



# Newbury District Swimming Club

Affiliated to South East Region ASA

## Minutes of Committee Meeting held on Monday 12<sup>th</sup> March 2018 at Northcroft Leisure Centre

**Present:** Janet Hopkins, Ian Crane, Jo Harrison, Steph Holland, Sharon Wyatt, Angela Emberlin

**Apologies:** Tony Woodward, Carol Maleham, Martin Jezzard, Christy Brown, Annelise Fox-Jones, Brigid Humphreys, Sarah Bosley

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### Head Coach Report

- Tony was unable to attend the meeting so the coach report was postponed to the April meeting.

**Apologies –see above**

### Minutes of the last meeting

- Subject to one minor correction noted on the signed copy, the committee agreed the minutes were an accurate representation of the February meeting and were duly signed.

### Matters Arising from the Minutes

#### Swim Clinics

- **Action:** Tony to report back following his contact with Derek regarding a breaststroke technical session.
- Janet has been in touch with several suppliers regarding future swim clinics and is awaiting further information.

#### Drop-off/Pick-up Email to Parents

- **Action:** Janet to send cross-squad email to parents regarding the issue of swimmers being dropped off very early etc.

#### Bolts for Blocks

- Janet confirmed that the issue with the block bolts has been resolved and tested successfully. A set of spare bolts is still required by the club and Janet is investigating their being made by a fabrication company. The club has been unable to secure a refund from the blocks supplier and the committee agreed that no further chasing was required.

#### Automatic Officiating Equipment (AOE)

- The hire company are currently unable to offer the AOE equipment for one day of the Open Meet. **Action:** Steph to contact Swindon to ask who they use to hire equipment.

### Parent Information Evening

- Date/format to be finalised.

### Correspondence

- Email from Carol Maleham (attached): Janet has responded and offered to meet with Carol away from the pool.
- Big Splash Swim 2018: the committee agreed that the club would not be involved on this occasion.

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

- Janet reported on a minor issue with a couple of Cruisers which had been resolved at coach level.

### Membership Report

- A Squad: 16, B Squad: 26, Challengers: 32, Sprinters: 41, Cruisers: 44, Full Youth: 1, Active Youth: 19, Full Masters: 1, Active Masters: 68
- Trials will be taking place this weekend.

### Treasurers Report (read by Jo in Martin's absence)

#### Account Balances (as at 10.3.18)

- £46,098
- £1,003

#### Notable Payments/Credits

- Debits: Annual ASA submission complete - £6.7k.
- No significant debits outside of our regular pool fee commitments.
- Credits: Would Janet like Martin to pay in door money, coach money etc?
- No significant credits.

Martin confirmed that he would bring a float down to Carol on Thursday for Saturday's TVL event.

Increase in Fees:

- **Action:** Janet to draft email re. fee increase and forward to Ian and Martin for review.
- Increase postponed to 1<sup>st</sup> May.

#### Pay Rise for Coaches

- Increase postponed to 1<sup>st</sup> May.
- **Action:** Janet to ensure Tony is aware of the postponement.

#### Swim 21

- Nothing further to report.

#### Team Unify

- Ian reported that customisation of the existing website would cost \$295/£283 as a one-off cost. Alternatively, the club could upgrade to the Pro version (for a similar cost) which includes free customisation and extra features. This option would involve an additional annual cost but the club could drop back to the Basic version in year 2 if the extra features were found not to be useful.
- The committee agreed to upgrade to the Pro version.
- **Action:** Ian to ask committee members to send him links to websites they like so he can build a detailed plan of what we want. He hopes to have a draft layout from TU for the next meeting.

#### GDPR Compliance (General Data Protection & Regulation)

- Team Unify have confirmed they will be GDPR compliant and will issue a compliancy notice.
- **Action:** Janet/Ian to meet to discuss the process the club needs to take.

#### PR & Website

- Sarah was unable to attend the meeting, so her update was postponed to the April meeting.

#### Any Other Business

##### Article from Sam Mullinder on attending galas

- **Action:** Janet to edit before publication.

##### TVJL

- Janet reported that Amersham were unable to host at the weekend due to a pool issue and had asked us if they could run the meet at Northcroft on Sunday instead.
- The committee agreed that the club should help if possible but also recognised that parents may be unhappy if it involved cancelling a normal training session.
- Janet to discuss with Tony and Northcroft before going back to the League.

##### Easter Shut-Down

- **Action:** Jo to send out cross-squad email confirming that there would be no training for the whole of the Easter weekend. The email would not include Masters or Youth because Dave Millburn will decide their schedule.

##### Mount Kelly Swim Camp

- Jo presented the committee with details and preliminary costings for a 4-day swim camp at Mount Kelly School in Devon and a discussion followed.
- The committee agreed that the camp should take place in the October half term, with places offered to A & B squad swimmers aged 13-18.
- **Actions:** Jo to work to finalise costs and meet with Tony to discuss itinerary/swim schedule etc. Email to be sent to parents asking for a registration of interest to gauge numbers. Jo to also contact Mount Kelly and make a provisional booking.

##### Trip to the London Aquatics Centre

- The committee suggested that a day trip to the London Aquatics Centre at the Olympic Park might be organised for younger swimmers.

##### Open Meet Programme

- Janet presented the draft Open Meet programme to the committee, together with a sheet detailing the decisions/information needed before the Open Meet application can be submitted.
- After discussion, the following was agreed:
  - The 15-16 years Age Group will be changed to 15-18 years.
  - The entry fee for each race will be £6.
  - The closing date for entries will be midnight on a Friday one month before the meet.
  - Coaches passes will be charged at £20 per day, or £35 for 2 days.
  - Spectator will be charged £5 for one session, or £8 for both sessions.
  - There will be no weekend rate for spectators.
  - There will be a maximum of 6 heats per race
- **Action:** Carol to confirm access times on Saturday and Sunday
- **Action:** Janet to check if it is OK to specify within the programme that entries from all Newbury swimmers will be accepted.
- The committee discussed the balance of the races on each day and agreed that a bit more work was needed before finalising the programme.

##### Resignation of Sharon Wyatt

- Sharon confirmed that she was resigning from the committee for personal reasons and was thanked for all her support. She is happy to continue to organise the meet medals and help at the Arena League. She would also be happy to attend the next meeting if the committee was expecting to not be quorate

The committee agreed that new committee members were needed, especially given that this month's meeting only just met the minimum number of attendees required to be quorate.

Date of next meeting: Monday 9<sup>th</sup> April at 6.30pm in the Northcroft café.