



# Newbury District Swimming Club

Affiliated to South East Region ASA

## Minutes of Committee Meeting held on Monday 11<sup>th</sup> November 2019 at Northcroft Leisure Centre

**Present:** Steph Holland, Jo Harrison, Nick Shanahan, Janet Hopkins, Martin Jezzard, Angela Emberlin, Kathy Matthews, Brigid Humphreys, Anneliese Fox-Jones

### 1. HEAD COACH REPORT

- In Tony's absence, the coach report was read out by Jo. Report attached below.

#### Matters Arising from the Head Coach Report

- A discussion took place re underwater breath holding and Steph notified the committee of the actions taken in respect of this.
- It was noted that Mark Harris has left the club as he will be out of the country for the next 2 years.
- Frequency of coaches meetings and CPD will be rolled into the contracts work.

### 2. ACCEPTED APOLOGIES

Tony Woodward, Helen McGowan, Sarah Bosley

### 3. MINUTES OF THE 9<sup>TH</sup> SEPTEMBER AND 14<sup>TH</sup> OCTOBER MEETINGS

- The minutes of the 9<sup>th</sup> September meeting were agreed as a correct record by the committee and signed by the Acting Chair.
- Approval of the minutes from the 14<sup>th</sup> October meeting was postponed to the next meeting to allow time for them to be read.

### 4. MATTERS ARISING FROM THE OCTOBER 14<sup>TH</sup> MINUTES

- Jo clarified that the booking at Mount Kelly had not yet been confirmed but was being chased up.
- It was agreed that any pay rise for [REDACTED] would not be confirmed until her contract was in place. A decision on whether to back-date any rise would be made at the time.
- A working committee to be established to look at coaches contracts and employment status.
- Jo to ensure PDF versions of approved meeting minutes are up to date on the website.
- While it was agreed that squad reps did not require copies of the minutes, Jo to ask Dave Millburn if he wished to receive copies and action accordingly.

### 5. TEACHING PROGRAMME

- There are 2 new sign-ups.
- Payment from 2 swimmers remains outstanding.

### 6. CORRESPONDENCE

#### SE Stronger Affiliation Process

- The SE Stronger Affiliation Process requires submission of the Club Constitution. Janet confirmed that this had now been approved by SE but Jo to ensure that no further update is required to be in line with the new model constitution recently supplied by SE.
- Martin is managing the safeguarding certification process and contacting any coaches as necessary.

#### Down House Email

- Down House were directed to the Events page on the website following a request for the meet schedule.

#### Email from [REDACTED]

- The committee confirmed that Sarah Porter had assisted with the queries.

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

### **Mobile Phone Incident**

- A pool manager reported to Tony that a parent was watching inappropriate content while in the viewing area of the pool. Tony immediately reported the incident to Anneliese.
- It was agreed that while no direct action could be taken, a general email should be sent reminding all members of the club's mobile phone policy, and reinforcing that parents/carers using phones or ipads in the viewing areas must ensure the content is appropriate and the volume kept to a minimum. Jo to draft an email.

### **Swim Camp Video**

- A committee member requested that a video taken by the younger female swimmers during the Swim Camp be removed from the club Facebook page. Steph to action.

### **Ongoing Welfare Issue**

- Meeting date to be agreed.

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

- A Squad: 18, B Squad: 25, Challengers: 34, Sprinters: 42, Cruisers: 48, Masters: 77, Youth: 32, Teaching Programme: 22
- No DBS renewals are required until 2020.

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

- Attached below.

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

- Steph to forward the invoice for the volunteer t-shirts to Martin.
- Nick to check that NDSC swimmers are being charged £5 per swim at the Open Meet, with visiting swimmers charged £6.

## **10. SWIMMARK**

- Nothing further to report.

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

### **Coach Cover at Meets the Club is Attending**

- Although covered in the Head Coach Report, it was agreed that coach cover must not be left to the last minute, and that contingency plans should be in place.

## **12. TEAM UNIFY**

- Steph to liaise with Nick regarding a technical issue.

## **13. PR AND WEBSITE**

- Sarah B to progress a pre-Christmas newsletter to highlight the Wobstacle evening, deadline for County Champs entries, Xmas closing, tick-over sessions and the Presentation Evening.

## **14. SWIM CAMP 2019**

- Steph reported that despite a few issues, the camp was a great success, the swimmers worked very hard and were a credit to the club.

### **Swim Camp 2020**

- Post Meeting Update: Mount Kelly have confirmed availability for the October 2020 half term and will submit their deposit invoice.

## **15. GENERAL ITEMS**

### **1) SE Coaching Advice**

- Covered under Head Coach Report

### **2) Cancellation of Sessions**

- Covered under Head Coach Report & Pools/Coaches/Officials

### **3) Open Meet – 16/17 November**

- Spectator entry prices confirmed at £5 for one session, £8 for two sessions.
- Jo to purchase raffle ticket books.

- Refreshments for officials have been organised.
  - Card payments to be accepted. Helen has used the new Ap but Jo to download.
  - Nearly there with officials and majority of volunteer roles have been filled.
- 4) Presentation Evening – 4 January**
- Ticket price agreed at £5.50 per person assuming the club provides the food.
  - Jo to seek cooks.
  - The disco is confirmed.
  - Tickets to be set up as an Event so that members can purchase via the website.
  - Jo to email members asking for return of the trophies. Brighid to arrange the engraving. A box will be left under the medal table at this weekend's Open Meet for easy return.
  - Janet to email the list of trophy holders to Brighid asap.
- 5) County Champs**
- Steph to email members when entries are open.
- 6) AGM**
- Date agreed as Sunday 15<sup>th</sup> December from 7.30-8.30pm.
  - Jo to draft email and supply to Steph for approval.
- 7) Christmas Closing & Tick-over Sessions**
- Closing dates as per September minutes.
  - Aldershot booked for 30<sup>th</sup> and 31<sup>st</sup> December from 9-11am for county qualifiers.
  - Steph to advise re Northcroft tick-over sessions.

**16. ANY OTHER BUSINESS**

None

The meeting closed at 9pm