



# Newbury District Swimming Club

Affiliated to South East Region ASA

## Minutes of Committee Meeting held on Monday 8<sup>th</sup> January 2018 at Northcroft Leisure Centre

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

**Apologies:** Angela Emberlin, Annelise Fox-Jones

### Head Coach Report

#### Matters Arising

- A storage solution needs to be found for the backstroke ledges.
- Steph confirmed that the majority of volunteer positions at the Counties have been filled.
- Angela to be in the loop regarding squad moves in the future.
- Lack of land training attendance by A squad is disappointing, but Tony is happy with B squad attendance levels.

**Apologies –see above**

### Minutes of the last meeting

- Subject to the correction in spelling of Brigid's surname, the committee agreed the minutes were an accurate representation of the December meeting and were duly signed.

### Matters Arising

- **Action:** Angela to resolve the full youth vs active youth membership issue.
- **Action:** Janet to meet with Tony to discuss coaches.
- It is now possible for girls and boys to compete in both the 800 and 1500 freestyle at the Club Champs. This may require an additional date to be included in the schedule. To be discussed further nearer the time.
- **Action:** Ian to apply for Club Champs licences.
- The Open Meet weekend has moved to 17/18 November.
- Following the Presentation Evening, the committee discussed the situation where age 16-17 swimmers are competing directly with Masters for awards. It was proposed that the '16 & Over' awards category be changed to '16-17 Years', with a new category added for '18 and Over' (to include Masters). The committee were happy with this change and the accepted the financial impact of more medals being required. Janet to discuss with Tony before implementation.

### Parent Information Evening

- Vicky has written a piece on nutrition for the website. Tony to approve it asap for publication before the Counties.
- Sharon to set a date for mid-Feb. Ian to be available for Q&A on Team Unify and Vicky to discuss nutrition.

### Northcroft Blocks

- Nothing further to discuss, remove from future agendas.

### Correspondence

- Email forwarded from Tony regarding officials for the finals sessions at Counties: In hand with Janet.
- Email from Dave Millburn regarding Assistant Coaching Course for Mark Bruton: Cost of the course is £370. The committee agreed that coaches should be encouraged to attend training courses and they were happy to fund the cost of the course, providing Mark agreed to commit to coaching a minimum of once a week for the next year. **Action:** Janet to discuss with DM and submit to committee for final approval via email.

### Child Protection / Role of the Safeguarding & Welfare Officer

- No issues to report.

### Membership Report

- A Squad: 17, B Squad: 31, Challengers: 37, Sprinters: 44, Cruisers: 36, Masters: 85, Youth: 24.
- **Action:** Ian to set up access to Team Unify for Louise Peters and Vicky.
- The committee briefly discussed the impact that changes in the data protection law will have on the Club. Ian suggested the issue may require a separate meeting. **Action:** Janet to forward Ian the ASA statement she received regarding the issue which may allow the Club to use the processes put in place by the ASA. Ian noted that although the Act was in place, the penalties for non-compliance were not, so the Club needed to action with urgency.

### Treasurers Report

#### Account Balances (as at 5.1.18)

- £58,761.08
- £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: Refund received from Team Bath of £1,337 on 20.12.17. Thanks to Steph for chasing.
- Janet to pass to Martin additional money taken from the door, coach money etc.

#### Fee Increase (see research document attached below)

- The Committee reviewed the research document that Martin had prepared regarding Masters costs and thanked him for the work put into it.
- Masters squad is in a very healthy financial position and this was welcomed by the Committee.
- **Action:** Martin proposes an increase in the Cat 1 fee from £20-£30.
- **Action:** Martin to discuss coaching cost control with Tony and a hole punching system with DM.
- A final proposal regarding the fee increase to be submitted by Martin via email and, if possible, implemented from 1<sup>st</sup> February. It was noted that West Berkshire pools price increases have yet to be confirmed.

#### Swim England News

- The ASA Annual Renewal has been uploaded onto our Swim England pages.
- **Action:** Janet to confirm or decline teaching programme swimmers.
- **Action:** Angela to check and lapse any swimmers who are no longer swimming with the Club (and check that none have slipped through the net this year).
- **Action:** Angela to also check any recent Cruisers who have moved to Sprinters and need to register as Cat 2.
- **Action:** Martin to work with DM to ensure that all Active Masters/Youth and Masters are amended/lapsed.
- Deadline for the annual submission is 28.2.18. **Action:** Martin to submit our renewal as close as possible to this date to correctly capture as many leavers as possible, especially Masters, given that their annual membership fees are collected in January.

#### Swim 21

- Name change to 'Swim Mark' for future agendas.

#### Team Unify

- Squad Reps should be using the Team Unify system to send out emails.
- **Action:** Ian to supply crib sheet to squad reps with instructions.
- **Action:** Ian to set up an 'Officials' email group.

#### Any Other Business

##### Open Meet Dates

- Weekend proposed as 17/18 November but awaiting final approval by Council. External clubs will not be contacted until the dates are confirmed.

##### Presentation Evening

- Date for 2019 Presentation Evening proposed and agreed as 5<sup>th</sup> January, subject to availability of venue.
- Sharon to re-book the DJ.
- It was agreed that following move of the Club Champs to the summer, there will now be time to engrave winners names on the trophies prior to the evening.

##### AGM

- Draft letter inviting club members to the AGM was reviewed and agreed. Letter to be uploaded to website and sent as an email alert.
- £25 cost for teas/coffees agreed by the Committee.
- Soft drinks left over from the summer BBQ will also be offered.

##### Bolts for Blocks

- Northcroft has requested that the issue with the bolts be resolved.

##### Officials Training

- Training is arranged for Monday 15<sup>th</sup>. Email alert to be sent requesting volunteers.

Date of next meeting: Monday 12<sup>th</sup> February at 6.30pm.