



# Newbury District Swimming Club

Affiliated to South East Region ASA

## Minutes of Committee Meeting held on Monday 13<sup>th</sup> November 2017 at Northcroft Leisure Centre

**Present:** Janet Hopkins, Ian Crane, Jo Harrison, Tony Woodward, Steph Holland, Carol Maleham, Martin Jezzard, Angela Emberlin

**Apologies:** Sharon Wyatt, Brigid Humphries, Christy Brown, Annelise Fox-Jones, Sevil Knight, Phil Knight

### Head Coach Report

- It was noted that land training is well attended with approx. 20 kids per session. However, the majority of A squad do not attend any land training sessions.

### Apologies –see above

### Minutes of the last meeting

- Subject to a slight wording amendment, the committee agreed the minutes were an accurate representation of the October meeting and were duly signed.

### Matters Arising

- Roger Croft Memorial: The letter has been drafted and is due to be sent.
- **Action:** Angela to email Team Unify support for assistance regarding issues with incorrect information.

### Members/Parent Survey

- **Action:** Sharon to confirm date of next Parent Information Evening.

### Northcroft Blocks

- The measuring has been done and the supplier has confirmed the blocks will be in place for the Open Meet.
- The Manager at Northcroft believes that staff will require training on the new blocks but Janet thinks this is unlikely as they will fit into the same holes at the previous blocks.
- The committee discussed options for disposal of the old blocks. In the meantime Northcroft have agreed that they can be temporarily stored by the outdoor pool. West Berkshire council has been asked to try and facilitate their disposal.
- Janet has asked for an extra set of fittings that can be kept as spare. The committee agreed this as a necessary cost.
- Janet has asked the supplier to confirm delivery date and asked them to liaise with Northcroft regarding the delivery.

### Correspondence

- An email survey was received from Swim England which was forwarded to Janet and Ian.

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

- No issues to report.

### Membership Report

- A Squad: 16, B Squad: 27, Challengers: 31, Sprinters: 48, Cruisers: 48, Masters: 82, Youth: 24.
- Masters/Youth attendance is not being recorded by Dave Milburn. Carol has been recording Willink attendance over the last couple of weeks.
- It was noted that many Challengers only swim once or twice a week and this is not felt to be sufficient training.
- All registrations are up to date.

### Treasurers Report

Account Balances as of 10.11.17:

- £55,823.23
- £1,003.11
- All invoices cleared and all payments up to date.

Notable Payments/Credits

Debits

- Team Bath Entries 16/10/17 £1798
- Steel Line Blocks 50% deposit 30/10/17 £8542.20
- Lane Tensioners 30/10/17 £184

- Fees Refunds Coles 16/10/17 £82
- Fees Refunds Rees 30/10/17 £50

#### Credits

- Fees including Annual Subs 18/10/17 £14,987
- Windsor SC Open Meet Entries 27/10/17 £1,020 + £5
- Didcot Barramundi Open Meet Entries 1/11/17 £380

- Martin will provide the committee with a separate Club Champs and NDSC Open Meet summary once all payments/expenses for the open are known.

#### Queries

- Brockhurst invoices – required asap.
- Martin is checking through some reports from Team Unify to be able to identify Meet Payments (action carried forward from last month – MJ to speak to Ian for a little more help identifying the precise report!)
- AGM date – confirmation of date required.
- Credit of £1881 on 3/11/17. Please can somebody tell me what it is for? (CC entries?)
- Any other amounts of money to be paid in? (CC R3 Door Money?)
- Swim England Fees 2017-18. Including the region fee, Cat 2 fees have increased from £30.50 to £31.40, Cat 1 fees from £12.40 to £13.10 and Cat 3 fees from £5 to £5.20. Martin to add to November report.

#### Swim England News

- We are now back up to date with all new member registrations.
- A small query – are our new masters aware of how to register via TU?

#### Matters Arising from the Treasurers Report

- Brockhurst invoices have been received.
- **Action:** Martin/Ian to meet to discuss Team Unify allocation process.
- AGM confirmed in AOB as Friday 8<sup>th</sup> December at 6.30pm.
- **Action:** Martin to report regarding potential January fee increase at December meeting.
- **Action:** Carol to contact pools to find out if there will be any increases in charges for 2018.
- **Action:** Martin to finalise end of year accounts and submit for auditing.

#### Swim 21

- No further update.

#### Planning/Events

##### Club Champs Rounds 4, 5 and 6

- **Action:** Ian to post events on the website for entries.
- Full gala set up not required. Carol has requested small set up.
- 2 tables + 2 chairs to be provided poolside with 6 chairs for timekeepers.
- Galas to be finished by 9pm.

##### Open Meet (26 Nov)

- Most volunteer positions have been taken up.
- The swim shop will be open.
- **Action:** All entries to be advised of the following:
  - Packed lunches must not be eaten in the café, only food purchased in the café should be eaten in the café
  - Parking is free on both sides of Northcroft but charges apply in the carpark closer to town
  - No entry to Northcroft until 7.30am, unless a helper/official
- The time between sessions will be 30-45 minutes.
- There will be a different raffle for each session.
- **Action:** Janet to send out a news post asking for race sponsorship. Cost £10 per race. Payment by cash or cheque only. Deadline this Sunday.
- The medals order has been done.
- **Action:** Janet to ask Sharon if she has a Best Visiting Club trophy.
- **Action:** Janet to finalise officials.
- Refreshments in hand. **Action:** Janet to buy water – 30 bottles per session.
- Risk assessment required in advance from timing official to include PAT testing and public liability.
- **Action:** Ian to produce programme w/c 20<sup>th</sup> November.
- **Action:** Squad reps to remind parents that the programme will be available online only (although approx. 20 copies will be printed out if required and charged at £1 each).
- Door entry agreed as: £4 per session or £10 for the whole day.
- **Action:** Steph kindly offered to provide 3-4 reams of paper.
- **Action:** Ian to purchase a new toner cartridge for the printer and claim the money back.
- **Action:** Ian to email NDSC logo to Carol for the signs.
- **Action:** Janet to cc Jo on the competitor information so that it can be forwarded to all squads via reps.
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#### Other Meets

- Windsor, Portsmouth and Bracknell all scheduled and entries received.

### **Team Unify**

- Approximately 10% of parents have yet to sign up to Team Unify and are not, therefore, receiving correspondence. **Action:** Ian to supply list of parents to squad reps so they can make parents aware that they won't receive any correspondence unless they are signed up, and encourage them to do so.
- Janet would prefer all communications to be sent via Team Unify rather than private email addresses. **Action:** Ian to provide crib sheets to squad reps on how to send email posts from the Team Unify system.
- Dave Milburn to be asked to use Team Unify as the primary record of membership and attendance for Masters/Youth, and for communication. The committee are concerned that cards are not always being signed.
- The committee are very concerned that Dave has appointed a new coach without committee knowledge as they will not have been DBS checked.
- **Action:** Janet to arrange to meet Dave to discuss the issues.

### **Christmas Party (6 Jan)**

- No update as Sharon not able to attend the meeting but believe everything is in hand.

### **Any Other Business**

- Email from Emelia Shippey's mother: The committee discussed the issue fully but it was agreed that no reduction in fee should be offered. **Action:** Janet to email Emelia's mother stating the committee's reasons.
- Email from Chris Richardson: The committee discussed the issue raised but felt that although electronic devices were discouraged at team events, there was no reason to ban them from open meets. **Action:** Jo to respond to parent.
- Date for the AGM confirmed as Friday 8<sup>th</sup> December at 6.30pm. **Action:** Janet/Jo to meet Thursday to discuss the formalities.

Date of next meeting: Monday 11<sup>th</sup> December at 6.30pm.