

**Berkshire & South Buckinghamshire ASA**  
(A sub-region of ASA South East Region)

MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON 20 JULY 2006 AT THE WINDSOR LEISURE CENTRE, STOVELL ROAD, WINDSOR, COMMENCING AT 2000HRS.

Present: Mrs R Large (President), R F Penfold (Hon Secretary), Mrs E M Adams, K H Adams, N Brand, Mrs J A Dawkins, Mrs J Hulbert, E J Lyne, Mrs M S Lyne, J P Sapey, G Shields, Mrs M Stalker, P M Tiley, F W Timms.

Also present: Ms E Karlicka-Cook (Regional Director, ASA South East Region).

Apologies for absence were received from Mrs B I Coker, Mrs M M Felmingham, Mrs S D Green, Mrs J Hopkins P T Hood, Mrs P A Jack, G Morrison, Mrs L Tilson, H H V Wilkinson.

**38 MINUTES**

The Hon Secretary regretted that minutes of the meeting held on 19 April 2006 were not available, due to administrative difficulties.

**39 MATTERS ARISING ON THE MINUTES**

Although no minutes were available, reference was made to nominations submitted for Aquaforce Awards and to the response of the Swimming Manager of ASA South East Region to concerns about the licensing of meets over Easter 2006.

**40 CORRESPONDENCE**

	Date	To/From	Subject
1	18.04.06	Ms E Watts	New Secretary, Slough & Eton Dolphin SC – Janine Scott, 2 Glenfields, West End Lane, Stoke Poges, SL2 4LS
2	27.04.06	Web Information Officer, Royal Borough of Windsor & Maidenhead	Database of clubs and associations
3	04.06	Buckinghamshire Youth Focus	“Building the Trust”, event at Green Park Centre, Aston Clinton, 06.05.06, about role of voluntary sector in Children & Young People’s Trust
4	09.05.06	Office & Finance Administrator, ASA South East Region	Report of Regional Management Board, 11.04.06
5	09.05.06	Partnership Administrator, Bucks & MK Sports Partnership	Bucks & Milton Keynes Sports Partnership – E news May
6	11.05.06	Regional Director, ASA South East Region	Letter to clubs, including budget statement, Newsletter May 2006
7	18.05.06	Sports Development Manager,	Community Sports Coaching Scheme

Bucks & MK Sports Partnership

8	22.05.06	Office & Finance Administrator, ASA South East Region	Letter sent to suspended clubs: only club listed in this sub-region - Henley SSC
9	22.05.06	Office & Finance Administrator, ASA South East Region	Advertisement for Regional Development Officer
It was reported that Ms N Cunningham had been appointed as the second RDO for the South East Region, in succession to Ms H Mack.			
10	23.05.06	Sport Development Administrator, Reading Borough Council	Reading Sport and Activity Directory
11	23.05.06	Regional Director, ASA South East Region	Details of courses in Berkshire - First Aid, 31.05.06, Sonning, Coaching disabled people, 06.06.06, Wokingham
12	25.05.05	Office & Finance Administrator, ASA South East Region	Report of Regional Management Board, 10.05.06
13	02.06.06	Swimming Development Officer, Bucks & MK Sports Partnership	Agenda for Swimming Action Group meeting, 27.06.06
14	06.06.06	Partnership Administrator, Bucks & MK Sports Partnership	Bucks & Milton Keynes Sports Partnership – E news June
15	07.06.06	Sports Development Manager, Bucks & MK Sports Partnership	Advertisement for Partnership Development Manager, The Wye Valley School Sports Partnership
16	12.06.06	Office & Finance Administrator, ASA South East Region	Advertisement for post of Sports Development Officer (Netball and Swimming) for Oxfordshire Sports Partnership
17	14.06.06	Partnership Administrator, Bucks & MK Sports Partnership	Gives details of number of vacancies within Oxfordshire Sports Partnership
18	19.06.06	Partnership Administrator, Bucks & MK Sports Partnership	Details of Rescue Test, arranged for 01-2.07.06
19	19.06.06	Office & Finance Administrator, ASA South East Region	Copy of invitation letter to clubs in respect of Regional Road Shows
20	23.06.06	Office & Finance Administrator, ASA South East Region	Advertisement for post of Regional Education Officer
21	29.06.06	National Volunteer Co-Coordinator, ASA	Health and Safety training for counties
22	06.07.06	Sports Development Manager, Bucks & MK Sports Partnership	Bucks & Milton Keynes Sports Partnership – E news July
23	19.07.06	Regional Director, ASA South East Region	Requests copy for Regional Report, by 04.08.06

It was agreed that the Hon Secretary would draft the report.

## **41 HON TREASURER'S REPORT**

In presenting her apologies for absence, the Hon Treasurer had reported that she had completed accounts to 31 March 2006, which were being scrutinized. As soon as they were returned to the Hon Treasurer, she would call a meeting of the Finance Sub-Committee, to enable the Sub-Committee to discuss the accounts before the Council meeting.

The bank balance was healthy - nearly £49K with no creditors. The Hon Treasurer had also discovered a deposit account, with a balance of approximately £9K.

Finally, the Hon Treasurer requested those requiring re-imbusement of expenses to contact her.

## **42 REPORTS OF COMMITTEES**

### **1 General Purposes**

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

### **2 Swimming**

The minutes of the meetings of the Committee held on 13 June and 5 July 2006 were received.

Arising on the minutes about "No Frills" 2007, it was noted that the 2006 event had been a success, although the financial profit may not have been as high as in previous years.

Arising on the minute about the County Team for the Inter-County event, the Hon Secretary of the Swimming Committee indicated that she would pursue matters about team notification etc with Mr B Pay and Mr P Lloyd, for were co-coordinating team selection etc. The principle of supporting the County team financially in respect of this event, eg training sessions, was endorsed.

### **3 Synchronised Swimming**

The Minutes of the meeting of the Committee held on 23 May 2006 were received. In connection with Minute 4, it was noted that the Novice competition had been successful. Although open to clubs from beyond the County, County awards had been made to competitors from the County's allocated clubs.

It was reported that the Association's synchro judges' score-cards were in poor condition. It was agreed, in principle, to replace the score-cards, and the Finance Sub-Committee was authorised to approve the actual expenditure, in due course.

### **4 Diving**

No report.

### **5 Masters**

The Hon Secretary of the Masters Committee reported that the Association would host the South East Region masters' inter-county event in 2007. The 2007 County short-course event might clash the Region's long course event.

## **43 REPORTS OF OFFICE HOLDERS**

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

Nothing to report.

### **2 Swimming Officials' Organiser**

The Committee considered a report of the Swimming Officials' Organiser, circulated with the agenda for the meeting. In that report, the Organiser expressed concern at the recent trend by the ASA to request officials for events at National level within age categories: officials were required to be born after 1965 for the Nationals, and recently for UK schools in Glasgow, she had been asked for judges, but they had to be under 25. The Organiser went on to say that the ASA contact who spoke with her was most disapproving that the Association could not supply one official from the County with the right qualifications and experience. The inference was that the County was failing to give the right image of the sport

Members were concerned about the apparent thrust of the reported comments, recognising that many active officials came into the sport in support of their children, and were thus never likely to be able to aspire to officiating at the top level. It was agreed to ask the Regional Director to seek clarification on this issue.

The Swimming Officials' Organiser had also reported on course recently undertaken, courses proposed and to the long list of candidates awaiting practical tests. The Organiser also reminded Members that the ASA was undertaking a survey of volunteers, forms for which could be obtained from the British Swimming website.

### **3 Hon Trophies' Secretary**

The Hon Trophies' Secretary advised that the Ellen Trophy was damaged, and needed to be replaced.

### **4 Water Polo Manager**

No report.

## **44 SUB-REGIONAL DEVELOPMENT PLAN**

The draft operational plan for the period April 2006 to March 2009 was circulated at the meeting, and is set out as the Appendix hereto. On the proposal of the Hon Secretary, seconded by E J Lyne, the operational plan was adopted. Tribute was paid to the work of the sub-committee in drafting the plan, and to the support given by the Regional Director and the Regional Development Officer.

## **45 ASA SOUTH EAST REGION**

The minutes of the meetings of the Regional Management Board held on 13 March, 11 April and 10 May 2006 were noted. Arising from the report of the Board meeting held on 15 June 2006, Members expressed concern that the Region was increasing its affiliation fee to £3 per member, an increase of 600%. The Hon Secretary explained the Board's rationale for the increase, but it was agreed that the Association should submit a motion to the Annual Council Meeting of ASA South East Region seeking a review of the fee. The Hon Secretary advised the Committee that, as the Member of the Regional

Management Board responsible for Finance, he would be unable to speak in support of, or vote for, the motion.

#### **46 RATIFICATION OF COUNTY RECORDS**

The submitted claim for a County record, as set out below, was ratified

Sex/Age	Event	Swimmer	Club	Venue	Date	Time
Girls	100m fly LC	K Ambridge	Wycombe District	Sheffield	06.04.06	1:03.44

#### **47 ANY OTHER BUSINESS**

The Committee was reminded that the Annual Dinner & Dance would be held on 13 October 2006.

There being no further business, the meeting closed at 2200 hrs.