



# Newbury District Swimming Club

Affiliated to South East Region ASA

## Minutes of Committee Meeting held on Monday 10<sup>th</sup> September 2018 at Northcroft Leisure Centre

**Present:** Janet Hopkins, Ian Crane, Martin Jezzard, Jo Harrison, Steph Holland, Angela Emberlin, Brigid Humphreys, Nick Shanahan, Sarah Bosley **Apologies:** Tony Woodward, Annelise Fox-Jones

### HEAD COACH REPORT

Tony provided a coach report summary via email which was read by Janet.

### Matters arising:

- The committee wished to congratulate Kaleb and Freya on their strong performance at the Nationals.
- Janet added that 5 swimmers were attending the Regional Camp at Crystal Palace this weekend.
- Regrettably Derek is unable to offer a breaststroke clinic. Tony and Janet to look at alternatives.

Given the recent ongoing complaints regarding coaching issues, the committee wished to express its full and unanimous support for Tony and are keen to ensure that he is being fully supported in what has become a very stressful situation.

**APOLOGIES** –see above

### MINUTES OF THE LAST MEETING

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

### MATTERS ARISING FROM THE MINUTES

#### Feedback from Summer Masters Sessions

- The committee welcomed an email from Dave Milburn offering positive feedback from the Masters sessions held in the outdoor pool at Northcroft over the summer. Attendance had been high, and he hoped to repeat the sessions again next year.

#### Returning University Students

- It was noted that several swimmers now at university had returned during the summer break to swim with A squad. The sessions were noted to ensure the correct fees were paid.
- It was pointed out that a decision had previously been made at committee level to ensure returning university students swam with Masters rather than A squad, but it was agreed that the final decision wouldn't be made until the matter had been discussed with Tony.

#### A Squad Meeting

- Confirmed as 6.30pm on Thursday 13<sup>th</sup> September at Northcroft.
- The attendance of another adult at the meeting has been offered.

#### Move of Cruisers to Kennet & Challengers to Northcroft

- Negative feedback received from 2 Cruiser parents. Ian has responded to one and Janet will respond to the other.
- Very positive feedback from Challenger parents.

#### Fee Adjustments following session changes

- Ian/Martin to review the current fees and email adjustment proposals to the committee.
- To be implemented by 1<sup>st</sup> October.

### PARENT INFORMATION EVENING

- Feedback from the parents of younger swimmers resulted in the production of a Gala Guide which was distributed to all Cruiser and Sprinter parents/carers with an accompanying email offering one-to-one information/advice from Nick or the coaches directly. This offer was taken up by a number of parents.
- Nick believes that distribution of the guide, together with the one-to-one advice, has resulted in a higher uptake from the lower squads entering competitions.
- In addition, Steph is putting together specific swimmer expectations by squad, to be distributed in due course.

### SQUAD MEETINGS

- A squad meeting confirmed as above.
- Meeting dates for the remaining squads to be confirmed.

## CORRESPONDENCE

- Swim England South East Annual Council meeting documentation noted.
- Swim England Annual Report & Financial Statements noted and circulated at the meeting.

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

- An ongoing welfare issue is being handled by Janet and Martin, and in accordance with ASA procedures.
- A further minor welfare issue is being dealt with at coach level.

## Safeguarding/Team Manager Course

- Janet has requested a course be held at Newbury and is awaiting a response.

## POLICY DOCUMENTS

The committee reviewed the following documents:

- **Code of Conduct for Members**
  - Approved subject to an amendment to remove the Welfare Officer as a contact point.
- **Code of Conduct for Parents**
  - Approved
- **Code of Conduct for Committee Members, Officials and Volunteers**
  - Approved
- **Swim England Code of Ethics**
  - Approved
- Sarah B suggested that when uploaded to the website, links be added to provide easy access to any external organisations mentioned within the policies.
- Jo to supply Ian with an updated committee list for the website.
- The policy documents will be distributed to parents and swimmers who will be asked to sign up to them.

## MEMBERSHIP REPORT

- A Squad: 19, B Squad: 25, Challengers: 35, Sprinters: 40, Cruisers: 48, Full Youth: 3, Active Youth: 17, Masters: 72
- More trials are being held this weekend and the trial/registration procedure was clarified.
- Ian is currently getting lots of unrequired registration paperwork through the post. Martin to investigate a paperless solution.

## TREASURERS REPORT

### Account Balances (as at 7.9.18)

£ 40, 376

£ 1, 005

### Notable Debits/Credits

Debits (additional to regular monthly fee and coaching payments)

- All regular payments up to date.
- The club made a back payment to cover a coaching claim for Louise Peters of £2,132. Martin wished to confirm how many hours she is likely to be required for each month.
- £100 has been refunded to Tamsin Woolford for the swim camp.
- Throughout August the only payments made were for coaching, pool hire and ASA memberships.
- Martin is expecting a wave of Legacy Leisure Invoices once new pool secretary details are confirmed.

Credits (additional to monthly fees)

- Martin requested that all monies relating to last season's outlay be paid in or passed to him to be paid in as he would like to complete accounts for last season. There is some door money outstanding from Club Champs, plus coach money.

### ASA Swim England Update

- The club is up to date with new member submissions.
- Martin to check ASA numbers for all recent volunteer committee members and squad reps.

### GDPR implications of new member registrations

- When new members are registered, they are told about club GDPR and the fact that information will be shared with the ASA.
- Members also need to be aware of the ASA GDPR policy, so it was agreed to add a link on our Registration page to the ASA privacy policy. Ian to action.
- Martin to supply the ASA listing of committee members to Jo for double checking.

## SWIMMARK

- Nothing further to report.

## **TEAM UNIFY**

- Work to enable payment by credit card continues.
- Ian to enable the OnDeck function to contact swimmers directly from the ap.

## **PR & WEBSITE**

- Sarah B hopes that the Nationals article will appear in the next week or so.
- A Spotlight on the Club article is also in progress.

## **SWIM CAMP UPDATE**

- The parent information evening went well and the next email to parents will include the Medical Offsite Activity Form, Hoodie Order Form and Room Share Request form for completion.
- Janet to send a copy of the Safeguarding Policy to Jo for supply to Mount Kelly.
- Jo is attending a 1<sup>st</sup> Aid Course in High Wycombe on 22<sup>nd</sup> September at a cost of £30. The committee agreed to reimburse the cost, plus petrol costs.
- The committee agreed an amendment to the Medical form requesting permission to administer Ibuprofen or Paracetamol if required.
- Jo reported that one child attending has a peanut allergy and would be bringing their epipen. The committee suggested that the parents be asked for a spare epipen that can be carried by Jo during the Camp. Jo to action.
- Post Meeting Update: Brigid has kindly offered to be the home contact during the camp. Brigid's details to be circulated to parents.

## **ANY OTHER BUSINESS**

### **Proposed Committee Meeting Dates**

- Dates approved. The April date may be postponed nearer the time, given that it falls in school holidays.

### **Pool Secretary Vacancy**

- Carol Maleham has resigned as Pool Secretary and committee member. Jo to remove her from circulation lists.
- Jill Crane has been approached regarding the position. Janet to forward her the job description.

### **Additional Committee Members**

- Two people have expressed an interest to Sarah B in joining the committee so it is hoped they will attend.

### **Recruitment**

- Following the recruitment drive, Janet confirmed new poolside volunteers as follows:
  - Susie Vokins & Tracy Apps - currently both unqualified
  - Joanne Jones - currently Level 2
  - Liz Pudney (Masters squad) - currently Level 1
- Registrations and DBS checks to be completed.
- Janet to let Ian know if/when Liz Pudney qualifies for free Masters swimming in lieu of her contribution.

### **Presentation Evening**

- Jo to confirm date for inclusion on the website calendar.
- The venue and disco have been booked.
- Trophies from last year to be returned.

### **Sprint Gala - 7<sup>th</sup> October**

- Helper positions to be published on the website.
- The licence has been applied for.
- Ian to set up the online entry system for publication to squads.

### **Open Meet**

- Janet to send draft Open Meet info to Steph.

### **Additional Christmas Training Sessions**

- Additional training sessions during the Christmas holiday to be confirmed ahead of the January Counties.

### **Land Training**

- New time confirmed as 6 - 7pm on a Sunday evening, to be followed by 2 hours of swim training.

**DATE OF NEXT MEETING: Monday 8<sup>th</sup> October at 6.30pm in the Northcroft café.**