

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

MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON 17 OCTOBER 2006 AT THE WINDSOR LEISURE CENTRE, STOVELL ROAD, WINDSOR, COMMENCING AT 2000HRS.

Present: Mrs R Large (President), R F Penfold (Hon Secretary), Mrs M M Felmingham (Hon Treasurer), Mrs E M Adams, K H Adams, N J R Brand, Mrs J A Dawkins, Mrs S D Green, Mrs J Hopkins, Mrs J Hulbert, E J Lyne, J P Sapey, G Shields, L Sturgess, P M Tiley, F W Timms, H H V Wilkinson.

Also present: P Tanner, Ms N Cunningham (Regional Development Officer, ASA).

Apologies for absence were received from Mrs B I Coker, Mrs P A Jack, Ms E Karlicka-Cook, Mrs M S Lyne, G Morrison, Mrs M Stalker, Mrs L Tilson.

1 MINUTES

The minutes of the meetings held on 19 April and 20 July 2006 were agreed and signed by the President as a correct record, subject to the substitution of the word "Chairman" for President" in Minute 26 and adding the place "Sheffield" and the time "1:03.44" in Minute 46.

2 "JUBILEE" PLATE

At the commencement of the meeting, the President awarded the "Jubilee" Plate, for exceptional service to the County Association, to Mr P Tanner, in recognition of his work with the County website. Mr Tanner responded appropriately.

3 MATTERS ARISING ON THE MINUTES

27 It was noted that the donation in memory of the late Mr D Admans had yet to be made.

29/18.11 The Hon Secretary reported that the Officers had approved a nomination for an Aquaforce Award, and the General Purposes Committee had endorsed 2 nominations from a club for such awards.

32.3 It was noted that Mrs P Wilkinson had not yet been re-imbursed for the cost of the repair of her spectacles.

42.2 It was reported that, consequent from his resignation from his post with Wycombe District SC, Mr B Pay had stood down from his role with the County team. The Committee approved the recommendation of the Hon Secretary of the Swimming Committee, that Mrs E Waddy be invited to join the group supporting the County team.

Members suggested that there would be benefit in defining the role of the "County Coach", and the Swimming Committee was requested to come forward with recommendations.

The President suggested the Association revert to its former practice of providing overnight accommodation for the team competing at the national Inter-Counties event at Sheffield. This suggestion was referred to the Finance Sub-Committee.

- 42.3 The Hon Treasurer advised that the Finance Sub-Committee had yet to consider the request of the Synchronised Swimming Committee for replacement judges' score cards.
- 43.3 It was agreed to repair the Ellen Trophy, at a cost of £145.
- 45 The Hon Secretary reported that the Association's motion had been passed by the Annual Council Meeting of ASA South East Region.

4 MATTERS REFERRED BY COUNCIL

The Committee considered matters referred from the Annual Council Meeting held on 21 September 2006.

A Rules of the Association

Council had referred to the Executive Committee the drafting of 2 new rules – one to cover the Association's role as a sub-regional body of the ASA South East Region, and the other about the year of office of the President. It was agreed that the General Purposes Committee recommend wording for the first new rule above, to the next meeting of this Committee.

RESOLVED: That the following wording was adopted (for the second new Rule)

“Although the President will be elected at the Annual Council Meeting, he shall hold office for a calendar year, and shall be installed in office as the final business of the last meeting of the Executive Committee in the previous year”.

B Vacancies for office holders

It was reported that there had been no nominations for the offices of Hon Secretary of the Diving Committee, Hon Synchronised Swimming Competitions Secretary and Water Polo Manager.

RESOLVED: That consideration of the above vacancies be deferred.

C Vacancies for members of the Executive Committee

There were 5 vacancies for members of the Executive Committee, with one late nomination received.

RESOLVED: 1 That Mr D Hotten (Chalfont Otters SC) and Mr L Sturgess (Windsor SC) be appointed members of the Executive Committee.

2 That Mrs D Dart (Reading Cygnets SC) be invited to serve as a member of the Committee.

3 That a nomination for a person to serve as a Member of the Executive Committee be invited from Wycombe District SC.

5 CORRESPONDENCE

	Date	To/From	Subject
1	24.07.06	Office & Finance Administrator, ASA South East Region	Advertisement for Chief Coach, Sunderland
2	07.06	Wycombe District Council	Sports Development in the Wycombe District, v6, n4

3	01.08.06	National Events Administrator, ASA	Invitation to compete in National County Team Championships, Sheffield, 22.10.06
This had been passed to the Secretary, Swimming Committee.			
4	03.08.06	Bucks & Milton Keynes Sports Partnership	E-news August
5	07.08.06	Regional Director, ASA South East Region	Sets out the areas of responsibility of the 2 regional development officers
6	09.08.06	Regional Director, ASA South East Region	Details of ASA National Disability Swimming Officials pilot course, Newbury, 14.10.06
The Swimming Officials Organiser had attended.			
7		Office & Finance Administrator, ASA South East Region	Gives details of Level 3 Club Coach Courses at Basingstoke (September/October) and Windsor (November – January)
8	10.08.06	Regional Director, ASA South East Region	Gives notice of South East Region ACM 07.10.06, details of ASA South East Region dinner, 06.10.06, details of Regional Development Competitions, Waterlooville, 01.10.06, Swim 21 update
9	08.06	Bucks & Milton Keynes Sports Partnership	Step into Sport – Community Volunteering
10	08.06	Project Development Officer, Every Child Matters, Reading Borough Council	Information for Every Child Matters website
11	01.09.06	Commercial Director, ASA	Invitation to participate in Cheestrings sponsorship of Age Group Swimming
The Officers had declined to participate, in accordance with previous practice of Association.			
12	03.09.06	Office & Finance Administrator, ASA South East Region	Job description for Regional Doping Control Observer
13	05.09.06	Bucks & Milton Keynes Sports Partnership	E-news September
14	06.09.06	Regional Director, ASA South East Region	Reports appointment of N Sellwood as English Talent Development Manager, and of M Hepwood as interim Regional Talent and Development Coach
15	09.09.06	Bucks & Milton Keynes Sports Partnership	Sports equity questionnaire
16	12.09.06	Bucks & Milton Keynes Sports Partnership	Course – scUK Good Practice and Child Protection, Wycombe, 19.09.06
17	13.09.06	Bucks & Milton Keynes Sports Partnership	2006 Bucks Sport Annual Report and Newsletter
18	20.09.06	Regional Director, ASA South	Agenda for Annual Council Meeting of ASA

		East Region	South East Region, reminder to clubs about constitutions etc
19	25.09.06	Bucks & Milton Keynes Sports Partnership	Advertisement for Partnership Development Manager, the Wye Valley School
20	29.09.06	Regional Director, ASA South East Region	Regional administration grant (£1,500)
21	29.09.06	Bucks & Milton Keynes Sports Partnership	New CBBC TV show – families wanted
22	03.10.06	Office & Finance Administrator, ASA South East Region	Seeks details of affiliated leagues
23	03.10.06	Regional Director, ASA South East Region	Network of new coaching centres to be established nationally, to maximise coaching and sporting assets in the run up to 2012 Olympics
24	12.10.06	Office & Finance Administrator, ASA South East Region	Advertisement for Assistant Chief Coach, Stockton-on-Tees
25	12.10.06	Office & Finance Administrator, ASA South East Region	Leaflet about the Tesco Sport for Schools & Clubs scheme
26	12.10.06	Bucks & Milton Keynes Sports Partnership	Details of phase 4 Community Sports Coach positions
27	13.10.06	Fixtures Secretary, Oxfordshire & North Buckinghamshire ASA	Invitation to compete in Kingerlee Trophy Gala, 21.01.07, Stantonbury Leisure Centre
This was referred to the Swimming Committee, for decision.			
28	13.10.06	Bucks & Milton Keynes Sports Partnership	Bucks Sports Education and Training Programme – details of course, October 2006 to March 2007
29	10.06	ASA	Wavelength issue 95

6 HON TREASURER'S REPORT

The Hon Treasurer reported that the bank balances stood at £54k.

7 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

Mrs E M Adams
Hon Secretary, Diving Committee

Mrs J Hulbert

E J Lyne
Water Polo Manager

Finance Sub-Committee

Mrs J A Dawkins Mrs R Large (when her term of office as President ended)

Synchronised Swimming Committee

Mrs P A Jack Mrs J White Mrs M Young Ms S Young

It was agreed to defer the election of the Diving, Masters and Swimming Committees.

8 REPORTS OF COMMITTEES

1 General Purposes

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

2 Synchronised Swimming

It was reported that members of Reading Royals SSC had won 2 gold medals, and 3 team silver medals at the National Age Group Competitions. The Committee congratulated Reading Royals SSC on being recognised, by the ASA, as a centre of excellence in that discipline

3 Diving

No report.

4 Masters

The Hon Secretary of the Masters Committee reported that there were 40 fewer entrants for the Master Open Meet on 21 October 2006, compared to the similar event in 2005. This reduction in entries appeared to be mirrored across the Region. There was a discussion, which did not reach a conclusion, as to whether the Association should continue to promote an open masters' event.

The selection of the team for the Inter-Counties event at Crawley was in hand.

5 Swimming

The Hon Secretary of the Swimming Committee indicated that she would shortly be preparing club packs for the 2007 County Championships.

9 REPORTS OF OFFICE HOLDERS

1 Swimming Officials' Organiser

The Swimming Officials' Organiser reported that she was having difficulties recruiting officials for the Masters' Open Meet.

The Organiser advised that she had attended the National Disability Swimming Officials' pilot course, and hoped to obtain functional ability cards for use by the County's officials. In the meantime, she urged the Association to include those with disabilities in the County Championships and Age Group Competitions. The Hon Secretary of the Swimming Committee indicated that there was already no bar to such competitors entering the vents.

2 Hon Trophies' Secretary

The Hon Trophies' Secretary sought, and was given, approval to purchase a supply, to cover 3 years, of championships' medals from Bullseye Trophies, at a cost of £4 per medal.

3 Water Polo Manager

No report.

4 Public Relations Officer (and County Volunteer Organiser)

Consideration of a report by the Public Relations Officer, circulated at the meeting, and raising issues concerning the annual dinner/dance, was deferred to the next meeting.

10 SUB-REGIONAL DEVELOPMENT PLAN

Ms N Cunningham, the Regional Development Officer, reported that progress was being made to deliver the actions in the Development Plan. She enquired as to the existing number of qualified officials, in all disciplines, and advised that the Development Sub-Committee would meet later in the year, to draft the operational plan for 2007/8.

11 ASA SOUTH EAST REGION

The minutes of the meetings of the Regional Management Board held on 15 June and 10 July 2006 were noted.

12 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	03.08.06	1:03.19
	200m fly LC	K Ambridge	Wycombe District	Sheffield	05.08.06	2:16.47
	200m IM LC	K Ambridge	Wycombe District	Sheffield	04.08.06	2:23.41
	400m IM LC	K Ambridge	Wycombe District	Sheffield	01.08.06	4:57.87

13 ANY OTHER BUSINESS

A Ms N Cunningham, the Regional Development Officer, reported that Reading Royals SSC was likely soon to achieve accreditation under Swim 21.

B Enquiries were made as to the response of the Oxfordshire & North Buckinghamshire ASA to resolution adopted at the Annual Council Meeting concerning boundaries.

There being no further business, the meeting closed at 2135 hrs.