



# Newbury District Swimming Club

Affiliated to South East Region ASA

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

**Present:** Janet Hopkins, Tony Woodward, Jo Harrison, Steph Holland, Nick Shanahan, Annelise Fox-Jones, Paul Barlow, Kathy Matthews, Brigid Humphreys

**Apologies:** Martin Jezzard, Phil Harrison, Steve Oxley, Angela Emberlin, Sarah Bosley

### HEAD COACH REPORT

Attached below.

### Matters Arising from the Head Coach Report

- It was agreed that only swimmers who had qualified for the Regionals would attend the training session at the London Aquatic Centre.
- Steph confirmed the cost as £17.50 per swimmer based on attendance by 15. Martin has kindly arranged for loan of the Willows minibus.

**APOLOGIES** – see above

### MINUTES OF THE 11<sup>th</sup> MARCH MEETING

- Subject to removal of one action point, the committee agreed that the minutes were an accurate representation of the March meeting and they were duly signed by the Chair.

### MATTERS ARISING FROM THE MINUTES

- The coaches meeting took place and the session running criteria was reinforced and accident/incident information distributed.
- The initial stage of the online Coaching & Teaching register is now complete. Awaiting information from the ASA regarding completion of the next stage.
- Emma Harris is booked on a Level 2 Coaching course starting in May. Cover to be sorted if required. The club are paying for the course and it was agreed that Emma would be paid for the training sessions that she will miss while attending the course.
- It was noted that bursary help may be available towards the cost of training courses but can only be applied for prior to booking a course. Unfortunately, given the speed at which places are booked, this is not very practical.
- A Rescue Test course is taking place at Brockhurst in May for any renewals or newly qualified coaches.
- Regional approval of the updated club rules is yet to be received. Janet to chase.

### SQUAD MEETINGS

- The A squad meeting has taken place and the B squad meeting is due to take place this week.
- Brigid to ask Tony to distribute a summary of action points from the A squad meeting to parents.

### CORRESPONDENCE

- The new club insurance documents have been received. Copies were passed to Nick to display on the club notice boards. Jo to distribute to pool managers and send Janet a scanned copy.
- The 2019 Swim England handbook is now available online.
- Nominations are being sought for the County Presidency.
- The club thanked Steph for the £150 donation via KPMG.
- The club thanked Sharon for the £1000 donation via Easy Fundraising. Janet to email the Easy Fundraising information to club members to encourage sign-up.

### CHILD PROTECTION / ROLE OF THE SAFEGUARDING & WELFARE OFFICER

- Nothing to report

### Accident/Incident Report

- Janet reported that she had fallen in the changing rooms at Brockhurst because soap had been put on the floor. She did not believe there was malicious intent and the children in question have been spoken to.

- Janet to supply the accident form to Jo for filing.
- Janet to ensure that an extra adult is present during the session and until she leaves the premises. Paul offered to remain on site until Janet leaves when he is there. If no other adult is present Jo offered to attend as she lives very close to the school.

#### **Safeguarding Course**

- Janet has been informed of spaces on a Safeguarding course and will email to see if anyone wished to attend.

#### **MEMBERSHIP REPORT**

- A Squad: 16, B Squad: 27, Challengers: 29, Sprinters: 42, Cruisers: 40, Youth: 21, Masters: 62

#### **DBS Register**

- Angela's DBS renewal is complete.
- Janet's DBS is due to renew in May 2019.
- Anneliese is required to complete a DBS for SE despite her Ofsted status.

#### **TREASURERS REPORT**

Attached below.

#### **Matters Arising from the Treasurer's Report**

- Ref query 1: The \$399 is due following the end of the free trial period. Nick and Ian to determine whether the service is used enough to justify the fee.
- Ref query 2: Janet is drafting the fee letter and will include information regarding the new payment system. To be circulated for comment prior to distribution.
- Ref query 3: Sarah Porter objects to the new joining fee but Nick has reassured her regarding the club's value for money compared to other clubs. Janet will also speak to Sarah P.
- Outstanding meet fees: Steph to draft an email to members explaining the situation and apologising for the error. Members to be offered the opportunity to pay over several months if they wish.
- Janet confirmed that Tracy Jefferis' DBS is up to date, but the system is slow to catch up because she is on the update service.

#### **SWIMMARK**

- Janet has submitted documents to Helen Mack and is awaiting feedback.
- The risk assessments are ongoing.

#### **TEAM UNIFY**

- One Cruiser parent is not receiving emails. Nick to investigate. The parent has supplied an alternative email address to use in the meantime.

#### **PR & WEBSITE**

##### **Swim Trials Promotion**

- The promotion currently states a lower age limit of age 8 but Janet clarified that although there is no lower age limit, swimmers must have completed Stage 8.

#### **SWIM CAMP**

- 26 swimmers currently signed up for the camp at Crystal Palace in the October half term.
- The booking form has been submitted and Steph is awaiting confirmation.
- Cost per swimmer will be approximately £247.
- Steph is looking into sponsorship to help with costs.

#### **ANY OTHER BUSINESS**

##### **New 50m Pool at Winchester**

- Brigid to investigate pool time availability.

##### **Starts & Turns Clinic**

- As discussed in Head Coach Report, the clinic had an excellent turn-out and was enjoyed by the swimmers.
- Future clinics to be considered.

##### **NDSC job roles descriptions – poolside & admin**

- It was suggested that these be updated. Those currently in the roles to review and feedback.

##### **Teaching Programme**

- Nick to produce a poster to promote the programme with input from Janet.
- From next term, payments can be taken via TU once registration is complete. The joining fee will be included in the lesson cost in order to cover ASA costs.
- Progression from the Teaching Programme to Cruisers will not incur an additional joining fee.

- Nick suggested that the Teaching Programme might offer merchandise for sale eg hats. Nick to discuss with Jill.

#### **New Member Recruitment**

- Sarah P currently responds to external emails. Nick would like a report on enquiry levels that can be reviewed by the committee on a monthly basis.
- Nick has secured sponsorship for a roller banner and a draft design was presented to the committee.

#### **London Aquatic Centre**

- As per Head Coach Report, Tony wishes to take the regional qualifiers to the LAC for a pre-regionals boost on 27<sup>th</sup> April. However, the date clashes with the final round of the TVJL and will affect 5 swimmers, so committee approval was sought before a final decision was made.
- Janet noted that although the TVJL team would be considerably weakened she felt it unlikely that they would have reached the final, especially taking into account the lack of 9-year swimmers. It would also give other swimmers the opportunity to attend the league who would not normally be selected.
- The cost will be funded by those swimmers attending.
- The committee voted in favour of the LAC event. Steph to confirm with the centre and will attend as Team Manager.
- Steph to ensure she has the 1<sup>st</sup> aid kit.
- Janet to confirm Team Manager for TVJL given that Angela may not attend.

**DATE OF NEXT MEETING: Monday 13<sup>th</sup> May at 6.30pm in the Northcroft café.**

# NDSC Management Meeting – Apr 15<sup>th</sup>

## Head Coach Report

### Chris Walker-Hebborn Clinic

As expected, this was very well attended. Several expressed disappointment that it was Bk based but in general the starts, turns etc were a general indication on all the strokes; aiming to attack the walls, work the underwater phase with good kick, breakouts etc. All-in-all, I feel he did a decent session with them all.

### Squad meetings

A Squad 'chat' went reasonably well, general aims and goals for the coming months. I've had very formal chats with a few about some concerns about their training and/or goals. Most have trained well over the last few weeks, a couple simply haven't turned up during the session and another has simply not turned up at all.

### Guildford Meet

This went pretty good in general despite a couple of swimmers being quite a bit off where they should be. Think this is mainly due to the onset of sickness rather than anything being too wrong in what they are doing. Several new and improved SER qualifying times plus decent standings in early National Rankings. These will obviously change dramatically over the coming weeks.

### Easter at Portsmouth

Last year was the first year that I planned to miss the Easter Meet period and I vowed that I would return to an Easter scheduled meet this year. However, the number of swimmers suggests that parents/swimmers don't share the same desire and I strongly believe that I won't do it as a club next season.

I still have swimmers in the top squad who are competing way too much. One/two have swum three out of the last four weeks and it's simply not good for the kids even if results may suggest otherwise. Long term development HAS to be the focus, short term success DOES NOT WORK. I'm looking at a decent article that confirms this and will get it out once I've covered it properly.

### Regionals

Currently we have 15 swimmers with Auto/Base times for this year's Regionals (16 with Toby Allen but he's not entering). Five in the Youth, 10 in the Age Group.

### LAC Session

As will be mentioned shortly, I would like to take those who are swimming at Regionals to the LAC for a training session. The chance to train at the Olympic pool would prove to be a nice boost before we go. They may not swim any better, but the buzz will be worth it. It clashes with the TVJL for a couple of swimmers but with a weak team and a complete missed boys age group altogether, the damage will not be too harsh and the regional level kids will get much more out of the LAC. I've always put priority on TVJL but as we are low in the league, it seems a no brainer to boost the kids who have earned it. The Aldershot session will still go ahead as normal for those who do that session.

# TREASURER'S REPORT

## April 2019 Monthly Report

### Account Balances (as of 12.4.19)

£ 36,751

£ 1,007

### Notable Debits/Credits (excluding pool hire fees)

#### Debits (additional to Legacy pool hire and coaching payments)

- £600 to Jane Marsh for the coaching clinic
- £2200 Brockhurst Autumn Term invoice
- £975 Aldershot Invoice  
There has been a delay in getting Aldershot invoices out to Janet and checked. Janet has one outstanding invoice to review.
- £650 Guildford L1 Meet.

All payments are up to date.

#### Queries

- 1) We have been emailed a \$399 servicing invoice from TU. This payment covers their MainSet facility which allows us to use their coaching and social media tools. Please can we confirm that is a service from TU that we use and wish to pay for? This payment would be in addition to the (approx.) £1.2k annual renewal which falls due in July.
- 2) The 5% fee increase is effective 1<sup>st</sup> May. Please let me know if there is any help required with getting any comms arranged.
- 3) Sarah Porter raised some concerns with Nick regarding the new 'joining fee'. Hopefully this will be discussed. I agree with Nick about not charging the grassroots TP swimmers the full (or any) club membership fee.

I am happy to respond to any additional queries or provide more detailed numbers if necessary.

#### Credits (additional to monthly fees)

n/a

#### For Info:

- Separate email circulated informing everybody that a refund of £520 has been paid to me by SE.
- The £600 charge for the coaching clinic will be collected with the April fee.
- Ian and Steph are arranging for the overdue charges for the Portsmouth Christmas meet, the December Windsor meet and the Sprints meet to be collected with the May fees.
- Steph has managed to secure an award of £150 to the club via her employer, KPMG, for her volunteering services. Well done and a big thank you! I'll update my report once this payment has been received.

#### ASA Swim England Update

Angela is doing a great job of adding new swimmers and amending existing swimmer details. Thank you! Our SE listing is fully up to date.

**Coach/Teacher Register** - fully updated as per new requirements.

For info Tracy Jefferis' DBS is still showing as expired.