

## **DRAFT**

To be confirmed at the meeting of the Board on 10 September 2013

### **BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA**

Minutes of the first meeting of the Management Board held at Windsor Leisure Centre, Stovell Road, Windsor on Monday 22 July 2013, commencing at 2000hrs.

Present: Bob Odell (President), Myra Felmingham (Hon Treasurer), Roger Penfold (Hon Secretary), Nigel Brand, Stuart Fillingham, Janet Hopkins, Jean Hulbert, Sarah Kelly, David Mason, Bob Pay, Roger Prior, Paul Rogers, John Rowley.

Apologies for absence were received from Eddie Lyne.

#### **1 CHAIRMAN**

The President indicated that he accepted the responsibility, set out in the Constitution, to chair meetings of the Board.

(Bob Odell in the Chair).

#### **2 ROLE OF THE MANAGEMENT BOARD**

The Board was reminded of its powers and duties, as set out in Rules 9.2, 6.2 and 8.8 of the Constitution.

**NOTED**

#### **3 MEMBERSHIP**

The Board was reminded of the Rule 9.1, which set out its membership and the results of the uncontested elections at the Annual Council Meeting on 11 July 2013. There had been no nominations for the office of Vice-President.

The Board was also reminded that it could declare that any member, who had been absent from three consecutive meetings, as having vacated his or her seat.

**NOTED**

#### **4 MATTER REFERRED BY ANNUAL COUNCIL MEETING**

The Board was advised that the Annual Council Meeting had referred the vacancy for the office of Vice-President to the Board.

**RESOLVED:** That nominations be sought for the office of Vice-President for the period to the Annual Council meeting in 2014 (or President from that meeting), and that notice of the vacancy be placed on the website and drawn to the attention of assigned clubs.

#### **5 APPOINTMENT OF PERSONS AND SUB-BODIES**

The Board was reminded that one of its roles was to appoint such persons and sub-bodies as were, in its opinion, necessary to deliver the sport, and to determine their terms of reference and methods of operation.

The former Executive Committee had asked all existing office holders to remain in post following the Annual Council Meeting in 2013, until such time that the Board has made appointments to the posts etc it considered necessary.

The Board discussed the advice given it by the former Executive Committee as to appointments which would be required for the future. The Hon Secretary reported expressions of interest he had received concerning certain proposed appointments.

**RESOLVED:**

- 1 That managers be appointed for each of the disciplines of disability swimming, diving, masters, open water, synchronised swimming and water polo, to be responsible, following consultation with the clubs where the discipline is practiced, for
  - the delivery (where appropriate) of county championships and other competitions promoted on behalf of the Association
  - the selection and support for county teams at inter-county competitions
  - fostering the development of the discipline in the sub-region,to report periodically to the Board thereon and that those managers make recommendations to the Board, as appropriate, to refine their roles and responsibilities.
- 2 That managers/chairmen of committees be appointed for swimming events and swimming development, to undertake, following consultation with the relevant clubs, the functions set out in the Appendix hereto.
- 3 That an assistant hon secretary, a public relations officer, a swimming officials' training co-ordinator and a webmaster be appointed.

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- 4 That a finance committee be appointed, comprising the Officers of the Association and Stuart Fillingham, to support the Hon Treasurer, meetings to be serviced by the Assistant Hon Secretary.
- 5 That the following appointments be made for the period to the first meeting of the Board following the Annual Council Meeting in 2014:  
  
Interim Disability Swimming Manager - Roger Prior  
Diving Manager - Nigel Brand  
Swimming Events Manager - Stuart Fillingham  
Synchronised Swimming Manager - Jean Hulbert  
Interim Water Polo Manager - Roger Penfold  
Assistant Hon Secretary - Rosemary Large  
Public Relations Officer - John Rowley  
Swimming Officials' Training Co-Ordinator - Sue Green  
Webmaster - Jonathan Mills
- 6 That approaches be made to Matt Heathcock and Joan Scarrott concerning the appointments of Open Water Manager and Swimming Development Manager, respectively.
- 7 That the President make approaches to potential applicants for the appointment of Masters' Manager.
- 8 That the Annual Council Meeting in 2014 be requested to amend the Constitution to recognize disability and open water swimming.

### **6 QUORUM FOR MEETINGS**

The Board **NOTED** that, according to Rule 9.1 of the Constitution, the quorum for its meetings was 8 members.

### **7 OPERATING PROCEDURES OF BOARD**

The Board addressed sundry matters relating to the way it should operate in the future, given its roles and responsibilities, and made the following decisions, after careful deliberation.

#### **RESOLVED:**

- 1 That all discipline managers be invited to attend the meeting of the Board when the budget is set annually.
- 2 That discipline managers and other appointees be invited to attend one other meeting of the Board each year, on a programme to be devised by Hon Secretary and submitted to the next meeting of the Board.
- 3 That, routinely, 5 meetings of the Board be held each year.
- 4 That the dates provisionally arranged by the former Executive Committee - 10 September and 27 November 2013 - be confirmed and that the Hon Secretary submit suggested dates for meetings in February, April and June 2014.
- 5 That the agenda of meetings include notice of every matter to be discussed, with written reports, complete with clear advice/recommendations as to action required, circulated at least 3 clear days in advance of the meeting.
- 6 That summons and agenda for meeting be circulated to members electronically, and be published in advance, redacted as to sensitive personal or commercial information, on the Association's website.
- 7 That a "guillotine" be imposed at 2200hrs at each meeting of the Board.
- 8 That the Board receive reports regularly on financial performance against budget and that discipline managers be expected to draft budgets and approve accounts for payment, where budgetary provision has been made.
- 9 That the Officers of the Association be authorized to take urgent decisions between meetings, subject to subsequent report to, and retrospective approval of action by, the Board.
- 10 That standing invitations be issued to the ASA Club Development Officer covering the Association's area and the ASA South East Region Regional Club Development Officer to attend meetings of the Board.

### **8 THAMES VALLEY NETWORK**

There was, arising from consideration of the Board's future operating arrangements, a discussion about the Thames Valley Network, the meeting of chairmen of Berkshire & South Buckinghamshire clubs originally fostered by the former Regional Director of ASA South East Region.

**RESOLVED:** That the relationship between the Association, the Board and the Thames Valley Network be addressed at the next meeting.

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### 9 ASA SOUTH EAST REGION COUNCIL MEETING

The Board was reminded of its role to appoint representatives to the Annual Council Meeting of the ASA South East Region.

**RESOLVED:** That Eileen Adams, Ken Adams and Nigel Brand be appointed to represent the Association at the council meetings of ASA South East Region held before July 2014.

### 10 WORKSHOP ON INCOME TAX

The Board was advised that the Regional Club Development Officer, Helen Mack, had organised, at the suggestion of the Thames Valley Network, a workshop to increase awareness on PAYE and the employment status of personnel within clubs, for the benefit of Berks & South Bucks clubs. The workshop had been held at Windsor Leisure Centre on 16 July 2013. Helen had enquired whether the Association might meet the cost of the accommodation etc, estimated at c£80. The then Officers of the Association (the decision had been taken before the Annual Council Meeting) agreed that the Association should support the venture in this way.

An enquiry was made as to which of the Association's assigned clubs had not been represented at the workshop.

**RESOLVED:** That the action of the then Officers be approved and confirmed.

### 11 RATIFICATION OF COUNTY RECORDS

The Board appreciated that it would de facto succeed the Executive Committee regarding ratification of County records, although the Conditions for setting such records have not been amended to reflect the demise of the Committee. Members felt that this role would be better discharged by the Swimming Events Committee.

No claimed records awaited ratification.

However, Tony Lewis, formerly of Wycombe District SC, had contacted the Hon Secretary indicating that he held his club's record for the men's 800m freestyle - 8:22.80, set on 28 March 1991. Mr Lewis had noted that the County record was 8:24.48, set on 17 March 2007. He had asked that his record be accepted as the County record. Members were reminded of the Conditions for setting records, which required a claim to be made, supported by the official results of the event, within 2 months of the event.

**RESOLVED:**

- 1 That, pending a revision of the Conditions for setting County Records at the Annual Council Meeting in 2014, responsibility for ratification of County Records be discharged by the Swimming Events Committee.
- 2 That Mr Lewis' claim for a record be denied, as being out of time.

### 11 FORMER EXECUTIVE COMMITTEE

The Minutes of the meeting of the former Executive Committee held on 6 June 2013 were submitted for the information of the Board.

Arising on the Minutes, the Board

- asked the Swimming Events' Committee to continue the investigation of some of the records ratified at the meeting of the former Executive Committee in April 2013 (see Minute 44/38.5);
- noted that there had been no further contact from Wycombe District SC about the new Wycombe pool (see Minute 44/42A);
- noted that the referee's conferences, about the new FINA speed swimming rules, would be held on 31 August and 1 September 2013 at Crawley and Guildford (see Minute 48.2).

The meeting concluded at 2150hrs.

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APPENDIX

### SWIMMING EVENTS COMMITTEE

#### TERMS OF REFERENCE

##### Chairman

Appointed annually by Management Board

##### Membership

Around 4 -6 people, who are willing to take an active role in event delivery, appointed by Chairman

##### Roles, responsibilities and powers.

- a. Institute, promote and control swimming competitions organized by BSBASA
- b. Responsible for the delivery of a high quality county swimming championship competition, that is recognized as such by the member clubs
- c. Delivery of other high quality swimming competitions in response to demand from BSBASA member clubs and the wider swimming community
- d. Hold an annual forum for securing views from member clubs about the competitions promoted
- e. Recommend entry fees for swimming championships and other competitions to the Management Board
- f. Set consideration times for swimming championships and other competitions
- g. Responsible for Swimming Championship conditions, including amendments to the conditions, as required.
- h. Suggest changes to General Championship conditions to the Management Board
- i. Submitting a written report to the Management Board periodically
- j. Liaison with the Region on all matters relating to swimming competition events

### SWIMMING DEVELOPMENT COMMITTEE

#### TERMS OF REFERENCE

##### Chairman

Appointed annually by Management Board

##### Membership

Around 4 -6 people, who are willing to take an active role in delivery of development activities, appointed by Chairman

##### Roles, responsibilities and powers.

- a. The swimming development programme for the County, including the County Development Pathway being developed by the County Coach and Team Manager
- b. Appointment of County Coach and Team Manager
- c. The County Team
- d. Submitting a written report to the Management Board periodically
- e. Liaison with the Region on all matters relating to the development of performance swimming