



Newbury District Swimming Club

Affiliated to South East Region ASA

Minutes of Committee Meeting held on Monday 19th February 2018 at Northcroft Leisure Centre

Present: Janet Hopkins, Ian Crane, Tony Woodward, Jo Harrison, Steph Holland, Carol Maleham, Martin Jezzard, Sharon Wyatt, Christy Brown, Angela Emberlin

Apologies: Annelise Fox-Jones, Brigid Humphreys, Sarah Bosley

Head Coach Report

Matters Arising

- Breaststroke Session
 - **Action:** Tony to contact Derek with a view to running a breaststroke technical session for swimmers.
- Hungerford Changing Rooms
 - Swimmers to be monitored to ensure there is no repeat of poor behaviour.
- Hungerford Session
 - The committee discussed the seriousness of the incident with Tony who agreed that it would never happen again.
 - The committee also discussed the issue of swimmers being dropped off very early, and those who wander out into the carpark to meet their pick-up. Parents to be reminded that coaches are only responsible for swimmers while they are in the pool. Parents must ensure that a coach is on deck before leaving swimmers, and parents should also ensure that they come into the leisure centre to meet their children, not wait out in the carpark for them. Thames Valley Police have attended several unsavoury incidents outside Northcroft recently and the committee do not want swimmers wandering around on their own in the carpark area.
Action: Cross-squad email to be sent to parents.
- County Development Camp for 11-year olds
 - A number of Newbury 11-year olds attended the session which went very well.
 - One swimmer has yet to pay for the session due to their bank account being overseas. The committee agreed that the club would pay the outstanding amount which would then be reimbursed by the parent.
- The committee congratulated Tony on the club's excellent results at County Championships with a record number of qualifiers and a clutch of gold, silver and bronze medals.
- External Coaching/Technical Sessions
 - Carol Maleham read out a letter written by David Maleham regarding their offer to fund cross-squad swim clinics and arrange an overseas swim camp. This was followed by a lengthy discussion. (A copy of the letter can be obtained direct from Carol Maleham).
 - While some committee members were very keen on pursuing the Maleham's generous offer of funding clinics using external personnel, others felt that swimmers received all the coaching required within the existing club environment. Tony felt that the ex-Olympian suggested by the Maleham's may not necessarily be the best fit for the club, and that he would prefer to arrange any clinics using his own contacts. He also felt that the frequency of clinics should be kept at one or two per year. Although the Malehams had kept Tony and Janet fully informed of developments over previous weeks, some committee members felt that any suggestions/ideas should have been discussed in full at a committee meeting prior to any research being undertaken. At the end of the discussion, it was confirmed that the offer of funding by the Malehams had now been withdrawn. **Action:** Tony and Janet to pursue their contacts with a view to arranging suitable clinics in the near future. Janet emphasised that any starts/turns clinic should be held at Northcroft (possibly on a Sunday evening) in order to make full use of the new equipment. **Action:** Janet to email David Maleham.
- Swim Camps
 - The Malehams had also offered to organise a Swim Camp in the Canary Islands with the suggestion that it take place during the October half term and be offered to A and B squad. Although the initial response to the offer had been positive, Tony expressed concerns at the committee meeting because he did not feel that our swimmers could cope with a 5-7 day camp. Janet also noted that the minimum age set by NDSC to attend an overseas swim camp was 13 which would restrict the numbers considerably. **Action:** Jo to research UK based swim camps offering a 2-3 day programme.

Apologies –see above

Minutes of the last meeting

- Subject to two minor corrections noted on the signed copy, the committee agreed the minutes were an accurate representation of the January meeting and they were duly signed.

Matters Arising

- Mark Bruton confirmed that he will commit to coaching for the club for a minimum of one year following the club's funding of his Assistant Coaching Course.
- Carol to be kept up to date on who is coaching at the Hungerford session given that a different pool hire rate is applied when Dave Milburn is coaching.

Parent Information Evening

- The committee agreed that the next evening should be to inform parents of plans regarding clinics, camps etc.
Action: Sharon to propose a Sunday evening date with a 7.30pm start time. Tony and Janet to also attend.

PR/Website

- Janet read out an email received from Sarah Bosley with an update on PR and website issues.
 - **Action:** Steph to liaise with Sarah regarding results following meets.
 - Sarah to only use photos if all swimmers are wearing tops. No tops, no pic.
 - **Action:** Ian to put the old single page weekly swim timetable on the website.
 - The committee are very happy for Sarah to use the NDSC Facebook page but emphasised that it should be used to drive traffic to the website, rather than full information being posted on the FB page itself.
 - **Action:** Sarah to ensure that Swim England guidelines on the use of photos in newspapers, the website, across social media etc are followed. For images taken at meets, the terms and conditions of each meet usually covers the club for use of such images.
Action: Janet to respond directly to Sarah.

Northcroft Blocks

- The supplier is unwilling to resolve the bolts issue because the new blocks are attached using the old fittings.
- **Action:** Janet/Chris to seek an alternative solution, possibly by making the required bolts, and to push for a refund given that the supplier should have looked at the existing fittings as part of the paid survey.
- Additional bolts may be required for the shallow end.
- Janet emphasised that the turning boards must be fully secured every time to avoid loosening.

Correspondence

- An email had been received from a student requesting participation by Newbury parents on a survey they were undertaking. The committee felt that parents were already sent enough correspondence so would decline to take part.

Child Protection / Role of the Safeguarding & Welfare Officer

- See Hungerford issue discussed above. **Action:** Tony to be advised that if, for any reason, he needs to leave a session early in future, he must hand over to a known responsible adult.

Membership Report

- A Squad: 16, B Squad: 26, Challengers: 33, Sprinters: 43, Cruisers: 45, Full Youth: 1, Active Youth: 28, Full Masters: 1, Active Masters: 84

Treasurers Report

Account Balances (as at 16.2.18)

- £54,255.00
- £1,003.11
- All invoices cleared and all payments up to date.

Notable Payments/Credits

- Debits: No notable payments outside our normal coaching/pool fee commitments.
- Credits: Janet to confirm if there is door/coach money to be paid in.
- No credit yet received from Mark Cornall.

Swim England News

- Martin will be submitting the annual renewal this week at approx. £7.3k. Martin thanked Angela, Ian and Janet for updates on leavers, new swimmers and cruisers to sprinters squad moves.
- There are 13 new members on the TU database without ASA numbers but they will receive them once the annual renewal has been submitted.

Updates

- Active Masters Annual Fee has been increased to £30.
- Dave Milburn is making a phased return from illness.
- Over 50% of the annual fees have been collected.
- Martin has met with Tony to discuss cost control.
- Cover/use of Emma's time/coaching at Aldershot/stamping masters cards were also discussed. Tony agreed to support wherever possible.

- Masters is not losing the club money and the committee must consider increasing fees.

Fee Increase (*see Impact of Fee Increases on Full Year Profit and Loss* below)

- The committee reviewed Martin's document and discussed the issue of a fee increase at length.
- Considerations included:
 - the last increase was 18 months ago
 - Brockhurst pool fees have increased by 10% (first increase in 3 years)
 - a 3% increase would be in line with the Legacy Pools increase of 3.5%
 - Martin's figures do not allow for pay rises for coaching staff
 - other increased costs might be covered by successful Open Meet and Club Championships events

The committee agreed to implement a fee increase of 3% effective 1st April 2018. **Action:** Janet to write a covering letter to be distributed to parents.

Pay Rise for Coaches

- The committee agreed a 3% increase in pay for coaches, effective 1.4.18.

Swim 21

- Nothing further to report.

Team Unify

- The club currently has the basic version of TU.
- The look and feel of the website could be enhanced by a re-design (as other clubs have done).
- **Action:** Ian to clarify the costs involved.
- Funding the design changes via Easy Fundraising may be an option.

GDPR Compliance (General Data Protection & Regulation)

- **Action:** Ian and Janet to meet separately to discuss.

Any Other Business

Problems with Pools

- Committee to ensure that Carol is informed of any pool issues.
- **Action:** Carol to also ask squad reps to let her know of any issues that arise.

Medal Hangers

- An email had been received from a metal company offering a discount on medal hangers for bulk orders. The club did not feel that this was something it wished to pursue. **Action:** Jo to respond to the email.

AOE (Automatic Officiating Equipment)

- The cost of brand new equipment has been quoted at £13.5k, plus a further £6k for a score board.
- **Action:** Janet to look at alternatives for further discussion.
- Timing equipment hire for the Open Meet to be booked as soon as the dates are confirmed.

AGM review of AOB Items

- All AOB items have been addressed.

Date of next meeting: Monday 12th March at 6.30pm.