

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

MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON 20 DECEMBER 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 J R Brand, Mrs B I Coker, Mrs J A Dawkins, Mrs S D Green, Miss S M Harrison, Mrs J Hopkins, D Hotten, Mrs P A Jack, E J Lyne, Mrs M S Lyne, J P Sapey, G Shields, Mrs M Stalker, P M Tiley, H H V Wilkinson.

Also present: Ms N Cunningham (Regional Development Officer, ASA), Ms J Norvill (Regional Education Officer, ASA), Miss E Swain (Partnership Swimming Development Officer, Bucks & Milton Keynes Sports Partnership).

Apologies for absence were received from T C Chambers, Mrs D Dart, Mrs M M Felmingham, Mrs J Hulbert, Ms E Karlicka-Cook, Mrs L Tilson, F W Timms.

14 MINUTES

The minutes of the meetings held on 17 October 2006 were agreed and signed by the President as a correct record, subject to the inclusion of the name of Mrs J Holden amongst those attending.

15 MATTERS ARISING ON THE MINUTES

- 3/29 The Hon Secretary reported that the outcome of local nominations for Aquaforce Awards was awaited. Regret was expressed that there had been no information about this to date.
- 4C The Hon Secretary reported that there had been no response from Wycombe District SC to the invitation to nominate a person to serve on the Executive Committee.
- 5.27 The Hon Secretary of the Swimming Committee advised that the invitation to compete in the Kingerlee Trophy gala had been declined, with regret.
- 7 It was agreed again to defer the election of the Diving, Masters and Swimming Committees.
- 13A It was confirmed that Reading Royals SSC had been awarded accreditation under Swim 21, the first club in the country to achieve that status in synchronized swimming.

16 CORRESPONDENCE

	Date	To/From	Subject
1	17.10.06	Coaching Development Officer, Bucks & Milton Keynes Sports Partnership	Equity in Your Coaching – course, Stoke Mandeville, 25.10.06
2	23.10.06	Partnership Administrator, Bucks & Milton Keynes Sports	Bucks Sports Awards, 2006

		Partnership	
3	25.10.06	Doping Compliance & Athlete Support Officer, British Swimming	Music licensing for synchronised swimming: renewals
4	26.10.06	Coaching Development Officer, Bucks & Milton Keynes Sports Partnership	Introduction to Funding – course, Stoke Mandeville, 05.12.06
5	10.06	ASA	Education and Awarding Body Update number 4
6	01.11.06	Regional Director, ASA South East Region	Affiliation fee 2007, and other information, including request to clubs for e-mail contact addresses
7	07.11.06	Regional Education Officer, ASA South East Region	Introduces herself and rehearses the change in the education and training arrangements within the sport
8	10.11.06	Coach Education Manager, British Swimming	Health and safety training for counties
9	10.11.06	Regional Director, ASA South East Region	Requests the Association to consider supporting financially partnership swimming development officer posts
10	10.11.06	Bucks & Milton Keynes Sports Partnership	E-News, November 2006
11	21.11.06	Coaching Development Officer, Bucks & Milton Keynes Sports Partnership	December 2006 coach education workshops
12	23.11.06	Hon Secretary to Hon Secretaries of assigned clubs	Drawing attention to the ASA Board decision that all club constitutions need to comply with the model by June 2007
13	26.11.06	Coaching Development Officer, Bucks & Milton Keynes Sports Partnership	Injury Prevention & Management – course, Aylesbury, 15.11.06
14	27.11.06	Coaching Development Officer, Bucks & Milton Keynes Sports Partnership	A Guide to Mentoring, Fundamentals of Movement – courses, Stoke Mandeville, 11/13.12.06
15	11.06	Senior Conference Producer, Sport Business Group	Olympic Sponsorship Opportunities conference, London, 1 February 2007
16	11.06	ASA	Wavelength issue 96
17	20.12.06	Regional Director, ASA South East Region	Gives notification of decision of Regional Management Board, viz the Board instructs ONB and BSB to form a new sub-region within a period of twelve months, with boundaries covering the Oxford CSP, Berkshire CSP and Buckinghamshire CSP, to carry out functions of a sub-region. A list of benefits should be clearly outlined to

members. Each county association could run their own competitions

18 12.06 ASA Invitation to Swimming Development Conference

It was agreed to nominate Mrs E M Adams to attend.

19 12.06 ASA Wavelength issue 97

20 01.07 ASA Wavelength issue 98

17 HON TREASURER'S REPORT

The Minutes of the meeting of the Finance Sub-Committee held on 6 December 2006 were received, and the recommendations contained therein, set out below, **adopted**:

- 1 That the accounts for the period 1 September 2005 to 31 March 2006, set out in the Appendix to the Sub-Committee's minutes, be approved.
- 2 That the Association contributes £1500 and £750 towards the cost of employing the Partnership Swimming Development Officers in Berkshire and Buckinghamshire & Milton Keynes respectively, in the financial year 2007/8.
- 3 That the Association makes provision for net expenditure of up to £3000 in support of the Operational Plan for 2007/8.
- 4 That a County team banner be purchased, at a cost not to exceed £500.
- 5 That a donation of £300 be made to ASA South East Region, for the purchase of trophies, the trophies to be named to reflect the donation.

18 REPORTS OF COMMITTEES

1 General Purposes

The Minutes of the meeting of the General Purposes Committee held on 6 December 2006 were received, and the recommendations contained therein, set out below, were **adopted**:

- 1 That the following be inserted into the Rules of the Association:

“The Association shall accept the responsibilities inherent in recognition as a sub-region of the ASA South East Region, as set out in the Constitution of the Region.”
- 2 That a proposal be made to the Annual Council Meeting in 2007 that the following be inserted into the Rules of the Association.
 - A “The business and affairs of the Association shall at all times be conducted in accordance with Laws and Technical Rules of Amateur Swimming Association (“ASA Laws”) and in particular:
 - The Association shall, in accordance with ASA Laws, adopt the ASA Child Protection Procedures;
 - Individual Members of the Association shall, in accordance with ASA Laws, comply with the ASA Child Protection Procedures.”

B "The Association shall adopt and comply with ASA Guidelines in handling internal Club Disputes ("the Guidelines") as the same may be revised from time to time."

C "The Association and all individual Members of the Association acknowledge that they are subject to the laws, rules and constitutions of

- ASA South East Region
- The Amateur Swimming Association, to include the ASA/IOS Code of Ethics
- British Swimming (in particular its Doping Control Rules and Protocols and Disciplinary Code)
- FINA, the world governing body for the sport of swimming in all its disciplines

(together "the Governing Body Rules")."

3 That Championships' Condition 24 be suspended, pending the receipt of proposals from the Synchronised Swimming Committee for the declaration of the Senior and Junior Figure Champions, Senior and Junior Solo Champions and Duet Champions annually.

4 That the Regional Management Board be requested to give urgent consideration to a redefinition of the Association's area which excludes reference to Oxfordshire.

5 That the General Purposes Committee be authorised to progress matters in response to the instruction of the Regional Management Board, about amalgamation, once received.

2 Diving

No report.

3 Masters

The Hon Secretary of the Masters Committee reported that, with 40 fewer entrants, the Masters Open Meet, held on 21 October 2006, had made a small profit.

Only 9 entries had been received for the long course meet at Wycombe on 20 January 2007, which called into question the viability of the event. R F Penfold proposed, seconded by P M Tiley, that the meet be cancelled. E J Lyne proposed an amendment that the Officers be authorised to cancel the event nearer the time, but this was not seconded. The motion was voted upon and declared carried.

It was reported that the County team had come 5th in the SER Inter-Counties event.

4 Swimming

The Hon Secretary of the Swimming Committee reported that the County Team had achieved 11th place, in Division 1, at the national Inter-Counties event at Sheffield, an excellent result. She mentioned proposals, arising from the 2006 event, to secure the agreement of County team members to a "swimmers' contract", which would be framed to secure greater team discipline. The Committee encouraged the Swimming Committee to develop a framework for the contract.

It was reported that Ms J Holden was currently working on the 2007 "No Frills" Meet.

5 Synchronised Swimming

The Committee noted a report, circulated at the meeting, setting out the achievements of members of Reading Royals SSC at the National Age Groups and British Championships

19 REPORTS OF OFFICE HOLDERS

1 Hon Trophies' Secretary

The Hon Trophies' Secretary advised that he written to the holders of trophies, seeking the return of trophies in time for the 2007 Championships.

2 Water Polo Manager

No report.

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

The Committee gave further consideration to the report of the Public Relations Officer, raising issues concerning the annual dinner/dance, a matter deferred at the last meeting. The Committee expressed support for the continuation of the annual dinner/dance, and recognised that the event might make a modest loss. Members favoured bringing the event forward to June or July, and, in this connection, 29 June was suggested for the 2007 event.

4 Swimming Officials' Organiser

The Swimming Officials' Organiser advised that many changes were proposed, to be introduced by October 2007. She planned to arrange an updating seminar for officials during the County Championships.

20 SUB-REGIONAL DEVELOPMENT PLAN

It was reported that the Development Sub-Committee had met to compile the first draft of the operational plan for 2007/8.

21 ASA SOUTH EAST REGION

The minutes of the meetings of the Regional Management Board held on 12 September, 19 October and 14 November 2006 were noted.

Recognising that they were published on the ASA South East Region website, the Committee agreed with a proposal by the Hon Secretary that the minutes of Board meetings be no longer circulated with the agenda for the Committee's meetings. The Hon Secretary advised that, in addition, he had arranged for the reports issued by ASA South East Region, following each Board meeting, to be posted on the County Association's website.

22 RATIFICATION OF COUNTY RECORDS

No claims for County records had been submitted.

23 DATES OF MEETINGS, 2007

RESOLVED: 1 That meetings of the Executive Committee be held as follows in 2007 at venues to be arranged by the Hon Secretary:

Tuesday 13 February

Thursday 12 July

Wednesday 19 December

Wednesday 11 April

Tuesday 16 October.

2 That the Annual Council Meeting be held on Thursday 20 September.

24 ANY OTHER BUSINESS

- A Ms J Norvill, the Regional Education Officer, reported on progress with her developing role.
- B Mr E J Lyne circulated copies of the County Handbook 2006 to those present, and indicated that the next edition of the Handbook would be published in February 2007.
- C The Committee was pleased to note the success of Bracknell & Wokingham SC in reaching the National Speedo League A final, the first time for c20 years that a club from the County had achieved that feat.

25 INSTALLATION OF THE PRESIDENT OF THE ASSOCIATION

On the proposal of the President, seconded by the Hon Secretary, this item of business was deferred to the next meeting.

There being no further business, the meeting closed at 2140 hrs.