

**Berkshire & South Buckinghamshire ASA**  
(County Association of Southern Counties ASA)

MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON 14 SEPTEMBER 2004 AT THE WINDSOR LEISURE CENTRE, STOVELL ROAD, WINDSOR, COMMENCING AT 2010HRS.

Present: R F Penfold (Hon Secretary), R G Prior (Hon Treasurer), Mrs R Large (Assistant Hon Secretary), Mrs E M Adams, K H Adams, Mrs B I Coker, Mrs D Dart, Mrs J A Dawkins, Mrs M M Felmingham, D Hotten, Mrs J Hulbert, Ms M Jackman, E J Lyne, Mrs M S Lyne, R J Robinson, P Tanner, P M Tiley, F W Timms.

Apologies for absence were received from Mrs P A Jack (President), Mrs L M Harrison, Miss S M Harrison, Mrs J Hopkins, Ms H Mack (Regional Development Officer, ASA), J P Sapey, Mrs L Tilson, H H V Wilkinson.

**46 ELECTION OF CHAIRMAN OF MEETING**

In the absence of the President, it was

RESOLVED: That R F Penfold be elected Chairman of the meeting.

(Mr Penfold in the Chair).

**47 MINUTES**

The Minutes of the meeting held on 17 June 2004 were agreed and signed by the Chairman as a correct record.

**48 MATTERS ARISING ON THE MINUTES**

31/37 Mr P Tanner circulated a report indicating that he had undertaken further research into possible options for a web site. Essentially, in his view, it came down to either paying someone substantially to design and maintain it, or do it within the existing volunteer effort. The report set out the advantages and disadvantages of both approaches, recognising that the Committee had already accepted the principle of establishing a web site. The report also set out the likely costs of an "in-house" site, which Mr Tanner indicated he could develop and which were relatively modest, compared to the significant sums mentioned in respect of a site developed and hosted by an external partner.

Members expressed appreciation of the offer made by Mr Tanner, although it was recognised that proceeding along the "in-house" route would not give the resilience of support obtainable, albeit at a price, from an external provider. In those circumstances, the Committee understood that it would key to identify someone who could shadow Mr Tanner, and succeed him, if necessary, in due course.

The Committee decided, almost unanimously, to accept Mr Tanner's offer to develop a website for the Association, at cost. Members offered advice as to an appropriate domain name, indicating that it ought to be mnemonic, but easily associated with the Association. Finally, Members acknowledged Mr Tanner's request that material for the website should be supplied to him by electronic means.

- 38.19 The Hon Secretary advised that there had been no nominees to serve on the ASA South East Region Diving and Water Polo Working Groups.
- 38.22 The Hon Secretary reported that, because of difficulties with her mail, the Assistant Hon Secretary had been unaware, until too late, that the General Purposes Committee had been authorised to respond to the consultation paper on membership issues. Unfortunately, therefore, the Association had not responded to the consultation.
- 38.23 Mr P M Tiley advised that the entry in the SCASA Handbook, concerning the Thames Valley Junior League, was inaccurate. The League still operated under that name.
- 45.3 In presenting her apologies for absence, Ms H Mack, the Regional Development Officer, had reported that
- Janko had left Maxwell SC and the role as Active Sports Partnership Swimming Development Officer (PSDO) in Buckinghamshire. The partnership and Ms Mack were trying to cover all activities, pending the anticipated recruitment of a new PSDO by the end of October 2004.
  - Craig Pankhurst had left as Berkshire PSDO due to work commitments: interviews for his replacement were to be held on the 23 September. Ms Mack would oversee the plan and current commitments in the absence of a PSDO.
  - a Berkshire Swim 21 Club Development evening was arranged for 23 September, being one-to-one consultations with clubs, to establish exactly where they are towards achieving accreditation.
  - the second meeting for county volunteer co-ordinators was planned for 16 October.

#### **49 CORRESPONDENCE**

	Date	To/From	Subject
1	06.04	Senior Librarian, Slough Borough Council	Contact information for Association
2	06.04	Optimus Publishing	Child protection for youth worker managers – one day conference, London, 07.07. 04
3	01.07.04	Education Department, ASA	List of courses and continuous professional development seminars
4	01.07.04	Water Polo Manager, SCASA	SCASA minor polo festival, 18.07.04
5	12.07.04	Active Sports Support Officer, Bucks & Milton Keynes Sports Partnership	“Active” newsletter, summer 2004
6	19.07.04	Sport Development Administrator, Reading Borough Council	First Reading Sport Directory
7	21.07.04	ASA Technical Swimming Committee Administrator	Swimming conference, 14.11.04, Coventry

It was agreed that the Hon Championships Secretary should attend the conference.

8	21.07.04	General Secretary, SCASA	Affiliation of Downe House School, Cold Ash, Newbury SC. Secretary, Mrs P Machin, 101 Hemdean Road, Caversham, Reading, RG4 7SS (01635 204605)
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The Hon Secretary apologised that time had precluded him consulting the other officers of the Association on the application for affiliation, to which he had not objected.

9	07.04	National Volunteer Co-Ordinator, ASA	Notes of meeting of County Volunteer Co-ordinators, 05.06.04
10	27.07.04	National Volunteer Co-Ordinator, ASA	Information on role of County Volunteer Co-Ordinator, training "wish list", equity training

Reference was made to equity training for those involved in the management of the Association.

11	28.07.04	Administrator, ASA Education Development Committee	Seeking relevant educational matters for consideration by his Committee
12	07.04	Sport England South East	Newsletter July 2004
13	07.04	ASA	Southern Counties RDO Bulletin, issue 4
14	15.08.04	Swimming Development Manager, SCASA	Enquires about the County development plan, the identity of the County Swim 21 Liaison Officer and coach succession planning

It was reported that the County Development Plan should be submitted urgently to the Swimming Development Manager, SCASA.

15	17.08.04	National Events Administrator, ASA	Invitation [to Hon Secretary] to attend inter-county competition, 2004
16	31.08.04	Commercial Director, ASA	ASA Inter-Counties Championships 2004 – request for copy of Association's badge
17	31.08.04	Commercial Director, ASA	Cheestrings sponsorship of age group Swimming

Following a full debate, when arguments were advanced for both accepting and declining the sponsorship, the Committee voted on a proposal by Mr P Tanner that the Association would not participate in the 2005 Cheestrings sponsorship of age group swimming. This was carried without dissent, and with one member abstaining.

The Committee requested that its concerns, about sponsorship from the producers of a so obviously processed product, at a time when there is a strong thrust towards the promotion of healthy eating, should be drawn to the attention of both the ASA and SCASA. Members were dubious about the promotion of the products to young athletes. It was also noted that the Company's products had been subject to adverse comment, in respect of salt content, on the floor of the House of Commons.

18	08.04	Optimus Publishing	Child protection for sport & leisure managers – seminar, Birmingham, 17.11.04
19	07.09.04	Water Polo Manager, SCASA	Copies of presentations etc from the National Water Polo Conference 2004

20	08.09.04	Water Polo Manager, SCASA	Details of core skills seminars (13/14/15.09.04), SCASA regional training centre trials (19.09.04), SCASA mini polo festival (26.09.04)
21	13.09.04	National Volunteer Co-Ordinator, ASA	Seeking nominations for the Torch Trophy Trust Awards 2004, to recognise voluntary work for sport at club or local level
22	09.04	ASA	Wavelength, issue 71

## **50 HON TREASURER'S REPORT**

The Hon Treasurer apologised that the minutes of the meeting of the Finance Sub-Committee, held on 16 June 2004, were not available, but would be submitted to the next meeting of the Committee. The Sub-committee would meet again, before the next meeting of the Committee, to which the Hon Treasurer hoped to submit draft accounts for the year ended 31 August 2004. Mr E J Lyne asked whether the comments he made to the Members of the Sub-Committee, following the last meeting of the Committee, would be addressed. The Hon Treasurer assured him that they would be.

## **51 REPORTS OF COMMITTEES**

### **1 General Purposes**

There had been no meeting of the Committee, since the last meeting of the Executive Committee.

### **2 Championships**

The Hon Championships Secretary reported that the squad members for the Inter-County event at Sheffield had been notified of their status, prior to the school holidays in July 2004. Reference was made to changes agreed, nationally, over the weekend 11/12 September, to the selection criteria for the event. Mr R G Prior undertook to seek clarification of these urgently, for the Committee Secretary and Mr P Lloyd, who was selecting the team for the vent with Mr R Pay.

The Hon Treasurer anticipated the ASA would not subsidise the Association's participation in the event, due to the County's relative proximity to Sheffield.

### **3 Diving**

No report.

### **4 Masters**

A report by the Hon Secretary of the Masters Committee was circulated at the meeting. In response to the points made or queries raised in the report, it was

- agreed that the Open Meet, arranged for 16 October 2004, should not be cancelled
- confirmed that every effort would be made to assist the Committee Secretary to promote the event
- agreed that steps would be taken to ensure that available software would be usable at the meet, to facilitate its smooth execution.

## **5 Swimming Training**

No report.

## **6 Synchronised Swimming**

The Minutes of the meeting of the Committee held on 2004 were not available.

## **52 REPORTS OF OFFICE HOLDERS**

### **1 Hon Trophies' Secretary**

In presenting his apologies for absence, the Hon Trophies Secretary had reported that he planned to send out the notice for the return of trophies at the end of November 2004. He had arranged for the supply of new medals for the masters' events: the Masters' Secretary displayed them at the meeting. The Trophies' Secretary proposed to order the age group medals soon.

### **2 Water Polo Manager**

No report.

### **3 Public Relations Officer**

The Public Relations Officer suggested that the Association should explore the acquisition of a new chain of office for the President, commenting adversely on the weight and appearance of the existing chain. The Committee requested that the Public Relations Officer submit details, including costs, of replacement regalia to a future meeting.

### **4 Swimming Officials Organiser**

In presenting her apologies for absence, the Swimming Officials Organiser had reported that she had assembled an almost full set of officials for the Masters' event on 16 October 2004. She had also referred to a seminar for officials' examination course leaders on 26 September 2004.

## **53 SOUTHERN COUNTIES ASA**

It was reported that little of moment had been discussed at the SCASA Management Committee, earlier in the month.

## **54 ASA SOUTH EAST REGION**

The notes of the meetings of the Shadow Management Board of the ASA South East Region, held on 8 June and 27 July 2004, were noted.

## 55 RATIFICATION OF COUNTY RECORDS

The submitted claims for County records, as set out below, were ratified

Sex/Age	Event	Swimmer	Club	Venue	Date	Time
Girls/Ladies	50m Breaststroke LC	Nicola Ballingal	Chesham	Manchester	16.07.04	34.67
	50m Breaststroke LC	Nicola Ballingal	Chesham	Sheffield	03.08.04	34.59

The second record was achieved as a split time in a 100m race.

## 56 ANY OTHER BUSINESS

- 1 Mrs B Coker requested details of Members' menu choices for the Annual Dinner on 8 October 2004.

There being no further business, the meeting closed at 2205 hrs.