggested that club trials be advertised more widely, perhaps with posters and advertising on the club Facebook page.

ANY OTHER BUSINESS

Vice Chair

- Steph Holland and Nick Shanahan volunteered their services as Vice Chair. It was agreed that Steph would take on the role for the next 12 months.

Masters/Youth Sessions

- Dave Milburn to ensure that a register is taken using Team Unify OnDeck at all Youth/Masters sessions.
- Liz Pudney and Mark to also have access to the register.
- In the unlikely event that a coach is not available to train a Youth/Masters session, that session will be cancelled for Youth swimmers. Masters swimmers may continue to train without a coach poolside.
- Janet to convey the above to Dave Milburn.
- It was noted that Dave will be away for a month in April so coaching cover must be organised. Nick Shanahan has offered to cover some sessions (using pre-planned sessions supplied by Dave) but this must be risk assessed.

Risk Assessments

- Janet has a meeting at Kennet w/c 25th February regarding risk assessments.

New Yearly re-registration process for all members

- Covered under TeamUnify above (benefits of a new system).

Accident/Incident Book

- Jo to contact the ASA for supply of a new book.
- Coaches to be reminded of the process to be followed.
- If the accident/incident involves a swimmer under the age of 18, the form must be signed by a parent/guardian and permission sought from them for the club to hold a copy of the form.
- Completed forms to be held by the club secretary.

Welcome Letter for New Members

- Letter drafted by Nick and to be edited by Sarah B.
- Draft to then be circulated to the committee for comment.

DATE OF NEXT MEETING: Monday 11th March at 6.30pm in the Northcroft café.

NDSC Management Meeting – Feb 18th

Head Coach report

County Championships

This year's County Championships were down slightly on numbers compared to last year which impacted the medals and finals gained. Two Gold, 14 Silver and 9 Bronze was our return this year along with 29 4th to 8th places in finals. Eloise Wade is now the 13yr old County 50 Brst Record holder.

The poolside attitude was very good from all our swimmers and I was very pleased with our team and the way they conducted themselves. Huge thanks to the poolside help from Emma and Vicki along with our usual batch of officials and helpers. One small niggle with regards to volunteers from the club, a couple let us down at the last minute or on the day, no major issue but it doesn't make the club look good. Thankfully, our usual posse kept our profile decent.

Goal Setting

Now Counties are over, we will be conducting the second phase of the swimmers goal-setting in A/B squads from this week. I will aim to do a similar session with Challengers as a group.

Competitions

March to May will be a busy period as we aim for Regional and National qualification. I'm hoping for as many swimmers at Regionals this year as we had last year. As for Nationals, with both Freya and Kaleb off on school trips during the National Championships, our main hope this year is Can Tugcetin, providing he stays injury/sickness free and can continue as he is at the moment.

AGM

Very pleased with the recent show of support at the AGM.

Safeguarding Course

On Feb 5th, I attended a Safeguarding course.

Other courses

Well done to those who have successfully undertaken coaching course (Tracy Apps and Nick Shanahan) and the Team Manager course (Step Holland, Jo Harrison, Christy Brown, Angela Emberlin, Carla Oxley and Nick Shanahan). Well done to you all.