

DRAFT

To be confirmed at the meeting of the Board on 27 November 2013 BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA

Minutes of the first meeting of the Management Board held at Windsor Leisure Centre, Stovold Road, Windsor on Monday 10 September 2013, commencing at 2000hrs.

Present: Bob Odell (President), Roger Penfold (Hon Secretary), Nigel Brand, Stuart Fillingham, Janet Hopkins, Jean Hulbert, Sarah Kelly, David Mason, John Rowley, Les Sturgess.

Also present: Rosemary Large (Assistant Secretary).

Apologies for absence were received from Myra Felmingham (Hon Treasurer), Eddie Lyne, Bob Pay, Roger Prior, Rosa Gallop (ASA Club Development Officer), Helen Mack (ASASER Regional Club Development Officer).

12 MINUTES

The Minutes of the meeting held on 22 July 2013 were agreed and signed by the President as a correct record, subject to the correct spelling of the name “Wycombe District” in Minute 11.

13 ASA CLUB DEVELOPMENT OFFICER

Rosa Gallop was unable to attend the meeting.

14 REGIONAL CLUB DEVELOPMENT OFFICER

In presenting her apologies for absence, Helen Mack had submitted 2 reports about Swim21, dated July and September 2013: the reports were circulated with the agenda for the meeting. The Board **NOTED** the reports.

15 REPORTS BY DISCIPLINE MANAGERS AND OTHER APPOINTEES

Following the decisions at its last meeting about reports to meetings by discipline managers and other appointees, the Board considered a timetable for such reports, acknowledging that discipline managers and appointees would be welcome to submit reports at other times.

RESOLVED:

- 1 That the following programme be adopted for the attendance of and reports from discipline managers and other appointees:

February all discipline managers and appointees (budget meeting)

DRAFT

To be confirmed at the meeting of the Board on 27 November 2013

April	swimming events' manager, disability swimming manager
June	diving manager, synchro manager, webmaster
September	swimming development manager, open water manager, swimming officials' training co-ordinator
November	masters' manager, water polo manager.

- 2 That the reports of discipline managers and other appointees be included early in the agenda for meetings.

16 MATTERS ARISING ON THE MINUTES

4 Matter referred by Annual Council Meeting

The Hon Secretary apologised that he had yet to seek nominations for the office of Vice-President.

5 Appointment of Persons and Sub-bodies

The Hon Secretary advised that he had yet to approach Matt Heathcock about the appointment of Open Water Manager and that Joan Scarrott was considering the appointment of Swimming Development Manager. The President indicated that he was seeking a potential Masters' Manager.

9 ASA South East Region Council Meeting

The Hon Secretary reminded the Board of the imminent Annual Council Meeting of the ASA South East Region.

10 Workshop on Income Tax

The Hon Secretary indicated that he would seek information about clubs who had not attended the workshop from Helen Mack.

17 FINANCE

The Board **NOTED** that, in presenting apologies for absence the Hon Treasurer had reported that the bank balances totalled £92,984 and that some £,2987 of entry fees for the Development Meet had been received by PayPal.

18 BURSARY SCHEME

Members recalled that the former Executive Committee had agreed, in April 2013, that bursaries be awarded by the Association to those seeking approved qualifications in the sport, as follows:

DRAFT

To be confirmed at the meeting of the Board on 27 November 2013

- criteria similar to those adopted by ASA South East Region would be deployed,
- bursaries would be available to members of any club assigned to the Sub-Region;
- no bursaries would be awarded to applicants who were already in receipt of support from ASA South East Region for the course in question.

The Hon Secretary suggested that the Regional Bursary Scheme be adopted by the Association, amended to reflect the above decisions. The Board considered an amended version of the regional scheme, circulated with the agenda, and, subject to some adjustments, adopted it.

The Hon Secretary also suggested that the Board's Finance Sub-Committee should be empowered to determine applications for bursaries.

RESOLVED:

- 1 That the bursary scheme set out in the Appendix hereto be adopted with immediate effect.
- 2 That the Finance Sub-Committee be authorized to determine applications for bursaries, subject to periodic reports to the Board on its action.

19 DATES OF MEETING

Remembering that the next meeting was already arranged for 27 November 2013, the Board considered its calendar of meetings for the period to September 2014.

RESOLVED:

- 1 That meetings of the Board be held on Wednesday 12 February 2014, Thursday 10 April 2014, Tuesday 10 June 2014 and Wednesday 10 September 2014.
- 2 That the Annual Council Meeting be held on Thursday 10 July 2014.

20 THAMES VALLEY NETWORK

Members recalled that, at the last meeting, the Board had decided to consider the relationship between the Association and the Thames Valley Network (the meeting of chairmen of Berkshire & South Buckinghamshire clubs) at this meeting.

The Network had been fostered by the former Regional Director of ASA South East Region (Keith Sutton) to define a way in which clubs could start working together to develop a high quality system for producing talent, by providing a structure where the best swimmers train together. In addition, Keith had seen it as a way of developing club relationships, to improve economies of scale and develop a high quality

DRAFT

To be confirmed at the meeting of the Board on 27 November 2013

workforce in both volunteers and coaches. It was noted that Berkshire was one of the priority areas which Rosa Gallop had in her work programme for the development of a club network.

The Board recalled a request from the Network of the Association earlier in 2013 for the Association to provide hand held IT devices for each of the clubs, at a total cost of £3,234. The former Executive Committee had deferred consideration of the request, pending a meeting between representatives of the Committee and the Network: unfortunately, that meeting had not yet been arranged.

Subsequently, following an informal discussion between Keith Sutton and the Hon Secretary, the Region, which had used to meet the cost of the Network's meetings, asked the Association to take on that expenditure. The former Executive Committee had agreed to proceed in that way.

There being no further information about the Network, it was felt that the best course would be defer consideration of the Association's relationship with the Network, pending a discussion with Rosa Gallop. However, it was hoped that, if the Network was to meet, the Association would be represented.

RESOLVED:

- 1 That the consideration of the relationship between the Association, the Board and the Thames Valley Network be deferred to the next meeting.
- 2 That, if meetings of the Network are arranged in the meantime, the Network be requested to invite the President to attend.

21 COUNTY VOLUNTEER CO-ORDINATOR

Prompted by an invitation from Becky Milnes, the ASA Volunteer Development Co-Ordinator, concerning the formation of national County Volunteer Co-Coordinator Network, the Board considered whether it should seek to appoint such a person. The Board had before it a prospectus for the Network and a role description for County Volunteer Co-Coordinator, prepared by Becky Milnes.

The role description had been posted on the Association's website and M Ukkash Lareefundeen (Windsor SC) had expressed an interest in the role.

The Board recalled that the post of County Volunteer Co-Coordinator had existed in the past, but had not been filled for some years, through lack of a volunteer, and apparent lack of ngb support for the role. Members were not convinced about the necessity of the role, but noted that the Network was, effectively, to be relaunched at the ASA Conference on 19 October 2014.

RESOLVED:

DRAFT

To be confirmed at the meeting of the Board on 27 November 2013

- 1 That consideration of making an appointment of County Volunteer Co-Coordinator be deferred until after the ASA Conference.
- 2 That, in acknowledgement of his interest in the role, Ukkash be supported by the Association if he wishes to attend the ASA Conference to discover more about the role.

22 CORRESPONDENCE

The Hon Secretary reported on correspondence he had received, not otherwise reported in the agenda, viz:

- the initial invitation for the County team to compete in the British Gas National County Team Championships, to be held in Sheffield in October 2013: the details had been forwarded to Matt Heathcock and Joan Scarrott;
- Becky Milnes, the ASA Volunteer Development Co-Ordinator, had written that British Swimming's Event Volunteer Programme for 2013/14 had been launched and applications were being accepted: details would be posted on the Association's website.

23 ANY OTHER BUSINESS

- A Stuart Fillingham reported that the Development Meet was 60% subscribed, although there had been no entries from Slough & Eton Dolphin SC or Wycombe District SC.
- B Sarah Kelly advised that Slough had lost its water time at the Montem Centre for 3 months.
- C Stuart Fillingham reported that the Garrison Pool at Aldershot would remain closed until January 2014, for remedial works: the position regarding the County events scheduled for that venue would be reviewed in due course.
- D Stuart Fillingham pointed out that the Association's AOE equipment was not insured.
- E John Rowley asked Members to review the Handbook content on the Association's website.

The meeting concluded at 2135hrs.

DRAFT

To be confirmed at the meeting of the Board on 27 November 2013

APPENDIX

What is the Berks & South Bucks Bursary Scheme?

In order to reduce some of the financial burden experienced by individuals when undertaking their continuous professional development, the ASA South East Region has made some funding available towards the cost of ASA/UKCC & SCUUK courses. The County Bursary Scheme is supplemental to the Regional Scheme.

Who is eligible?

Applicants must be from clubs assigned to the Berkshire & South Buckinghamshire Sub-Region

No bursary will be granted to applicants who are already receiving support from the ASA South East Region for the course concerned.

Applications must be supported by a statement or evidence that the applicant has been actively engaged in teaching or coaching with the club for at least 6 months and expects to continue working at the club following the training.

The proposed course must be recognised by the ASA and the applicant must meet the course criteria. The Berkshire & South Buckinghamshire ASA has the final decision on which persons and clubs should be subsidised and reserves the right to limit the funds available,

How often can I apply?

There is no limit to the applications which may be made, but bursaries will be limited by the available funds.

No bursary will be granted to applicants who are already receiving support from the ASA South East Region for the course concerned.

How much funding is available?

Awards will be made to off-set the cost of training and examinations. Maximum bursaries are:

- ASA/UKCC Level 1 courses 50%
- ASA/UKCC Level 2 courses 66%
- ASA/UKCC Level 3 courses 75%.

These bursaries will also support those candidates up-skilling from an old qualification to a new UKCC qualification.

How are applications made?

Applications for a bursary should be made through the Assistant Secretary with both the applicant and club chairman completing the relevant parts of the application form.

ONLY FULLY COMPLETED FORMS WILL BE PROCESSED, those with any information missing will be rejected.

Your fully completed application **MUST** be received and approved **BEFORE** you book on the course. As your voucher code is required for the booking process. **NO RETROSPECTIVE FUNDING WILL BE**

DRAFT

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AWARDED. Completed forms and supporting documents can be scanned and emailed to the Assistant Secretary, Rosemary Large

For level 3 bursaries, candidates must apply to the ASA and gain approval before applying for a County bursary. A copy of their acceptance onto Stage 1 of the course must be enclosed with the application form. Please contact cathy.innes@swimming.org

When are bursaries awarded?

All applications will be acknowledged by post or email, notifying the candidate and the club chairman of the Region's decision.

For Level 1 if successful, the candidate will receive an email with a voucher code to the value of 50% of the course cost. This voucher code is then used when booking the course via www.theiosonline.com

For Level 2 if successful, the candidate will receive an email with a voucher code to the value of 66% of the course cost. This voucher code is then used when booking the course via www.theiosonline.com

For Level 3, If successful, the candidate will receive an email confirming with a voucher code for stage 2. Remaining vouchers will be realised as stages are completed. The value of this will be £1500, set out as below:

Stage	Cost	Bursary
1	120	0
2	550	430
3	550	430
4	550	430
5	230	210

These voucher codes are used when booking the course via www.theiosonline.com

Please note the voucher codes will be unique to the candidate and the course they state at the time of application and are not transferable to any other person or course.

Can a club put several applicants through at the same time?

Multiple applications will be accepted provided each candidate has completed a separate form.

Please write in BLOCK CAPITALS throughout and return your completed application to:

Rosemary Large
Assistant Secretary
Berks & South Bucks ASA
Brookside House
Lightwater
GU18 5XA

Or e-mail to:

Assistant.secretary@bsbasa.org