



Berkshire & South Buckinghamshire Amateur Swimming Association

A sub-region of ASA South East Region

President : Mr John Rowley (Bracknell & Wokingham SC)

3 September 2014

Dear Sir/Madam

MANAGEMENT BOARD

You are requested to attend a meeting of the Management Board, to be held in the Thames Suite at the Windsor Leisure Centre, Stovell Road, Windsor on Wednesday 10 September 2014, at 8pm, to transact the business in the agenda set out below.

Yours faithfully

Hon Secretary

To: John Rowley (President), Nigel Brand, Kevin Brooks, Myra Felmingham, Stuart Fillingham, Janet Hopkins, Richard Lundie-Sadd, Eddie Lyne, Bob Odell, Bob Pay, Roger Prior, Paul Rogers, Beverley Skelton

And Rosa Gallop, Rosemary Large, Helen Mack, Jonathan Mills

A G E N D A

1 CHAIRMAN

Under the Constitution of the Association, the President may chair meetings of the Board, but he or she may decline that responsibility, in which case the Constitution provides for the Board to elect its own chairman.

2 MINUTES

To confirm the Minutes of the meeting of the Management Board held on 11 June 2014 (see pages 8 to 12).

3 ASA CLUB DEVELOPMENT OFFICER

At its first meeting, the Board decided to issue an open invitation to its meetings to the ASA Club Development Officer covering the Association's area. Rosa Gallop has, therefore, been invited to attend and may wish to report.

4 REGIONAL CLUB DEVELOPMENT OFFICER

At its first meeting, the Board decided to issue an open invitation to its meetings to the ASA South East Region's Regional Club Development Officer. Helen Mack has, therefore, been invited to attend and may wish to report.

5 ROLE OF MANAGEMENT BOARD

According to the Constitution of the Association, the Management Board has the following powers and duties:

- To enforce the observance of the laws, rules and conditions of the ASA, the ASA SER and the County Association.
- To suspend from activities wholly within its own jurisdiction, any Club or individual found guilty of an infringement of the rules and conditions of the Association and to remit or amend any previous judgement passed on due cause being shown, unless such judgment is under appeal.
- To exercise financial control over the funds of the Association and to prepare a report and balance sheet of each year's activities for submission to the Council.
- To render to the ASA SER all such information as the ASA SER Management Board may require.
- To appoint annually representatives to the ASA SER Council.
- To co-opt persons to assist in its work, without power to vote.
- To appoint such persons and sub-bodies as are in its opinion necessary to deliver the sport, and shall determine their terms of reference and methods of operation.
- To interpret the Rules of the Association and to decide upon any point which is not covered hereby and provide for all matters not otherwise set forth. (9.2)

The Board will also review nominations for the award of honorary life membership and make recommendations thereon to the Council. (6.2)

A Special Meeting of the Council may be called by resolution of the Management Board. The Management Board shall call a Special Meeting of the Council to be held within six weeks of the receipt of a written requisition signed by no fewer than six delegates representing six different clubs. Such requisition shall state the business for which the meeting is to be called and no other business may be transacted. Fourteen clear days written notice of such a meeting shall be given to each club secretary and to all

members of the Council, accompanied by an agenda. (8.8)

The Board is invited to **NOTE** these powers and responsibilities.

6 MEMBERSHIP

Rule 9.1 states that the Board shall comprise:

- The President, Hon Secretary, and Hon Treasurer, (the Officers of the Association)
- The Vice-President
- Up to 12 members elected from and by the Council.

At the Annual Council meeting on 10 July 2014, John Rowley was elected as President, Roger Penfold as Hon Secretary and Myra Felmingham as Hon Treasurer.

The following persons were elected as members of the Board - Nigel Brand (Chesham), Kevin Brooks (Wycombe District), Stuart Fillingham (Bracknell & Wokingham), Janet Hopkins (Newbury District), Richard Lundie-Sadd (Wycombe District), Eddie Lyne (Bracknell & Wokingham), Bob Odell (Amersham). Bob Pay (Windsor), Roger Prior (Eton College), Paul Rogers (Tilehurst), and Beverley Skelton (Reading Royals)

There were no nominations for the office of Vice-President (see below).

The Board is reminded that any vacancy that occurs shall be filled by a majority decision of the remaining members of the Management Board, for the remainder of the term.

In addition, the Board may declare that any member, who has been absent from three consecutive meetings, shall have vacated his seat.

The Board is requested to **NOTE** its membership.

7 MATTER REFERRED BY ANNUAL COUNCIL MEETING

The Annual Council Meeting referred the vacancy for the office of Vice-President and a vacancy for a member of the Board to the Board.

The Board is requested to **DECIDE** what steps to take to fill the vacancies.

In the case of the vacancy for a Member of Board, the Hon Secretary has been advised by Janet Hopkins that she posted a completed nomination paper for David Mason (Newbury District) to the Secretary, intended to reach the Secretary by the closing date for nominations. That package has, unfortunately, not yet been received, from the Royal Mail, by the Secretary.

8 APPOINTMENT OF PERSONS AND SUB-BODIES

One of the roles of the Board is to appoint such persons and sub-bodies as are, in its opinion, necessary to deliver the sport, and shall determine their terms of reference and methods of operation.

At its first meeting, the Board decided

- a That managers be appointed for each of the disciplines of disability, 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.
- b That managers/chairmen of committees be appointed for performance swimming events and swimming development, to undertake, following consultation with the relevant clubs, the functions set out in the Appendix attached to the Minutes of that meeting.
- c That an assistant hon secretary, a public relations officer, a swimming officials' training co-ordinator and a webmaster be appointed.
- d That the Board appoint a finance committee, comprising the Officers of the Association and Stuart Fillingham, to support the Hon Treasurer, meetings to be serviced by the Assistant Hon Secretary.

In addition, in November last year, the Board decided to appoint a County Volunteer Co-ordinator.

The Board is requested to **MAKE** such appointments as it considers appropriate.

The Hon Secretary will report orally on known expressions of interest.

9 QUORUM FOR MEETINGS

According to Rule 9.1 of the Constitution, the quorum for meetings of the Board is 8 members.

The Board is requested to **NOTE** this.

10 OPERATING PROCEDURES OF BOARD

The Board is reminded of the operating procedures it adopted at its first meeting, as follows:

- 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 approved by the Board.
- 3 That, routinely, 5 meetings of the Board be held each year
- 4 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.
- 5 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.
- 6 That a "guillotine" be imposed at 2200hrs at each meeting of the Board.
- 7 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.
- 8 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.

The Board is invited to NOTE this regime.

11 MATTERS ARISING ON THE MINUTES

To consider matters arising not covered elsewhere in the agenda.

12 FINANCE

The Hon Treasurer will report the current position.

13 DATES OF MEETINGS

The Hon Secretary suggests that Board meetings are held on the following dates for the remainder of the “year” - Tuesday 25 November 2014, Wednesday 11 February 2015, Thursday 9 April 2015 and Tuesday 9 June 2015. In order that arrangements are made for the start of the next “swimming” year, it is suggested that a meeting is arranged for Wednesday 9 September 2015.

The Hon Secretary also suggests that the Annual Council Meeting is held on Thursday 9 July 2015.

The Board is requested to **FIX** the calendar of its meetings until September 2015 and the date of the Annual Council Meeting in 2015.

14 ASA SOUTH EAST REGION COUNCIL MEETING

While it is, strictly speaking, the role of The Board to appoint representatives to the Annual Council Meeting of the ASA South East Region, those appointments were made, for expediency, at the Annual Council Meeting in July. The County Association is entitled to appoint 3 representatives. Members are reminded that Eileen and Ken Adams and John Rowley were appointed as representatives.

The agenda for the ASA South East Region ACM, to be held on 15 September 2014, is attached (see pages 13 to 15).

The Board is invited to consider the agenda, and offer advice, as appropriate, to the Association’s delegates to the Regional ACM.

15 COUNTY COACH

Members will know that Matt Heathcock resigned from the appointment of County Coach, with effect from 11 August 2014. Prior to his resignation, Matt had made arrangements for the County team to compete in the Inter-County competition in Sheffield on 19 October.

The Board may wish to thank Matt for his service in the role of County Coach.

In accordance with the structure adopted by the Boards last year (see item 8 above), the appointment of the Coach is the responsibility of the Swimming Development Committee. However, as the Association has not yet been able to recruit a Swimming Development Manager, the Committee has yet to be formed. Accordingly, the appointment of Coach falls to the Board.

Members will be aware that Kevin Brooks may have proposals for the role of County Coach, going forward. In the meantime, the vacancy has been advertised on the

website, and the Hon Secretary will report any expressions of interest received.

The Board is requested to **DECIDE** how it wishes to proceed with this matter.

16 CORRESPONDENCE

The Hon Secretary will report on any correspondence he has received, not otherwise reported in the agenda.

17 ANY OTHER BUSINESS

Members will recognise that, in light of the Board's decision that the agenda of meetings should 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, it is inappropriate to take decisions, at this meeting, on matters which may be raised orally under this agenda item.

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To be confirmed at the meeting of the Board on 10 September 2014

BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA

Minutes of the a meeting of the Management Board held at Windsor Leisure Centre, Stovell Road, Windsor on Wednesday 11 June 2014, commencing at 2000hrs.

Present: Bob Odell (President), Roger Penfold (Hon Secretary), Myra Felmingham (Hon Treasurer), Nigel Brand, Stuart Fillingham, Janet Hopkins, Sarah Kelly, Eddie Lyne, Bob Pay, Roger Prior, John Rowley.

Also present: Helen Mack (ASASER Regional Club Development Officer), Beverley Skelton (Synchronised Swimming Manager).

Apologies for absence were received from Jean Hulbert, David Mason, Rosa Gallop (ASA Club Development Officer), Rosemary Large (Assistant Secretary), Jonathan Mills (Webmaster).

57 MINUTES

The Minutes of the meeting held on 10 April 2014 were agreed and signed by the President as a correct record, subject to the

- correction of the name of the club in Minute 48/39/28 to “Bracknell & Wokingham SC”;
- changing the position of the word “not” in the first line and insertion of the word “Performance” in the fifth line of Minute 52C;
- substitution of the name “Fred” for “Bill” and the sum “£20” for “£10” in Minute 56A.

58 REGIONAL CLUB DEVELOPMENT OFFICER

Helen Mack reported

- on the transition to the new regime of Swim21, which had gone well for Berks & South Bucks clubs, with most clubs re-accredited. There was a total of 82 accredited clubs in the Region;
- the delivery of team manager training;
- the imminent coaches’ training days;
- the volunteers training calendar;
- “Leading the Lane”, a scheme being taken forward by Bracknell & Wokingham and Reading, which projects would restart in September.

Helen indicated that she would be happy to procure [non-coaching/teaching] courses and provide a programme, if there was demand from clubs in the County. The Board expressed its support, in principle, for such ventures.

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59 REPORTS BY DISCIPLINE MANAGERS AND OTHER APPOINTEES

In accordance with the annual programme for discipline managers and other appointees to attend meetings of the Board, reports were expected on diving, synchronized swimming and by the webmaster.

The Board **NOTED** a report by the Synchronized Swimming Manager (Beverley Skelton), covering the clubs in the County, retirement of senior swimmers, successes in the regional competitions, the National Age Groups and the British Championships and the selection of athletes for the high performance centre. Reading Royals was a beacon club.

Members expressed regret about the withdrawal of funding, by UK Sport, for the Great Britain Synchro team.

A report by the Interim Diving Manager (Nigel Brand) was circulated at the meeting, covering

The Board received the report, and requested its circulation to all Members, with a view to formal adoption at the next meeting. In the meantime, the Board was pleased to observe the interest in restoring County diving competitions, and encouraged that development.

60 MATTERS ARISING ON THE MINUTES

47 Reports by Discipline Managers and Other Appointees

Roger Prior advised that the proposed meeting of clubs about disability swimming had not been held, and would, therefore, be re-arranged.

John Rowley indicated that the videos shot at the County Championships had been withdrawn, following a complaint by one of the assigned clubs. It was intended that, for the future, advance notice of the publication of videos of events would be included in the promoter's conditions for the Championships.

RESOLVED: That the reports by the Performance Swimming Events' Manager and the Public Relations Officer, circulated at the last meeting, be adopted, subject, in respect of the latter report, to the points mentioned above about videos.

48/39 Appointment of Persons and Sub-bodies

The Hon Secretary advised that there had been no developments in respect of the appointments of Open Water Manager or Swimming Development Manager.

48/39 County Volunteer Co-Ordinator

The Hon Secretary apologized that he had still yet to confirm the joint

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appointments of County Volunteer Co-Ordinator.

50 Membership of Board

Bob Pay stated that he understood Les Sturgess to be a life member of Windsor SC.

52A Constitution of the Association - Geographic Area

The Hon Secretary was asked to advise Bourne End SC of the proposed decision, which was designed to have no impact on that club.

56 Thames Valley Network

John Rowley reported on the meeting of the Thames Valley Network (of chairmen of clubs) held on 23 April 2014. While those attending had expressed a keenness to work together, the meeting had adopted a limited agenda for future business and had decided not to proceed with the possible appointment of a shared business manager. The meeting had also discussed the difficulties facing smaller clubs in promoting level 4 meets.

61 FINANCE

The Board considered draft accounts for the year ended 31 March 2014, noting that the examiner had yet to issue his certificate on the accounts.

RESOLVED: That, subject to formal examination, the presented accounts be adopted for submission to the Annual Council Meeting.

62 BURSARY SCHEME

It was reported that the Finance Sub-Committee had, that evening, reviewed the Association's bursary scheme, but recommended no changes to it. The Sub-Committee intended to review the scheme again in June 2015.

63 CORRESPONDENCE

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

- At the request of the Regional Management Board, the British Swimming consultation paper, sent to all clubs, entitled "A New British Competition System", had been sent to the sub-regions. The initial closing date for the consultation had been 31 May 2014. The document had been sent to all Members of the Board, given that the Association was the promoter of events likely to be affected by the proposals. Although the consultation period had

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been extended to 14 June, no submissions had been made: implementation of the proposals, if adopted, were not seen to be an issue for sub-regions, as it was understood that there would be an extended implementation period for county championships.

- The ASA's Divisional Office Manager, South & West, had given details of the waterpolo coaches' development day at Basingstoke on 20 July 2014: the information had been passed to Reading SC, for the information of its waterpolo section.
- The Divisional Office Manager had also forwarded an advertisement for specialist members of the [national] ASA Sport Governing Board.
- The Chairman of the ASASER Swim 21 Panel had requested the Association to appoint a representative to serve on the Panel in place of Jean Hulbert, who had stood down.

RESOLVED: That Bob Odell be appointed to represent the Association on the ASASER Swim 21 Panel.

64 ASA DIVISIONAL BUSINESS MANAGER

The Board **NOTED** an updating report by Alison Usher, the ASA Divisional Business Manager, dated May 2014, which had been submitted to the Regional Management Board of the ASA South East Region, which report had been circulated with the agenda of the meeting. The report covered the facilities' review carried out in Hampshire, regional administration and staffing and a comprehensive report of ASA staff activity within the Region, during the past 6 months.

Arising from this, Roger Prior undertook to provide a glossary of the acronyms used in the staff activity report.

65 ANY OTHER BUSINESS

- A Stuart Fillingham advised that the qualifying times for the County [swimming] Championships were under review, and some were likely to be made faster.
- B Stuart Fillingham also advised that the Development Meet would be held at Bracknell, on 12 October 2014.
- C Eddie Lyne pointed out that the supply of past presidents' jewels had been exhausted: he and John Rowley undertook to address the matter.
- D Helen Mack reminded the Board about the ASA club conference to be held at Marlow on 6 July 2014.

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The meeting concluded at 2145hrs.

Notice is hereby given that the Annual Council Meeting of the ASA South East Region will be held at 1100 on Saturday, 13 September 2014 at Holiday Inn Guildford, Egerton Road, Guildford, GU2 7XZ, to conduct the business shown in the Agenda below. Please note that the ballot box will close at 1115

AGENDA

1. Apologies for Absence

2. Minutes

To confirm the accuracy of the Minutes of the Annual Council Meeting held on 14 September 2013.

Matters arising on the Minutes of the Annual Council Meeting held on 14 September 2013 notified to the Divisional Office Manager by 09 September 2014 (if any).

3. ASA Business

3.1 ASA Annual Report and Accounts 2013-2014 and Financial Review for the period ended 31 March 2014.

3.2 Proposals for changes to ASA laws.

4. ASA South East Region Annual Report 2013-2014

To receive and adopt the Annual Report of ASA South East Region for the period 01 April 2013 to 31 March 2014.

Questions or comments on the Annual Report (if any).

5. ASA South East Region Financial Statements 2013-2014

To receive and adopt the ASA South East Region Financial Statements for the period 01 April 2013 to 31 March 2014.

Questions or comments on the Financial Statements (if any).

6. Motions to Council

6.1 Proposals to change Regional Rules:

Rules 6.1, 6.4, 12.1.2.1.2, **12.2.3, 12.4.2.3**, 12.4.5, 12.4.8, 15.1: Replace 'Regional Office and Finance Administrator' with 'the person designated by the Regional Management Board'.

6.2 Additional proposals to change Regional Rules:

The Chairman will request that Council consider the following additional rules changes that have been highlighted, these are consequential from ASA governance changes:

Rule 5.1.1.1.3: Replace 'Board' with 'Sport Governing Board and/or ASA Group Board'

Rules 6.1 & 6.3: Replace 'Committee' with 'Sport Governing Board'

6.3 Other Motions:

None Received

7. Awards

7.1 President's Plate (Jeff Cook Memorial Plate)

The President will announce the recipient and present the Plate.

7.2 Regional Aquaforce Awards

The President will present the awards for the following category:

- 7.2.1 Outstanding Contribution by a Young Volunteer
- 7.2.2 Club Volunteer of the Year
- 7.2.3 Services to Officials Development
- 7.2.4 Outstanding County or Regional Contribution

8. Elections and Installations

Delegates are reminded that, "where there are the requisite number of candidates, or fewer, those candidates are automatically elected, unopposed"

8.1 President 2014-2015

The Regional Management Board recommendation is:

Roger Prior (Eton College SC)

8.2 Vice-President 2014-2015

There having been no nominations, the Regional Management Board will ask the meeting to delegate the appointment to the Board.

8.3 Members of the Regional Management Board (4)

The candidates for election are:

Brian DeVal
Ivan Horsfall-Turner
Mike Lambert
Chris Lee
Darren Wilmshurst

8.4 Regional Delegates to the ASA Council Meeting (13)

The candidates for election are:

George Adamson
Jane Davies
John Davies
Susan Harrison
Chris Lee
Alan Lewis
Roger Penfold
Geoff Stokes

No election is necessary. Council will be asked to authorise the Regional Management Board to appoint five further delegates.

9. Appointments

9.1 Examiner(s) (or Auditor(s) as appropriate) of the Region's Accounts

The Regional Management Board recommends the re-appointment of Charterhouse

9.2 Custodians of the Region's property

Mr JR Carrie remains in post.

10. Vote of thanks to the Scrutineers