



Newbury District Swimming Club

Affiliated to South East Region ASA

Minutes of Committee Meeting held on Monday 11th November 2017 at Northcroft Leisure Centre

Present: Janet Hopkins, Ian Crane, Jo Harrison, Steph Holland, Carol Maleham, Martin Jezzard, Sharon Wyatt, Brigid Humphries

Apologies: Tony Woodward, Angela Emberlin, Christy Brown, Annelise Fox-Jones

Head Coach Report

- Tony wished to emphasise that County qualifiers should enter all the events that they have qualified in. Any swimmers not planning to enter all their events should discuss the decision with Tony.
- First session back after Christmas agreed as pm on Tuesday 2 January. **Action:** Squad Reps to email squads re Christmas shutdown dates.
- A list of County qualifiers should, ideally, be available on the website.
- Extra training for County qualifiers booked: Aldershot 27, 28 and 29 December and Northcroft 30 December.

Apologies –see above

Minutes of the last meeting

- The committee agreed the minutes were an accurate representation of the November meeting and were duly signed.

Matters Arising

- Parent Information Evening: Now likely to be early 2018 (possibly Feb).
- Janet confirmed that she had completed the email survey supplied by Swim England.

Parent Information Evening

- See Matters Arising above.

Northcroft Blocks

- The new blocks were successfully installed for the Open Meet.
- The turning boards arrived but 3 were damaged. **Action:** Janet to organise replacements.
- The backstroke ledges won't be put on until the turning boards are attached. Martin offered assistance in fitting these if required.

Correspondence

- Email received from Park House Sport Academy offering to advertise Youth Squad. **Action:** Youth Squad to be asked to design a poster for supply to Park House following approval by the Committee.

Child Protection / Role of the Safeguarding & Welfare Officer

- No issues to report.

Membership Report

- A Squad: 16, B Squad: 27, Challengers: 30, Sprinters: 42, Cruisers: 49, Masters: 84, Youth: 24.
- **Action:** Ian/Angela to liaise re full youth vs active youth members. There are 2 members who are registered as active youth but DM believes they are full youth. Discrepancies to be resolved.
- Janet confirmed that she will be moving some Cruisers up to Sprinters before the Christmas break.

Treasurers Report

OMS Submissions and Renewals

- Martin confirmed that the OMS system is now closed until the annual submission is paid, however, swimmers who wish to compete and require an ASA number, can still obtain one.

Open Meet Update (Document titled *Open Meet/Club Champs Update* presented by Martin)

- Martin has reviewed income vs expenses over the last 5 years.
- Income from the Open Meet was down this year due to attendance of only 1 large club, resulting in fewer entries.
- £210 was received in race programme sponsorship. **Action:** Janet to pass to Martin.
- Commission from the shop is yet to be added.
- ASA fee of £155.60 to be deducted.

Club Champs Update (Document titled *Open Meet/Club Champs Update* presented by Martin)

- Rounds 4 and 5 have yet to be accounted for.
- Janet believes that fewer Cruisers entered than last year, despite encouragement.
- Feedback suggests that some Cruiser parents found the online entry challenging.
- Janet to pass monies to Martin for door money and from Arena League coach money from Sat night.

Fee Increase

- The Committee reviewed document titled *NDSC Projected Costs, Core Coaching & Teaching Costs* presented by Martin which reviewed 2016-17 costs and projected costs for 2017-18.
- The document included projections for fee increases of 0%, 3% or 5%. Current projections show that only the 5% increase would allow for a surplus figure at the end of the year. 0% or 3% increases would result in an end of year deficit.
- Projection did not allow for any increase in coaching fees or the expected 10% increase in Brockhurst fees.
- **Action:** Janet to finalise the Brockhurst increase and hold a Coaches meeting to discuss the number of coaches at sessions vs. the financial impact. Coaching rate increases to also be determined.
- Martin to analyse Masters finances to ensure profitability. Martin to forward DM membership spreadsheet to Janet.
- The Committee agreed that a fee increase is necessary to ensure that the core costs of the Club are covered, but more work is required before a final decision is made on the percentage.
- Parents to be given sufficient notice of any fee increase.

Other items

- Steph is chasing the £1300 refund due from Team Bath for rejected entries.
- Mark Harris is now coaching twice a week as a replacement for Emily Herbert and is asking to be paid at the same hourly rate as Emma. Both have Level 2 teaching but other Level 2 coaches are paid approx. £1 per hour less. The Committee agreed to the higher hourly rate and will look to even out all coaching fees when the full review of coaching costs takes place.

Swim 21

- No further update.

Upcoming Meets

- See AOB.

Team Unify

- 7 people (mostly Cruisers) are currently not logged onto the Team Unify system. **Action:** Ian to produce crib sheets giving instructions on how to use the Calendar, send emails etc.

Presentation Evening (6 Jan)

- Starts 6.30pm, ends at 10.30pm. Bar is open from 6pm.
- Chilli, hot dogs and ice cream offered.
- Tickets on sale at £5 per head.
- Set-up will be done on Friday night.
- Trophy returns: need to work out any that are missing and chase up.

Any Other Business

2018 Calendar Dates

- The committee proposed and agreed that the 2018 Club Champs would be held in the summer rather than the autumn.
- The committee proposed and agreed that the 2018 Open Meet would be a 2 day event offering a full programme.
- The following dates were proposed:

○ Club Champs Round 1	Saturday 16 June
○ Club Champs Round 2	Sunday 17 June
○ Club Champs Round 3	Sunday 1 July
○ Club Champs Round 4	Thursday 5 July (400 free)
○ Summer BBQ	Saturday 7 July
○ Club Champs Round 5	Sunday 8 July (800 & 1500 free)
○ Club Champs Round 6	Thursday 12 July (400 IM)
○ Sprint Gala (Separated Medley)	Sunday 7 October
○ Open Meet Day 1	Saturday 24 November (or previous weekend)
○ Open Meet Day 2	Sunday 25 November (or previous weekend)
- **Action:** Janet to check all dates with Tony before publishing.
- **Action:** Carol to check pool availability.

Email from Dave Millburn

- Janet is addressing the issues raised and will meet with Dave to discuss. Janet wished to express her appreciation for the role that Dave performs and all of his hard work.

Date of next meeting: Monday 8th January at 6.30pm.