



Newbury District Swimming Club

Affiliated to South East Region ASA

Minutes of Committee Meeting held on Monday 11th June 2018 at Northcroft Leisure Centre

Present: Janet Hopkins, Jo Harrison, Steph Holland (part), Angela Emberlin, Brigid Humphreys, Sarah Bosley
Apologies: Tony Woodward, Ian Crane, Martin Jezzard, Sarah Bosley, Liz Nowell, Annelise Fox-Jones, Carol Maleham

The meeting was not quorate. Decisions were not ratified until the arrival of Steph Holland.

Head Coach Report

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

Matters arising:

- The committee were very unhappy to hear that negative comments have been made towards swimmers who have qualified for the Nationals. Janet to investigate further. The committee wished to emphasise its delight at such a fantastic achievement and ensure that it is celebrated throughout the club.
- The committee are happy to support the national qualifiers by providing National specific hats and by paying their entry fees. Tony also suggested a t-shirt but Steph believed that in past years the swimmers have preferred to have the word 'Nationals' added to their existing club shirts. **Action:** Jo to speak to Jill.
- National and Regional qualifiers to be celebrated at the Club Champs.
- The breaststroke clinic has been postponed until September. The committee would like swimmers from Sprinters upwards to be eligible to attend. The committee would prefer the clinic to take place at Northcroft rather than Willink. Janet to discuss further at the coaches meeting.
- Summer Break: last sessions to be held on Tuesday 31st July, returning on Sunday 2nd September.
- The committee discussed tick-over sessions but were unable to reach a majority agreement. Janet to discuss at the coaches meeting and a decision to be deferred to the July committee meeting.

Apologies –see above

Minutes of the last meeting

- Subject to one minor amendment, the committee agreed the minutes were an accurate representation of the May meeting and were duly signed.

Matters Arising from the Minutes

Affect of 'age at' date on end of year trophy awards

- An email was received from Brigid who wished to clarify her point regarding this issue. The committee suggested that her email be included in the June minutes to ensure an accurate record was achieved.
My point about the club champs was more that by reshuffling the children into the new age categories, a number of swimmers would be competing in the same age category for the third year in a row and as a result several children would be winning trophies they had already won. I questioned whether it was fair for them to win the same trophy for a second time. In turn, a consequence of this would then disadvantage the other swimmers who would have been at the upper end of the previous age group but who are now not.

Other Matters Arising

- **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: Ian** to provide Janet with a list of those who have admin rights on the system.
- **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.

Goal Setting

- Squad meetings are to be held in the autumn to discuss goals etc. Dates to be set at the July committee meeting and published to parents before the end of the season. **Action: Jo** to add to July agenda.

Parent Information Evening

- Nick was not present to offer an update. The evening is now likely to happen in the autumn.

Correspondence

- There were no items of correspondence.

Child Protection / Role of the Safeguarding & Welfare Officer

- There were no issues or concerns to report.

ASA Changing Room Policy

- Jo read out sections of the ASA guidelines specifically relating to this agenda item.
- Janet also read out a draft email she had prepared for parents to address the issue of too early drop-offs/late pick-ups. The email will also inform parents that they must come into the centre to collect children, and not wait in the carpark.
- It was also proposed that coaches mobile numbers be given to parents so they can call if they are going to be late. Distribution of numbers will be squad specific and they will not be displayed on the website.

DBS Checks

- The committee agreed that anyone who has access to the Team Unify database, plus anyone who operates poolside e.g. squad reps, whipping area volunteers etc, will now be required to be DBS checked. **Action: Janet** to forward the DBS check link to all those concerned. Confirmation of the completed check will be required by the club.

Safeguarding Course

- Janet informed the committee that by the end of 2019, club volunteers may also have to complete a safeguarding course before helping poolside. On completion of the initial course, the refreshers are done online. The course takes approx. 3 hours and it was suggested that it be organised for a Monday evening in September. Janet to look into whether a trainer would come to Northcroft to run the course in-house.

Membership Report

- A Squad: 19, B Squad: 27, Challengers: 39, Sprinters: 47, Cruisers: 32, Full Youth: 2, Active Youth: 17, Full Masters: 1, Active Masters: 68
- Janet noted that more squad moves were imminent.

Treasurers Report

- Martin was unable to attend the meeting so there was no Treasurer's Report to discuss.

Swim 21

- Janet is making progress with the Codes of Conduct, DBS and Risk Assessment.

GDPR

- Nothing further to report. Remove from the agenda.

Team Unify

- The website re-design is currently with Ian. Nothing further to report.

PR & Website

- The committee thanked Sarah B for the recent PR stories.
- The photography permission issue is being addressed by Ian.
- Sarah B to progress with an article regarding the national qualifiers and a spotlight on the club.

Swim Camp Update

- Jo had met with Tony and Janet during half term and updated the committee on the discussion.
- It was agreed to postpone the camp information evening to September. **Action: Jo** to inform parents.
- **Action: Janet** to speak to Tony at the coaches meeting regarding a suitable new date for the meeting.

Club Champs

- Job sign-up link to be published. Angela and Trevor to work the computer. Sharon to work the medals table.
- Janet is in the process of finalising the officials.
- Ian is producing the programme and will upload to the website. No paper copies will be available for parents.
- It was suggested that bin bags be put out to ensure rubbish is disposed of correctly.
- Janet/Ian to finalise spectator entry fee before the programme is published.

Any Other Business

Air/Water Quality at Kennet

- The committee discussed the ongoing problems at Kennet and it was agreed that Kennet must be pressed for a proper explanation of what is causing the problem in order that parents can be kept fully informed.
- Challengers are being affected the most, not helped by Willink also shutting for a boiler replacement. Challenger parents are becoming very frustrated by the number of cancelled sessions both at Kennet and Willink.
- It was agreed that should Willink be closed for the Thur session, Challengers will be offered 5.30-7pm at Northcroft.

Date of next meeting: Monday 9th July at 6.30pm in the Northcroft café.

Please note that this is the last meeting of the season so do please attend if you can so we can ensure that we are quorate.