



Newbury District Swimming Club

Affiliated to South East Region ASA

Minutes of Committee Meeting held on Monday 14th May 2018 at Northcroft Leisure Centre

Present: Janet Hopkins, Ian Crane, Jo Harrison, Steph Holland, Angela Emberlin, Martin Jezzard, 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:

- Kaleb Fox-Jones is also currently ranked to qualify for Nationals. The Nationals window closes on 28th May.
- Janet to discuss logistics of the breaststroke clinic with Tony.
- Jo expressed her surprise at the rumours being circulated regarding the Camp in October given that neither she nor Tony have discussed the logistical detail with anyone.

Apologies –see above

Minutes of the last meeting

- The committee agreed the minutes were an accurate representation of the April meeting and were duly signed.
- To avoid confusion, Jo to differentiate between Sarah Bosley and Sarah Porter in future minutes.

Matters Arising from the Minutes

Club Insurance Certificate

- Jo confirmed that copies of the insurance documents had been distributed to all pool managers.
- Hard copy is also ready to pass to Tony for display on the Northcroft notice board.
- **Action: Jo** to forward scanned copy to Ian for inclusion on the website.

Drop-off/Pick-up Email to Parents

- **Action: Janet** to distribute the draft email she has prepared, for committee comment.
- Discussion on this point raised the issue of whether coaches should be responsible for waiting until all swimmers have exited the changing rooms before leaving the site, as per Swim England guidance. The committee felt that further discussion was required and agreed to add it to the agenda for the next meeting.

Parent Information Evening

- Nick said that he felt publication of the Gala Guide had contributed to the higher entry of younger swimmers at the recent meet.
- Date of the information evening is to coincide with entry to the Club Champs being opened. Ian confirmed that entry would be open in the next day or two.

Correspondence

- Coaching & Teaching Statement received from Swim England: **Action: Janet** to review in more detail and report back at the next meeting.

Child Protection / Role of the Safeguarding & Welfare Officer

- The DBS issue for Tony and Emma has now been resolved.
- Team Unify now offers an easy way of managing renewals which will ensure the situation doesn't arise again.
Action: Ian and Janet to compile the information to input into TU. Jo offered to assist with any inputting of data.
- **Action: Ian** to ensure the current Child Protection Policy is displayed on the website.

Membership Report

- A Squad: 19, B Squad: 25, Challengers: 28, Sprinters: 43, Cruisers: 50, Full Youth: 2, Active Youth: 17, Full Masters: 1, Active Masters: 68
- It was noted that attendance at the Sprinter session on a Tuesday evening had dropped and is to be monitored.
- Brigid asked why some B squad swimmers were training with A squad at certain sessions. Janet responded that it can help with crowded lanes; that recently Tony had been training the Regional swimmers together; and that it is also used to see how B squad swimmers cope with A squad training so that Tony can determine if they are ready for progression. Janet noted that this was normal practice and all at Tony's discretion.
- Janet reported that the new manager at Kennet (Matt, ex Northcroft) believes he knows what the water quality issue is caused by and new equipment has been ordered.

- Janet will be moving some Cruisers to the Sprinter squad.

Treasurers Report

Account Balances (as at 18.5.18)

- £43,121
- £1,004

Notable Payments/Credits

Debits (additional to regular monthly fee and coaching payments)

- All regular payments up to date.
- Mount Kelly deposit of £580 paid.
- Query: payment to be made to Team Unify for account admin and upgrade – amount tbc from Ian. Ian is awaiting details from our new TU rep.

Credits (additional to monthly fees)

None

ASA Swim England Update

- All new members submitted to the ASA and numbers issued.

Swim 21

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

Team Unify & GDPR

- The committee reviewed the *Data Protection Policy* and *Privacy Notice for Our Members* which had previously been distributed by email.
- Ian highlighted the key impacts on the club and the committee suggested several minor amendments for Ian to implement.
- Final versions to be distributed to all members and employees on Wednesday and put on the website.
- **Action: Ian** to draft a member questionnaire to address the permissions required for photo usage and marketing emails. The questionnaire will also be distributed to new members when they sign up.
- Janet suggested that anyone who has access to Team Unify data should be DBS checked (inc volunteers etc). **Action: Janet** to send the relevant DBS link to all relevant people. **Action: Ian** to supply Janet with a list of those who have admin rights on the system.
- The committee expressed thanks to Ian for his hard work ahead of the GDPR deadline.

PR & Website

- The committee welcomed an email from Sarah B suggesting the following PR items:
 - A 'boys wanted' article in the NWN
 - The committee felt that this article should be aimed at all young swimmers rather than boys specifically (stage 8 minimum)
 - An in-depth spotlight on the club for the paper/their website
 - Sarah to be asked to highlight the two (possibly 3) national qualifiers but to hold the article until they are confirmed
- Action: Jo to email Sarah B with feedback and ask her to ensure that permission is gained from parents before using any photographs.
- Ian confirmed that all suggestions for the website re-design had been put together and supplied to Team Unify. The draft design will be distributed when received.

Swim Camp Update

- Jo distributed copies of the budget for committee review:
 - Fuel allowance for the minibus to be increased to £200
 - Janet/Jo to discuss with Tony the proposed costs for Emma
 - Land training and gym sessions to be finalised with Tony
 - The committee approved the remaining budget items
- **Action: Jo** to arrange a meeting with Janet and Tony to finalise costs
- **Action: Jo** to email the parents of attendees to make them aware of the transport arrangements, to confirm that the costs will not exceed £250 per swimmer, and to advise that the next instalment of £100 will be taken via Team Unify on 1st July.
- Given the recent rumours being circulated about the camp, Jo suggested that a meeting be held for parents and swimmers in order that she and Tony can accurately present the programme and answer any questions.
- Jo is currently drafting an Off-site Activity Medical and Consent form which will be brought before the committee for approval.

Any Other Business

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

- Brigid expressed concern that moving the 'age at' date to July from an autumn date will detrimentally affect some swimmers' chances of winning trophies at the January presentation evening. The committee discussed the issue at

length and agreed that it was an unfortunate situation. It was, however, felt that the issue would only affect swimmers for this year; that there was a 'swings and roundabouts' situation in that swimmers who were detrimentally affected by the autumn date would now be in a better position; and that the licenses for the meet had already been issued. The committee, therefore, decided to leave the date as it stands.

Cost of Club Champs entry

- Ian asked for clarification on the entry fee for Club Champs and it was confirmed at £3 per race.

Regionals Entry Fees

- The committee confirmed that while the club paid for entry to the Nationals, Regional qualifiers had to pay for themselves.

Date of next meeting: Monday 11th June at 6.30pm in the Northcroft café.