

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

MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON 9 DECEMBER 2004 AT THE WINDSOR LEISURE CENTRE, STOVELL ROAD, WINDSOR, COMMENCING AT 2010HRS.

Present: Mrs M S Lyne (President), R F Penfold (Hon Secretary), R G Prior (Hon Treasurer), Mrs E M Adams, K H Adams, N Brand, T C Chambers, Mrs B I Coker, Mrs J A Dawkins, Miss S M Harrison, Mrs P A Jack, E J Lyne, Mrs R Pearce, R J Robinson, P M Tiley.

Apologies for absence were received from Mrs M M Felmingham, Mrs L M Harrison, Mrs J Hopkins, Mrs J Hulbert, Mrs R Large, Ms H Mack (Regional Development Officer, ASA), J P Sapey, P Tanner, Mrs L Tilson, F W Timms, H H V Wilkinson.

1 MINUTES

The Minutes of the meeting held on 6 October 2004 were agreed and signed by the President as a correct record.

2 MATTERS ARISING ON THE MINUTES

58/48 Mr T C Chambers advised that he would put his recollections about the Association on paper, as a starting point for the compilation of a history of the Association, for inclusion on the website.

The Committee noted that the information about the County [swimming] Championships was available on the website.

58/48 The Hon Secretary reported that a part-time administrative assistant in the Berkshire Active Sports Office was providing support to Ms Helen Mack, the Regional Development Officer, in the absence of a PSDO.

58/49.7 Mr R G Prior indicated that he had attended the swimming conference at Coventry on 14 November 2004, vice the Championships Hon Secretary and Mr K H Adams. The conference had been most interesting, and the relevant information fed back to the Championships Hon Secretary.

58/49.14 It was noted that the synchronised swimming development plan had been submitted to the Swimming Development Manager, SCASA.

58/52.3 The President reported quotations received, from other suppliers of regalia, for a replacement presidential chain of office. Both had been more expensive than the quotation from Toye, Kenning & Spencer reported at the last meeting. Mr R F Penfold proposed, seconded by Mr E J Lyne, that a replacement metal gilt chain be purchased, for use with the existing pendant. This was agreed.

3 MATTERS REFERRED BY COUNCIL

The Committee considered matters referred from the Annual Council Meeting held on 25 November 2004.

A Vacancies for office holders

It was reported that there had been a late nomination for the office of Water Polo Manager. There were no nominations for the offices of Hon Secretary of the Diving Committee or Hon Medical Adviser

RESOLVED: 1 That Mr P T Hood be appointed as Water Polo Manager.

2 That consideration of the vacancy for Hon Secretary of the Diving Committee be deferred.

3 That a proposal be submitted to the Annual Council Meeting in 2005 to delete the post of Hon Medical Adviser from the list of office holders in Rule 8.1.1.

B Vacancies for members of the Executive Committee

There were 5 vacancies for members of the Executive Committee. It was reported that there had been 2 late nominations. Mr E J Lyne proposed, seconded by Mr P M Tiley, that the vacancies were left unfilled. The proposer and seconder accepted an amendment that the late nominees be appointed as members of the Committee. The amended motion was adopted.

RESOLVED: 1 That Messrs D Hotten (Chalfont Otters SC) and G Morrison (Chesham SC) be appointed as members of the Committee.

2 That the 3 vacancies on the Committee remain unfilled, pro tem.

C Position of Dinner Secretary

The Council had referred to the Committee a proposal that there was formal recognition of the position of Dinner Secretary. Mrs B I Coker advised that she had performed the role for a number of years, in support of successive Presidents, but that she was withdrawing. The Committee recognised that the responsibility for arranging the dinner ought not to fall personally on the President and agreed that steps should be taken to identify a successor to Mrs Coker, for the role. In the meantime, Mrs Coker was thanked for her work in connection with the annual dinner, over many years.

4 CORRESPONDENCE

	Date	To/From	Subject
1	11.10.04	Bucks & Milton Keynes Active Sports Partnership	Bucks & Milton Keynes Sports Partnership E-News, October 2004
2	23.10.04	Secretary, SCASA Diving Committee	Agenda for meeting of Committee held on 03.11.04
3	26.10.04	Water Polo Manager, SCASA	Information concerning the SCASA Water Polo Development Day, Woodford Green, 20.11.04
4	10.04	Perkins Slade	Insurance documents for 2004/5
5	10.04	Bucks & Milton Keynes Active Sports Partnership	Disability Awareness Conference, Aston Clinton, 24.11.04
6	10.04	Wycombe District Council	Sports Development in the Wycombe District Newsletter, v7, n3
7	11.11.04	Secretary, SCASA Water Polo Committee	Agenda for meeting of Committee to be held on 16.11.04

8	22.11.04	Copy of letter from ASA National Volunteer Co-Ordinator to County Volunteer Co-Coordinator	Notes of meeting of the ASA County Volunteer Co-ordinators held on 16.10.04, and related matters
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The President elaborated on the letter, and indicated that courses for volunteers could be Promoted in the Associations area. It was agreed that the County Volunteer Organiser should contact the Regional Development Officer about the sorts of courses which were in deficit, e.g. not provided under the umbrella of Active Sports.

9	23.11.04	Bucks & Milton Keynes Active Sports Partnership	Details of Community Sports Coach grant scheme
10	25.10.04	General Secretary, SCASA	Application for affiliation from Goring Gap SC, a small teaching club based in Woodcote.

The Officers had raised no objection to affiliation.

11	26.11.04	Mr M J Jones (Reading SC)	His candidature for the ASA swimming officials' examinations held on 08.11.04
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The Hon Secretary had acknowledged letter and had passed a copy to the Swimming Officials' Organiser, who had replied to Mr Jones.

12	27.11.04	President to SCASA and fellow county presidents	Advance notice of County Dinner – Aurora Garden Hotel, Windsor, 14.10.05
13	11.04	Chairman, Community Service Committee, Rotary Club of High Wycombe	Invitation to participate in "Youth Alive in 2005" exhibition, High Wycombe, 26.02.05
14	11.04	Sport England/ASA	"Success is Long Term": leaflet designed to help parents and club helpers understand the principles behind training and competition for young swimmers

The Hon Secretary held a stock of the leaflet for clubs in County.

15	03.12.04	Bucks & Milton Keynes Active Sports Partnership	Bucks & Milton Keynes Sports Partnership E-News, December 2004
16	12.04	ASA	Wavelength, issue 73

5 HON TREASURER'S REPORT

The Hon Treasurer advised that a new laptop had been purchased, and that a claim would be made to SCASA for a grant towards the cost.

The Hon Treasurer, sought, and obtained the approval of the Committee to pay a contribution of £500 to the Bucks & Milton Keynes Active Sports Partnership.0.

6 ELECTION OF COMMITTEES

The Committee was invited to elect committees, in accordance with Rule 8.2.5.1, and appoint a Finance Sub-Committee, in accordance with Rule 8.2.9.

The following sub-bodies were elected/appointed:

General Purposes Committee

P T Hood	Mrs P A Jack	E J Lyne
Hon Secretary, Diving Committee		

Synchronised Swimming Committee

Mrs A Pierro	Mrs J White	Mrs S Young
Mrs M Pratt	Mrs M Young	

Finance Sub-Committee

Mrs J A Dawkins	Mrs M M Felmingham	Mrs R Large
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It was agreed to defer the election of the Diving, Masters and Swimming Committees to the next meeting.

7 REPORTS OF COMMITTEES

1 General Purposes

The minutes of the meeting of the Committee held on 25 November 2005 were received.

It was reported that the ASA South East Region had received replies to its consultation exercise from 14 clubs in Berkshire, Buckinghamshire and Oxfordshire. 71% of respondents had favoured a sub regional structure (county association) which combined the 3 geographical counties. 5 clubs from the Association's area had replied, 4 of them favouring the single association model.

2 Masters

The Hon Secretary of the Masters Committee reported that the Association's team had achieved 5th place at the SCASA inter-county event, which had resulted in 6th place nationally. The Committee Secretary paid tribute to the work of Mr D McCreddie in assembling the team.

The Committee Secretary also reported on the arrangements for the long course event at High Wycombe on 22 January 2005.

3 Swimming

The Championships Hon Secretary reported that entry forms etc for the County Championships had been distributed to Clubs and that she was seeking support for the front of house arrangements at the various rounds of the competitions.

4 Synchronised Swimming

The Minutes of the meeting of the Committee held on 1 November 2004 were received.

5 Diving

No report.

Reference was made to an approach made to SCASA about the appointment of a part-time regional development officer for diving.

8 REPORTS OF OFFICE HOLDERS

1 Public Relations Officer (*and County Volunteer Organiser*)

Nothing to report.

2 Swimming Officials Organiser

The Swimming Officials Organiser circulated a report setting out details of:

- SCASA seminar for race results' examination candidates on 13 February 2005
- SCASA seminar for referee examination candidates on 4 September 2005
- ASA seminar for race results' and referee examinations' candidates, 10/11 September 2005

Theory examinations would be held as follows in 2005:

- 18 April – timekeeper, judge, race results (closing date for entries – 14 February)
- 10 October – race results, referee (closing date 13 September)
- 14 November – timekeeper/turn judge, judge, starter (closing date 13 September).

It was noted that the last examinations for the time keeper qualification would be held in April 2005, to be replaced by a new qualification for timekeeper/turn judge.

3 Hon Trophies' Secretary

No report.

4 Water Polo Manager

No report.

9 ELECTION OF REPRESENTATIVES TO SERVE ON SCASA COUNCIL, SCASA FORUM AND SCASA STANDING COMMITTEES AND SUB-COMMITTEES

RESOLVED: 1 That Mrs E M Adams, Mr K H Adams and Miss S M Harrison be elected as the Association's representatives on the SCASA Council.

2 That Mrs M S Lyne and Mr R F Penfold be elected as the Association's representatives on the SCASA Forum.

3 That the following be appointed as the Association's representatives on standing committees or sub-committees of SCASA:

Swimming
Synchronised Swimming

Mrs E M Adams
Mrs P A Jack

Water Polo
Disabilities
Masters Swimming Sub-

P T Hood
Mrs D Dart (subject to her willingness so to serve)
Mrs J A Dawkins

4 That the appointment of representatives to the SCASA Diving Committee and Open Water Sub-Committee be deferred.

10 SOUTHERN COUNTIES ASA

The Committee was advised that there was nothing of moment to report from recent meetings of the SCASA Management Committee.

11 ASA SOUTH EAST REGION

The notes of the meetings of the Shadow Management Board of the ASA South East Region, held on 9 September, 14 October and 8 November 2004, were noted.

12 RATIFICATION OF COUNTY RECORDS

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

Sex/Age	Event	Swimmer	Club	Venue	Date	Time
Men	200m Freestyle LC	Simon Burnett	Wycombe	Athens		1:47.72
Girls	100m Breaststroke SC	Nicola Ballingal	Chesham	Sheffield	16.10.04	1:14.68

While it was noted that Simon Burnett had not formally claimed the County record, the Committee agreed that it should acknowledge that he had set a new British record, in the Olympic Games.

13 DATES OF MEETINGS, 2005

RESOLVED: 1 That meetings of the Executive Committee be held as follows in 2005 at venues to be arranged by the Hon Secretary:

Tuesday 15 February
Wednesday 13 April

Thursday 16 June
Tuesday 13 September

Wednesday 5 October
Thursday 8 December.

2 That the Annual Council Meeting be held on Thursday 24 November.

14 PAST PRESIDENT'S BADGE

The President presented Mrs P A Jack with a Past President's Badge.

There being no further business, the meeting closed at 2155 hrs.