



Newbury District Swimming Club

Affiliated to South East Region ASA

Minutes of Committee Meeting held on Monday 9th April 2018 at Northcroft Leisure Centre

Present: Janet Hopkins, Ian Crane, Jo Harrison, Steph Holland, Angela Emberlin, Martin Jezzard, Brigid Humphreys, Sarah Bosley, Nick Shanahan

Apologies: Tony Woodward, Carol Maleham, Christy Brown, Annelise Fox-Jones

Head Coach Report

In Tony's absence, the coach report was read out by Janet.

Matters arising:

- Although not mentioned in the coach report, Janet wished to report that Newbury had come 4th in the Thames Valley Junior League, with a good effort made by Newbury's younger swimmers.
- Nick suggested that reports from all meets should be published on the website as an incentive to swimmers (especially the younger ones) to compete. **Action: Sarah** to liaise with Tony to action where possible.
- Nick commented that the number of swimmers actively competing from the younger squads was very low and felt that the club should take steps to encourage higher participation. He also felt that information about all meets, without exception, should be published on the website, even if attendance was by invitation only from the coach.

Apologies –see above

Minutes of the last meeting

- Subject to one minor correction noted on the signed copy, the committee agreed the minutes were an accurate representation of the March meeting and were duly signed.

Matters Arising from the Minutes

Breaststroke Clinic

- Janet reported that Tony had been in touch with ex Newbury head coach, Derek, and that arrangements for a breaststroke clinic were underway. **Action: Tony** to confirm details.

Drop-off/Pick-up Email to Parents

- **Action: Janet** to send cross-squad email to parents regarding the issue of swimmers being dropped off too early/collected from the carpark etc.

Spare Set of Bolts for Blocks

- Chris Hopkins is investigating their being made by a fabrication company.

Automatic Officiating Equipment (AOE)

- Equipment hire is now confirmed for both days of the Open Meet.

Parent Information Evening

- Nick Shanahan has kindly taken over the organisation of the evening and will work with Vicki on a suitable date. The committee thought a Sunday evening might be the best option.
- Tony to be present at the meeting.
- The evening will focus on encouraging younger swimmers to compete and the importance of the Club Champs and the Open Meet to gain entry times for external meets. It will also reinforce the Meets Information document that is due to be published, and help to address any queries or concerns that the parents of younger swimmers may have.
- The committee suggested that the online entry for the Club Champs be open to coincide with the Information Evening so that parents can enter while the information is fresh in their minds.
- It was noted that the need for younger swimmers to get coach approval to swim certain events has now been removed because approval is managed via the online entry system.

Correspondence

- Renewed 2018 Swim England club insurance certificate. **Action: Jo** to ensure a copy is displayed at each pool.
- Renewed Swim England Membership. **Action: Jo** to forward a copy to Pat Fogarty at Northcroft.
- Email received from British Swimming regarding an Audience Questionnaire. **Action: Jo** to forward to Sarah for distribution to all club members via the website.

Child Protection / Role of the Safeguarding & Welfare Officer

- No issues to report.
- It was noted that the club's Safeguarding Policy does not currently appear on the website. **Action: Janet** to locate and supply to Ian. Jo also requires a copy for supply to Mount Kelly.

Membership Report

- A Squad: 16, B Squad: 26, Challengers: 30, Sprinters: 43, Cruisers: 47, Full Youth: 1, Active Youth: 21, Full Masters: 1, Active Masters: 66

Treasurers Report

Account Balances (as at 9.4.18)

- £45,267
- £1,004

Notable Payments/Credits

Debits (additional to regular monthly fee and coaching payments)

- All regular payments up to date.
- **Action: Ian** to contact Team Unify rep to discuss method of payment and timings for the upgrade.

Credits (additional to monthly fees)

- Easy Fundraising £17.05
- Teaching Programme Online Payments
 - Tuite £81 / 28.3.18
 - Grayson £162 / 21.3.18

ASA Swim England Update

- All new members submitted to the ASA. Awaiting ASA numbers.

Basingstoke Meet

- Invoice due soon as the meet is being billed in advance.

Fee Increase

Martin presented figures showing the proposed new fees post the 3% increase, together with the proposed new hourly rates for coaches post the 3% increase.

Coaches Payment Increase

- Janet confirmed that Tracy Jefferis and Nalina Mistry's hourly rates were higher due to their involvement in the Teaching Programme as rates need to be competitive with private teaching rates. Post increase, the committee agreed their hourly rate would increase to £18.70.
- The committee agreed that the remaining coaches should all be paid the same hourly rate and this was agreed at £16.
- Janet to speak to Dave Millburn regarding his rate.
- **Action: Martin** to convey the increases to coaches.

Squad Fee Increases

- The annual membership fee for Masters Squad increased significantly this year so the committee felt that an increase in their fees may not be required. Martin's initial calculations had, however, allowed for an increase so he will double check the figures. If a Masters increase is still required, it may be bought in later in the year.
- Increases for the remaining squads were agreed by the committee, as per Martin's calculations.
- **Action: Janet** to email regarding squad fee increases this week. Increase to be effective from 1st May.

Swim 21

- Nothing further to report.

Team Unify

- The update to the website is progressing and Ian asked that anyone who came across TU sites they liked, send the links to him as reference. Two sites of note were Reading and Wycombe.
- The committee discussed the merits of Team Feed (a social media platform available with Pro) but it was felt that Twitter and Instagram would be more beneficial (see item 12 below)

PR & Website

- Sarah to manage Instagram and Twitter accounts for the Club. It was noted that the Club already held a Twitter account so the two to be combined under the original name of @newburydsc to maintain the original list of followers. **Action: Ian** to set up an Instagram account using the admin@ email address, which will be managed by Sarah.
- Sarah suggested using a social media management package like Sprout Social and thought she may be able to access this via her work account.
- The committee emphasised that parental permission must be gained before using photos of swimmers, except in the case of photos taken at meets where the entry t&cs generally cover permission. Swimmers should also be wearing tops in any photographs taken.
- **Action: Sarah** to send out an email this week, ahead of the Basingstoke meet, to remind parents/swimmers of kit/food requirements etc, as it is a no spectator meet being attended by swimmers competing for the first time.
- **Action: Janet** to complete her edit of Sam's article on attending galas and supply to Sarah asap for distribution.

Swim Camp Update

Janet had received an email from Carol Maleham expressing concerns regarding the arrangements for the swim camp.

Jo proceeded with an update as follows:

- 20 swimmers are confirmed for the Camp and a deposit of £20 per swimmer has been taken via TU.
- The committee agreed to extend the invitation to B squad 12-year olds in the hope of increasing to 24 swimmers.
Action: Jo to discuss with Tony and contact applicable swimmers.
- Jo confirmed that Jill Crane will be attending the camp as helper.
- Mount Kelly are in receipt of the booking form and will supply their bank details for payment of the deposit.
- Martin confirmed that the club can borrow a 17-seater minibus from The Willows free of charge (plus petrol).
- Martin may be able to borrow a 2nd minibus. Jo confirmed that she would not feel comfortable driving a minibus of that size but Ian will check to see if Jill would be happy to drive it. Alternatively, it was suggested that as well as Tony driving the 17-seater, Jill and Jo each take their cars which would accommodate all the swimmers. Roof boxes and a trailer would hold the luggage and a contribution would be made towards their petrol costs.
- Jo confirmed that the ASA recommended that one adult attend a Team Manager course ahead of the camp, but that this was not compulsory.
- The issue of payment for the 2nd swim coach was discussed as this had been an oversight from the original costings. The committee agreed to review the final costings now that the transport issues had been resolved to determine whether this could be addressed.
- The committee agreed that a budget for evening entertainment was not required.
- Those swimmers wishing to eat before the early morning training session would have suitable food provided to them, with the main breakfast taking place after the training session.
- The next payment instalment was suggested as £80, to be taken end May/early June, but final costings to be confirmed ahead of this.

Any Other Business

Open Meet Programme

- Janet confirmed that the club can specify that all entries from Newbury swimmers will be accepted.
- Timings agreed with Northcroft as follows:
 - Saturday: Access at 12.30pm, warm-up at 1pm, finishing by 8pm
 - Sunday: Access from 8am, warm-up at 9am, finishing by 5pm
- The meet programme to now be finalised.
- **Action:** Following confirmation of programme, Sarah to publicise with the help of Steph's contacts to ensure we get as many visiting clubs as possible.

Date of next meeting: Monday 14th May at 6.30pm in the Northcroft café.