



Newbury District Swimming Club

Affiliated to South East Region ASA

Minutes of Committee Meeting held on Monday 9th September 2019 at Northcroft Leisure Centre

Present: Steph Holland, Jo Harrison, Nick Shanahan, Janet Hopkins, Martin Jezzard, Angela Emberlin, Kathy Matthews, Brighid Humphreys, Steve Oxley, Anneliese Fox-Jones, Sarah Bosley

1. APPOINTMENT OF NEW CHAIR

- Steph (Vice Chair) will be acting Chair until a new Chair is appointed.

2. HEAD COACH REPORT

- Tony was unable to attend the meeting but will circulate a short report later in the week.
- Feedback from Tony via Janet informed the committee that swimmers have made a positive start to the new year and are working hard.

3. ACCEPTED APOLOGIES

Tony Woodward, Helen McGowan

4. MINUTES OF THE 15TH JULY MEETING

- Two amendments were made to the minutes from the previous meeting:
 - Helen McGowan was present at the meeting.
 - Item 6 – Correspondence: Notice of the *County* Annual Council Meeting had been received.
- The minutes were then agreed as a correct record by the committee and signed by the former Chair.

5. MATTERS ARISING FROM THE MINUTES

Pool Timetable

- The Tuesday evening session at Kennet is now solely for Challengers. It was noted that the Tuesday morning session was quite busy this week, but this is expected to settle down as the term continues.
- Additional pool time for Challengers is being sought but without success to date.
- Janet to invite the top-level Sprinters to the Saturday morning Challenger session.

Officials Training

- Kathy, in her capacity of Volunteers Co-ordinator, to help recruit parents for a Timekeepers course, and to link with any courses that Reading are holding.
- Steph to contact Roger/Jonathan about time-keeper courses.

6. TEACHING PROGRAMME

- Approximately 8 children are currently registered.
- Final registrations should be complete by next week, with the course starting on Saturday.

7. CORRESPONDENCE

- SE Newsletter: The latest SE newsletter promoted a new scheme that SE are launching to support Volunteer Co-ordinators and it was suggested that Kathy register.

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

Ongoing Welfare Issue

- A confidential discussion took place.

9. MEMBERSHIP AND DBS CHECK REPORT

- Janet has initiated a DBS check for Emma Smith, new Sprinter rep.
- A DBS check is still required for Ruth Wyatt.
- Future DBS checks and renewals will be managed by Anneliese.
- Jo to provide Anneliese with a contact email for Sharon Wyatt so she can contact Ruth.
- A Squad: 17, B Squad: 23, Challengers: 34, Sprinters: 44, Cruisers: 40, Masters: 67, Youth: 32, Teaching Programme: tbc

10. TREASURER'S REPORT

- Attached below.

Matters arising from the Treasurer's Report

- Janet confirmed that she had not received pool booking forms from Kennet but believes the forms will be sent when they raise their October invoices. Jo to update Helen.
- The committee confirmed Christmas closing as follows:
 - Last session on evening of Friday 20th December
 - First session back on morning of Thursday 2nd January
 - Steph/Tony to arrange sessions for the county qualifiers during the Christmas break
 - Helen to adjust bookings as required
- Helen to book the Wobstacle for the evening of Sunday 15th December.
- Xmas dates to be circulated to club members after the October half term.
- It was noted that 6/7 members have yet to pay their annual subs or register a card online for payment of squad fees. Nick has been unable to contact them but will try one last time. The committee agreed to an end of September deadline at which point coaches will be advised to ensure those concerned do not swim.
- Janet advised that she may delay the first post-Christmas Brockhurst session until Saturday 11th January to allow time for the pool to warm up.

11. SWIMMARK

- Janet emailed the log-in details and documents to Nick and Steph today.
- Nick to digest and request assistance where required in order to progress.

12. POOL/COACHES/OFFICIALS

Recruitment

- Nick presented the committee with a draft ad for a Junior Squad Coach. Wording comments were noted and Sarah B to edit accordingly and produce the final draft. Sarah B/Nick to show final draft to Steph, Tony, Emma and Vicki before publication. Nick will organise placing of the ad as follows:
 - One month on the Careers in Aquatics website at a cost of £199 + VAT
 - One week on the Facebook ad site using credit the club currently holds
- Nick to ask Vickie for details of a free teachers and coaches site that Janet mentioned.

Emma Harris Commissar

- The club is delighted that Emma has completed her Level 2 coaching qualification.
- The committee to consider offering her additional remuneration based on her taking on a broader role. Martin to look at the figures.

13. TEAM UNIFY

- Nothing to report.

14. PR AND WEBSITE

- The committee welcomed Sarah Bs offer to produce a newsletter to be circulated to members on a regular basis.
- The first issue will feature a competition for swimmers to suggest a name for the newsletter.

15. SWIM CAMP 2019

- The lodge at Crystal Palace has been closed for health and safety reasons.
- Steph is working with the centre to try to secure alternative accommodation. The current alternative is a Best Western hotel a 20 minute walk away but this option will only be taken up if the hotel is able to offer parking to allow the children to be transported each way by minibus.

- If alternative suitable accommodation cannot be found, the Camp will be cancelled. To date no funds have been paid to Crystal Palace.
- If the Crystal Palace camp goes ahead, the following pool bookings will be cancelled:
 - Morning session on Tuesday 29th October at Kennet
 - Evening session on Wednesday 30th October at Hungerford
 - Morning session on Thursday 31st October at Kennet
 - Evening session on Friday 1st October at Northcroft (assuming cover can be found for the Friday morning session – see below)
- The Friday morning session at Northcroft will remain if cover can be found. Dave Milburn to be asked if he can cover.
- Helen to only action pool changes once Steph has confirmed that the camp is going ahead.

Swim Camp 2020

- Jo to contact Mount Kelly and try to secure dates for the October half term 2020 (preferably Tuesday to Friday). The committee agreed that the club would fund the cost of the deposit which will then be returned as swimmers sign up next year.

16. GENERAL ITEMS

1) Meeting Dates

- The dates published on the September agenda were approved apart from the April meeting which was moved to Monday 20th April to avoid a clash with the Easter weekend.

2) Down House request for Risk Assessment and Schedule of Work

- Nick and Steph to finalise the Risk Assessment
- Jo to request a Schedule of Work from Tony
- Both documents to be supplied to Downe House this week

3) Sprint Gala – Saturday 5th October

- Janet has applied for the licence and is expecting it this week.
- Nick to speak to Ian re utilising the TU system for running the gala.
- The volunteer rota to be published on the website. It was noted that members had been unable to access the rota last year once the meet closing date had passed. Nick to set up to ensure the rota is accessible after the deadline has passed.
- Nick suggested buying a card reader to avoid cash payments by spectators. A manual receipt book would be required to offer a receipt to any who requested one. Given the poor wifi reception at Northcroft, the reader could be operated using data from Nick's mobile.

4) Open Meet – Sat 16th – Sun 17th November

- Janet has applied for the licence and is expecting it this week.
- The timing equipment has been booked and Janet has received a booking confirmation.
- Janet will meet with Pat to organise the catering.
- Janet to forward the licence info to Steph so she can distribute the meet pack to other clubs.
- *Post Meeting Update: Jill Crane has arranged for Fast Legs to provide a shop at the Open Meet and offered to make cakes.*

5) Pool Equipment

- Lane ropes and cables have been ordered.
- Nick to research and order a full set of bolts for the blocks.

17. ANY OTHER BUSINESS

- Steve Oxley offered his resignation from the committee but is willing to attend a Timekeepers course. The committee thanked him for his contribution and wished him well.
- Janet to progress regional approval of the Club Rules without further delay.

The meeting closed at 8.20pm.