



## **Berkshire & South Buckinghamshire Amateur Swimming Association**

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A sub-region of Swim England South East Region  
**President : Peter Roycroft (Amersham SC)**

4 July 2024

Dear Sir/Madam

### **ANNUAL COUNCIL MEETING -18 JULY 2024**

I hereby give you notice that the Annual Council Meeting of the Association will be held virtually on 18 July 2024 at 8.00pm. An agenda, annual report and accounts and a list of nominations for Vice-President, the officers and members of the Management Board, are attached.

Will Hon Secretaries of assigned clubs please pass a copy of the agenda to the Club's delegates to the Council and notify me of their names and e-mail addresses, so that I may send those delegates an invitation to the meeting.

Yours faithfully

R F PENFOLD

Hon Secretary

To: The President and Officers of the Association  
Members of the Management Board  
The Vice-President and Past Presidents of the Association  
Hon Secretaries of assigned clubs

## AGENDA

		Page No
1	Apologies for absence	-
2	To confirm the Minutes of the 106th Annual Council Meeting	3
3	To receive the Annual Report for 2023/24	<i>To follow*</i>
4	To receive the report of the Hon Treasurer and the Accounts for the period 1 April 2023 to 31 March 2024	<i>In Annual Report</i>
5	To consider proposals for changes to the Rules, Championships' Conditions and Conditions for Establishing County Records	-
6	Award of President's Plate	-
7	Installation of Mr James Glazebrook as President	-
8	Election of Vice-President, Officers and Management Board	7
9	To appoint an examiner of accounts for the financial year 2024/25	-
10	Any other competent business, of which prior notice has been given to the Hon Secretary	

*\* The Annual Report will be available on the Association's website*

## AGENDA ITEM 2: MINUTES

### BERKSHIRE AND SOUTH BUCKINGHAMSHIRE AMATEUR SWIMMING ASSOCIATION

Minutes of the 106th Annual Council Meeting held virtually (via Zoom) on Thursday 13 July 2023, commencing at 2000hrs and concluded at 2030hrs.

Present: Mrs D Cryer (President), R F Penfold (Hon Secretary), J N Mills (Hon Treasurer), Mrs E M Adams, K H Adams, P H Button, Ms S Dyson, S Fillingham, J Glazebrook, Ms J Hopkins, Mrs R M Large, Ms C Miller, R A Odell, S Redlich, P Roycroft, S Shaw, Ms E West.

Apologies for absence were received from Ms S M Harrison, A McKay, R G Prior, K J Rolph, Ms L Rootes.

#### 1 MINUTES

The Minutes of the 105th Annual Council Meeting, having previously been circulated, were confirmed and signed by the President as a correct record.

#### 2 MATTERS ARISING ON THE MINUTES

##### 2 Annual Report

The Management Board had adopted the Annual Report 2021/22 at its meeting on 10 November 2022.

##### 9 Vice-President

The Management Board had appointed Mr P Roycroft as Vice-President at its meeting on 8 September 2022.

##### 11 Management Board

The Management Board had appointed Mr P H Button, Mr J Glazebrook, Ms J Hopkins, and Ms E West as members of the Management Board at its meeting on 8 September 2022 and confirmed the appointment of Ms J Gray as a member of the Board at its meeting on 7 February 2023.

#### 3 ANNUAL REPORT OF THE ASSOCIATION, 2022/23

Council was reminded that Mr F W Timms, a Past President, and Mr P Tanner, at one time the Association's Public Relations Officer, had passed away in the past year.

As it was felt that the Annual Report for 2022/23 had been circulated too late for adoption at the meeting, it was

RESOLVED: That the Annual Report for 2022/23 be referred to the Management Board for formal adoption at its next meeting.

#### 4 ANNUAL ACCOUNTS, 2022/23

Council considered a report by the Hon Secretary and the examined accounts of the Association for the period 1 April 2022 to 31 March 2023.

RESOLVED: That the accounts for the period 1 April 2022 to 31 March 2023 be adopted.

#### 5 PROPOSALS TO CHANGE RULES, CHAMPIONSHIPS' CONDITIONS AND CONDITIONS FOR ESTABLISHING COUNTY RECORDS

Notice had been given of the following proposal for changes to the Association's Rules, Championships' Conditions or Conditions for Establishing County Records.

“That the General Championships' Condition be amended to read as set out in the Appendix hereto”.

Proposed by Mr J Glazebrook, the Performance Swimming Events' Manager, on behalf of the Management Board.

Declared carried.

RESOLVED: That the Association's Championships Conditions be amended as set out in the Appendix hereto.

#### 6 PRESIDENT'S PLATE

The President announced that she had decided to award the “Jubilee” Plate, for service to the County Association, to Mrs R M Large. Formal presentation of the Plate would occur in due course.

#### 7 INSTALLATION OF PRESIDENT, 2022/23

Mr P Roycroft (Amersham SC) was installed as President to applause. Arrangements had been made for him to be presented with the trappings of office. Prior to the installation, the Immediate Past President had reflected on her year in office.

#### 8 IMMEDIATE PAST PRESIDENT

The Meeting thanked Mrs D Cryer for her service to the Association as President: arrangements had been made for Mrs Cryer to receive a past president's badge.

9 ELECTION OF VICE-PRESIDENT

RESOLVED: That, there being no nominations, the Management Board be authorised to fill the office of Vice-President for the period to the Annual Council Meeting in 2024.

10 ELECTION OF OFFICERS

RESOLVED: That the following persons be elected to the offices shown, unopposed:

Hon Secretary	Mr R F Penfold
Hon Treasurer	Mr J N Mills

11 ELECTION OF MEMBERS TO SERVE ON THE MANAGEMENT BOARD

RESOLVED: 1 That the following persons be elected to serve on the Management Board, unopposed:

P H Button	Chalfont Otters
Mrs D Cryer	Reading SC
S Fillingham	Bracknell & Wokingham SC
J Glazebrook	Chalfont Otters
R A Odell	Amersham SC

2 That the Management Board be authorised to appoint persons to fill the vacancies on the Board.

12 APPOINTMENT OF EXAMINER OF ACCOUNTS

RESOLVED: That Ms B Garden DipPFS be appointed examiner of accounts for 2023/24.

13 ANY OTHER BUSINESS

No notice had been given of further business.

## General Championships' Conditions

- 1 The Championships shall be held in accordance with the Regulations and Technical Rules issued by Swim England.
- 2 Championships shall be conducted annually upon dates and at venues to be fixed by the relevant discipline committee.
- 3 Individual Championships shall be open to competitors as defined by the Swim England General Competition Laws whom, since 1st October of the year preceding the year of the Championships, have been in continuous membership of clubs affiliated to the Association, except where provided in individual discipline conditions.
- 4 For Team Championships the General Championships conditions together with the following additional conditions shall apply:
  - 4.1 Team Championships shall be open to all clubs affiliated to the Association.
  - 4.2 The Individual Championship' eligibility' condition 3 above shall apply to each member of the team.
- 5 A competitor entered in the name of one club for an event in any discipline may not be entered for another event in that discipline in the name of another club during that Calendar year except with the agreement of the relevant discipline committee and the clubs concerned.
- 6 A competitor who has competed in the Championships of another County shall not be eligible to compete in the Association's Championships in the same discipline in the same calendar year. In the case of a competitor removing from the County, they shall be eligible to compete during the year whilst qualifying to compete in the Championships of another County.
- 7 Entry Fees
  - 7.1 The entry fee for each individual Senior and Junior Championship and Team Championships shall be determined by the relevant discipline committee.
  - 7.2 If an entry is incorrect then the entry fee shall be forfeited.
  - 7.3 The policy for the refund of entry fees shall be determined by the relevant discipline committee."
- 8 The age of competitors in Junior Individual and Team Championships shall be subject to specific discipline conditions.
- 9 In Junior Championships the date of birth of the competitor must be stated on the entry form. In the case of Team Championships the date of birth of each competitor must be shown on the entry form or the team declaration. Birth certificates or appropriate evidence must be produced if requested by the Executive.
- 10 Any dispute or question arising that the foregoing conditions do not provide for shall be determined in the first instance by the relevant discipline committee and thereafter by the Executive.
- 11 Any holder of a trophy who fails to return that trophy by the specified date shall not be allowed to take custody of any trophies which they might be awarded at any County Championships until it is returned

AGENDA ITEM 8: ELECTION OF VICE-PRESIDENT, OFFICERS AND MANAGEMENT BOARD

**A** A nomination has been received for the office of Vice-President from P Roycroft (currently President, Amersham SC)

No election is required.

**B** Nominations for the officers of the Association have been received, as follows:

Hon Secretary	R F Penfold
Hon Treasurer	J N Mills

No elections are required.

**C** Nominations for up to 12 Members of the Council to serve on the Management Board have been received as follows:

P H Button	Chalfont Otters SC
S Fillingham	Bracknell & Wokingham SC
Mrs J Hopkins	Newbury SC
R A Odell	Amersham SC
R G Prior	Slough & Eton Dolphin SC
P Roycroft	Amersham SC

No election is required.