



# Newbury District Swimming Club

Affiliated to South East Region ASA

## Minutes of Committee Meeting held on Monday 9<sup>th</sup> July 2018 at Northcroft Leisure Centre

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

**Apologies:** Tony Woodward, Sarah Bosley, Liz Nowell, Annelise Fox-Jones, Carol Maleham

### HEAD COACH REPORT

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

#### Matters arising:

##### Tick-over Sessions

- Tick-over sessions for the five Thursdays in August proposed as follows:
  - Cruisers/Sprinters 5.30-6.30pm
  - Challengers 6.30-7.30pm
  - A & B 7.30-9.00pm

Emma will lead the sessions, with assistance. To be finalised with Tony before publication.

- Nick suggested that A & B squads might have an extra tick-over session on a Wednesday evening in the outside pool (during the Masters session). **Action: Janet** to speak to Tony and ask Emma if she would be willing to run it.
- **Action: Janet** to circulate tick-over info to all squads, post as a News item on the website and add to the timetable, once finalised with Tony.

##### County Camp

- The committee felt that despite previous behaviour issues, a swimmer proposed for the County Camp should be allowed to attend. Janet will speak with them in person to emphasise the need for correct and appropriate behaviour.

##### Swimmer Behaviour

- **Action: Janet** to contact Northcroft management to assure them that the behaviour issues have been dealt with and to ask them to contact the committee direct should any further issues arise.
- No eating will be allowed in the changing rooms or directly on poolside.
- Swimmers will be asked to sign up to the Behaviour Policy in due course.

##### Squad Meetings

- Meeting for A and B squad confirmed as 6<sup>th</sup> September – time tbc.
- Meeting dates for the remaining squads tbc.

##### Swimmer Goal Setting

- Tony to be offered help with the administration of goal setting dates from squad reps.

##### APOLOGIES –see above

##### MINUTES OF THE LAST MEETING

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

##### MATTERS ARISING FROM THE MINUTES

###### Kennet Pool Issues

- The manager of Kennet believes the issues have been resolved but the situation will continue to be monitored.
- It was noted that the club has lost several Challengers due to a combination of the pool issues and the lack of training sessions at Northcroft.

###### Challengers Training at Northcroft

- Janet proposed the following from September:
  - Cruiser/Sprinter sessions currently held at Northcroft on a Sunday evening will move to Kennet with a 45m duration for each squad.
  - Challenger session will move to Northcroft with land-training at 5pm followed by training from 5.30-7pm.
  - A&B squad land-training to reduce to 30 mins (6.30-7) followed by a 2hr pool session (7-9pm).
- The committee approved the proposals but agreed that any necessary adjustments to fees should be determined before the revised timetable is published.
- Janet continues to push for extra pool time at Northcroft but to date the suggestion has been rejected.

###### Other Matters Arising

- The following matters arising from the previous meeting remain as action points:
  - **Action: Jo** to pass a copy of the insurance documents to Tony for display on the Northcroft notice board.
  - **Action: Janet** to review the Swim England Coaching & Teaching statement.

- **Action: Ian** to ensure the current Child Protection Policy is displayed on the website.
- **Action: Janet** to confirm if there is a difference in price between A and B squad fees and ensure that Tony is aware of this when he combines A and B squad swimmers within a session.

#### PARENT INFORMATION EVENING

- This will be combined with the Squad Meetings for younger swimmers and take the form of a 15m Q&A session.
- It was suggested that the Sprinter Squad Meeting also encompass a session on County Times/County Champs to ensure swimmers and parents are fully informed.

#### CORRESPONDENCE

- Information received on the Regional Council Meeting (15<sup>th</sup> September). No further action.
- The County Annual Council Meeting is being held on 12<sup>th</sup> July. Janet is unable to attend but has been nominated to continue as a board member.

#### CHILD PROTECTION / ROLE OF THE SAFEGUARDING/WELFARE OFFICER

- Janet and Martin are currently dealing with a welfare issue and ASA procedures are being followed.
- Concern was raised regarding 'pushy parent' behaviour during Club Champs. It was suggested that the video addressing this issue (originally circulated last year) be re-issued to parents. A Code of Conduct for parents is also in the pipeline and parents will be asked to sign up to it.

#### ASA Changing Room Policy

- Janet confirmed that coaches are happy for their mobile numbers to be given to individual squads but they will not be generally published.
- Janet's draft email addressing these issues to be finalised and circulated in Sept, possibly with the Code of Conduct.

#### Safeguarding/Team Manager Course

- **Action: Janet** to see if the trainer can visit Northcroft to cover both subjects.

#### MEMBERSHIP REPORT

- A Squad: 18, B Squad: 27, Challengers: 39, Sprinters: 48, Cruisers: 37 (plus 5 to register and 3 to see), Full Youth: 2, Active Youth: 18, Full Masters: 1, Active Masters: 69
- 6 swimmers (from various squads) will be leaving the club from the end of July. **Action: Ian** to convey the list.

#### TREASURERS REPORT

##### Account Balances (as of 9.7.18)

£42,682.00

£1,005.00

##### Notable Debits/Credits

##### Debits (additional to regular monthly fee and coaching payments)

All regular payments up to date.

Team Unify payment made in US dollars. Total cost £1255

£123 payment made to Neil Hutchins for PA equipment repair/replacement.

£46 payment made to Vidahost (annual fee)

We need to confirm a rate of pay for Robert Peters.

##### Summer BBQ Income/Expenses

	£	£
Tickets sold: 126 @ £5 each		630.00
Burgers and sausages	162.00	
Rolls	19.03	
Paper plates	7.50	
Water and squash*	13.70	
Sundries (inc kitchen towel, vegetarian food, onions, ketchup etc)	27.92	
Pool Hire (last year £260)	260.00	
Profit (subject to confirmation of pool hire cost)		139.85

Enough water and squad left over for use the Open Meet in November.

*For ref Barbeque 2017*

*Expenses £702*

*Income £795 (146 tickets sold)*

*Profit £ 93*

##### Credits (additional to monthly fees)

Credit received from Windsor £31.

Club Champs Update. Awaiting door money confirmation.

<b>Club Champs</b>	<b>October 2017</b>	<b>June 2018</b>	<b>Variance</b>
CC R1 and R2 Entry Fees	£1227	£1356	£129
CC R3 Entry Fees	£763	£822	£59
Door Money R1	£158	tbc	(£158)
Door Money R2	£150	tbc	(£150)
Door Money R3	£184	tbc	(£184)

### **ASA Swim England Update**

We are up to date with new member submissions.

I need to check ASA numbers for all our recent volunteer committee members and squad reps.

### **Matters Arising from the Treasurers Report**

- The committee expressed its thanks to the Crane family for organising the BBQ and all agreed that it had been an excellent evening.
- Janet/Ian to pass remaining Club Champs door money to Martin.
- Martin/Janet to discuss Cruiser and A/B squad fees following the timetable change discussed above.

### **SWIM 21**

- Janet will circulate the Codes of Conduct to the committee for review. Once finalised, parent sign-up will be sought, and they will be published on the website.
- The Risk Assessments are a work in progress.

### **TEAM UNIFY**

- The committee agreed a proposal from Ian that the club enable the Team Unify module allowing payment by credit card. Although carrying a 3% fee, it was felt it could be useful when dealing with overseas parents, and potentially for shop purchases in the future.
- **Action: Ian** to take payment from Kosti Riabyi's parents for the outstanding County Development Meet cost.
- **Action: Ian** to finalise the photography policy by September.

### **PR & WEBSITE**

- The club's Instagram and Twitter feeds are proving popular.
- Sarah B to progress with a feature in the NWN on the club's National qualifiers using the photo taken of them at Club Champs. **Action: Jo** to email Sarah with an update.

### **SWIM CAMP UPDATE**

- The camp information evening has been moved to Sunday 9<sup>th</sup> September and parents have been informed.
- **Action: Jo** to let Ian know when the final payment should be taken, finalise costings and research hooded options (to include the names of all camp swimmers on the back).

### **ANY OTHER BUSINESS**

#### **Tick-over Sessions**

- See Matters Arising from the Head Coach report.
- Zara Davis (swimmer from Dubai) wishes to swim at the tick-over sessions as per last year. **Action: Janet** to OK with Tony. Cost £10 per session.

#### **Publication of Summer Break Dates**

- **Action: Janet** to publish before the schools break for the summer holiday.

#### **Recruitment**

- The committee approved the requirement for an additional coach following Sam's departure.
- The proposed ad was approved.
- The cost of advertising in the NWN is prohibitive – Janet to see if Sarah B can assist in a reduced rate for the club. The ad will also be put on the website and circulated to Janet's contacts. It was suggested the Jane (a local swimming teacher) may be interested in the position – Janet to contact her.
- **Action: Sarah B** to add that the club are always looking to recruit at the end of NWN article.

### **NPLQ National Pool Lifeguard Qualification**

- Brockhurst now require a coach with this qualification at their sessions. Janet proposed that the club pay for Miles Peters to complete the course on the assumption that he will coach for the club (he is currently doing his Level 1). Proposal approved.

**Donation for loan of BBQ**

- Ian proposed a donation to Wash Common Scouts of £25 for the loan of the bbq. Approved.

**DATE OF NEXT MEETING: Monday 10<sup>th</sup> September at 6.30pm in the Northcroft café.**