



Berkshire & South Buckinghamshire Amateur Swimming Association

A sub-region of ASA South East Region

President : Mr John Rowley (Bracknell & Wokingham SC)

2 April 2015

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 Thursday 9 April 2015, 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, David Mason, Bob Odell, Roger Prior, Paul Rogers, Beverley Skelton

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

A G E N D A

1 MINUTES

To confirm the Minutes of the meeting of the Management Board held on 4 March 2015 (see pages 4 to 7).

2 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.

3 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.

4 REPORTS BY DISCIPLINE MANAGERS AND OTHER APPOINTEES

Members will recall that the Board has adopted an annual programme for discipline managers and other appointees to attend meetings of the Board.

In accordance with that programme, the swimming events' and disability swimming managers should report to this meeting. A report by the Performance Swimming Events' Manager is attached (pages 8 to 12).

5 MATTERS ARISING ON THE MINUTES

To consider matters arising not covered elsewhere in the agenda.

6 APPOINTMENT OF VICE-PRESIDENT

Members will recall that the appointment of Vice-President was referred to the Board by the Annual Council Meeting in July 2014, there having been no nominations at that meeting. The vacancy has been advertised on the Association's website, but no nominations, or expressions of interest, have been received to date.

7 FINANCE

The Hon Treasurer will report on any financial matters of note.

8 CORRESPONDENCE

The Hon Secretary will continue to report to the Board correspondence he has received, not otherwise reported in the agenda.

The only item thus far has been the ASAS South East Region Club Update for April 2015.

9 ASA SOUTH EAST REGION

The Hon Secretary will report orally on any matters of note arising from meetings of the Regional Management Board of ASA South East Region.

10 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.

BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA

Minutes of the a meeting of the Management Board held at Windsor Leisure Centre, Stovell Road, Windsor on Wednesday 4 March 2015, commencing at 2000hrs.

Present: John Rowley (President), Roger Penfold (Hon Secretary), Myra Felmingham (Hon Treasurer), Nigel Brand, Kevin Brooks, Stuart Fillingham, Eddie Lyne, David Mason, Bob Odell, Roger Prior.

Also present: Rosemary Large (Assistant Secretary).

Apologies for absence were received from Sue Green, Janet Hopkins, Richard Lundie-Sadd, Jonathan Mills, Paul Rogers, Beverley Skelton, Rosa Gallop (ASA Club Development Officer), Helen Mack (ASASER Regional Club Development Officer).

27 MINUTES

The Minutes of the meeting held on 25 November 2014 were agreed and signed by the President as a correct record, subject to the correct spelling of the word “all” in Minute 21/13.

28 REGIONAL CLUB DEVELOPMENT OFFICER

Helen Mack was unable to attend the meeting, but had submitted a report, which the Hon Secretary read. Helen

- thanked all relevant County clubs for completing their Swim 21 annual health checks on time;
- advised that Amesham SC, Electric Eels SC and Windsor SC were seeking Swim 21 accreditation later in March;
- invited any club interested in accreditation to contact her;
- reported that the final Young Volunteer Workshops in the 2014/15 would be held later in the month, while regional coach education workshops would be held on 13/14 and 20/21 June 2015.

29 MATTERS ARISING ON THE MINUTES

20 Reports by Discipline Managers

The Board **ADOPTED** the report of Interim Water Polo Manager, circulated at the last meeting.

21/8 Appointment of Persons and Sub-bodies

The Hon Secretary advised that there had been no nominations to date for the offices of Open Water Manager or Swimming Development Manager. The Board noted, in addition, that a number of manager posts continued to be held by interim appointees, pending nominations from the disciplines concerned.

30 FINANCE

A draft budget for the financial year 2015/16, compiled by the Hon Treasurer, had been circulated prior to the meeting, and had been considered by the Finance Sub-Committee prior to the meeting. A revised draft, endorsed by the Sub-Committee, had been circulated at the meeting.

After discussion, the Board **ADOPTED** the revised draft budget, subject to the addition of net expenditure of £150 on diving, and a net overall surplus of £29.

The Board noted that the Finance Sub-Committee had not felt able to recommend the adoption of a suggestion by Ms J Scarrott, in consultation the coach to the County team, that provision of £12,000 be included in the budget for an overseas development camp for swimmers during the year, as such expenditure was not sustainable, if the venture was to be repeated. The Board understood the rationale for the Sub-Committee's recommendation, and **DECIDED** that Ms Scarrott be invited to bring forward, during the course of the year, a revised proposal for consideration in time for the setting of the budget for 2016/17.

31 COUNTY COACH

The Board considered a revised proposal, circulated with the agenda for the meeting, by Kevin Brooks and Bob Pay, circulated on 21 November 2014, for the role of county coach, incorporating the comments which had been made at the last meeting. The report included revised criteria for selection of the team for the national inter-county competition.

The Board **ADOPTED** the job description and method of selection of the County coach, subject to the inclusion of the word "clubs" after the word "county" in the second bullet point, and the criteria for county team selection.

The Board discussed the concept of remuneration of the county coach, as recommended by Kevin, some members recognising that the professional expertise of the coach should be rewarded. Conversely, other members pointed out that the whole of the other activities of the Association were executed by volunteers, pre of charge. Reference was also made to the technical issues relating to employment and the tax authorities. It was **AGREED** to defer consideration of the issue to the next meeting, pending information from other county associations as to their practices.

32 DISABILITY SWIMMING IN BUCKINGHAMSHIRE

The Board considered an approach from Wycombe District SC, set out in an e-mail from Kevin Brooks circulated with the agenda for the meeting, enquiring about funding and support from the Association for the Club's provision of support for disability swimming in Buckinghamshire, following the demise of the Bucks Disability Swim Club. Members pointed out that the Club could seek support for additional qualifications for coaches etc, via the bursary scheme.

33 CORRESPONDENCE

The Hon Secretary reported on correspondence he had received, all from the ASA's Divisional Office Manager - South & West, not otherwise reported in the agenda, viz:

- monthly volunteer training calendar;
- appointment of Dave White as Disability Swimming Talent Officer, for the West Midlands, South West and South East;
- ASA South East Region coach development workshops;
- an invitation to the Berkshire Club Forum, organized by the Get Berkshire Active;
- water polo coaches' development day, Crowborough, 1 February 2015;
- invitation for the sub-region to be represented at the next Regional Management Board meeting, at Guildford on 16 March 2015;
- ASA South East Region Club Update;
- appointment of 2nd Regional Club Development Officer, Kristie Jarrett.

John Rowley was **APPOINTED** to represent the sub-region at the Regional Management Board meeting.

34 ASA DIVISIONAL BUSINESS MANAGER

The Board **NOTED** reports submitted Alan Green, who had been appointed as the ASA Divisional Business Manager, South & West, to the ASA South East Region Management Board in December 2014 and February 2015. The comprehensive reports covered issues such as updates from the Regional staff team.

35 ANY OTHER BUSINESS

A The President advised that all members of the County team at the inter-county event in October 2014 had received a letter of thanks and a dvd showing highlights of the team preparation and performance.

B The President reported that the customary newsletter would be published during the County [swimming] Championships, while the publication of the County Handbook had been delayed because of IT difficulties.

DRAFT

To be confirmed at the meeting of the Board on 9 April 2015

- C The Hon Secretary reported that he had, on 3 March 2015, received the resignation of Bob Pay as a member of the Board, as he had moved to a club in Middlesex. The Board **DECIDED** to record its thanks to Bob for his service to the sport in the County and as a member of the Board.

The meeting concluded at 2155hrs.



BERKSHIRE AND SOUTH BUCKINGHAMSHIRE
AMATEUR SWIMMING ASSOCIATION

Performance Swimming Events Committee

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Annual Report of the Performance Swimming Events Committee:

Please find, set out below, the Annual Report of the Berkshire and South Buckinghamshire ASA Performance Swimming Events Committee.

For the 2014/5 swimming season, the Committee has constituted the following members: Stuart Fillingham, Rob Moore; Gary Shields; Sue Green; Jonathan Mills; and Helen Whittle. The Committee Meetings have also been attended by John Rowley in an ex-officio capacity. All members and attendees have made an active and important contribution to the smooth running of the Committee and the events that have been organised. As Performance Swimming Events Manager, I would like to take this opportunity to thank the members of the Committee for their ongoing support and dedication to the County.

The following four sections of this report respectively cover the key areas of responsibility of the Committee:

Development Meet:

The Committee organised and ran the third County Development Meet on the 12 October 2014. This was again perceived to be a successful competition, aimed and provided for those swimmers who did not have an entry a County Championships qualification time, in the strokes in which they were competing. The Committee re-emphasize that this meet is not a feeder meet for the County Championships and is aimed at those swimmers that do not regularly achieve County Championship consideration times.

A total of 1,039 swims were entered into the competition, an increase on the 950 entered in 2013. Furthermore, only Wycombe & District S.C. and Slough & Eton Dolphins S.C. of the County's performance swimming clubs did not enter.

The meet ran well on the day at approximately 90-95% capacity. Session 1 ran to time and session 2 was slightly quicker due to a larger number of withdrawals from this session, finishing ahead of the scheduled time. The Committee received no complaints in connection with this meet and only one matter was raised before the day, being the age old question of swimmers who change age groups between the Development Meet and the County Championships. This query has been raised a number of times and on each occasion a standard response has been provided explaining that this is a condition of the meet. The situation may however change for the 2015 Meet owing to the introduction of the new ASA competition pathway.

From a financial perspective, the meet total income of £7,423 showed a small increase over the previous year (2013: £7,248) as a consequence of a greater number of entrants offset by lower programme sales. Conversely, expenditure rose a little from £1,785 in 2013 to £1,817 in 2014; the main variable being incidental costs for running the meet on the day and officials expenses. Consequently, although it is never the intention for this meet to be profitable, a surplus of £5,606 was earned (2013: £5,463) which has been remitted back to the County for investment as the Management Board consider appropriate.

The Committee has agreed that since the meet was well supported, was not massively oversubscribed and continues to appear to fulfil a need within the County that it should continue in its current form. Accordingly, the meet will run in 2015 (and has been scheduled for 11 October 2015).

County Championships:

The Committee organised and ran the annual County Championships on the weekends of March 7/8, March 14 and 21 March 2015. The coaches in the county, reporting at the annual feedback meeting subsequent to the Championships, expressed their gratitude to the Committee and declared that it had again been a successful and well run Championship.

Ahead of the Championships, and for the second year in succession, a bottom up review of the entry times had been completed with the aim of reducing the number of swimmers eligible to compete in the Championships. Whilst this did not result in a heavy reset of consideration times, a number of events were tightened with the aim, at the request of the County Coaches, to reduce the volume of entries by circa 10%. Accordingly, in 2015 it again became more difficult to achieve a county consideration time.

Whilst the significant review for the 2014 Championships aimed to reduce the number of entrants it had in fact failed, resulting in 2014 and 2013 having a similar number of entrants at circa 3,100 swims. For the 2015 Championships, 2,987 swims were entered into the Championships, thereby going somewhat toward achieving the 10% reduction that had been targeted in the previous year. This made the Championships more manageable in terms of swimmers and available water time. All but one of the County's performance swimming clubs was represented, the missing club being Slough & Eton Dolphins S.C.

Whilst there were some inevitable problems in running a championship of this size, it did in general run very smoothly across the four days of competition. As in 2014, the Championships were held at the Magnet Leisure Centre in Maidenhead and the Wycombe Leisure Centre, using the county's only long course pool. The assistance provided by the volunteers of Wycombe & District S.C. was again much appreciated, as was on this occasion the efforts put in by Mr. R. Moore to help me in avoiding the cost of hiring in an external supplied AoE solution. The Performance Swimming Events Committee would also like to extend a formal thanks to all of the volunteers and officials who gave up their time to make this (and the Development Meet) possible. Worthy of particular mention are Herman Bleekendaal, who admirably supported the committee in his position as Trophy officer, and John Rowley, in his role as county PR Officer.

Some of the matters covered in the post Championships review meeting were areas such as:

- Poolside entry – which will for 2016 again be restricted to after 11:00.
- Swimmer discipline on swimming in the correct heat – to avoid a repetition of the issues that arose in the girls' 50 metre breast stroke event.
- Empty lanes – which may be penalised for in 2016 by the introduction of a point deduction process.
- Aggregate point mechanism - which will be reviewed ahead of the 2016 Championships; bearing in mind that different clubs have diametrically opposed views.
- Spectator and swimming seating – which some clubs would like better managed; if volunteers and resources come forward to manage this on behalf of the Committee.
- 100 individual medley – which will in 2016 revert to becoming a full Championships event with finals.

To date, the Committee has not received any formal complaints in connection with Championships. However, the Committee has issued a number of formal apologies to certain swimmers following the award of the Lambert Cup to the incorrect swimmer. This was caused by a change in 2015 to the age group structure that was not correctly picked up on the day by the results programme used to calculate the award. This matter has subsequently been corrected for and resolved.

More importantly, from a swimming perspective, the Championships delivered 8 new County Records and 18 new Meet Best times (2014: 13 and 42 respectively). Not quite as good as the 2014 Championships but a fantastic performance from the swimmers nevertheless.

From a financial perspective, the meet accounts have yet to be finalised, the meet only concluding two weeks ago. However, draft accounts indicate that total income of £21,252 showed a reduction compared to the previous year (2014: £24,436) mainly as a consequence of lower entry fees and door monies due to the, as planned, lower number of swimmers. However, this draft income is yet to include contributions from Fine Designs and Mailsports, together which generated £943 in 2014.

Expenditure is currently estimated higher than 2014 (£7,316) at an amount of £9,494. However, no pool invoices have yet been received and hence water time costs are currently included as budgeted at £7,300.

Consequently, a draft surplus of £11,758 is estimated (2014: £16,871) though this is obviously subject to change. This meet is designed to be profitable as it represents the main source of income to the County for the funding of its wider activities. Accordingly, the surplus has also been remitted back to the County for investment as the Management Board consider appropriate.

The Committee has made no applications for capital expenditure in the current season. It is however envisaged that applications will be submitted in the coming period for printing facilities and other related IT equipment.

The Committee has agreed that since the meet was well supported and continues to fulfil a need within the County that it should continue and accordingly, the meet will run in 2016. However, given the recently published changes to the ASA National Competition Pathway a number of changes will be required in 2016. Most notably, the timing of the event will need to be changed. The meet has tentatively been scheduled for 16/17/30 January and 6 February 2016.

Other envisaged changes will include

- Finals - Whilst the new pathway aspires to finals for all 6 age groups, it seems from the ASA SER licensing panel that we have some latitude here. Also we do not have the depth as a county to have meaningful finals in all age groups and also do not have sufficient pool time to extend finals. Accordingly, a variant of the current Junior and Championship finals will be pursued for 2016 (with wider review for 2017 if we have more pool time).
- Cyclical seeding - will apply to the three fastest heats.
- Age groups for relays – are likely to be 10/11, 12/13, 16/Under and Open.

Performance Swimming Records:

The Performance Swimming Events Committee continues to take responsibility for the administration of Performance Swimming County Records. The Committee also retained responsibility for administering County Championship Meet Best Times.

The new administration system written last year along with a database and reporting mechanism has been maintained throughout the year. This aligns the meet best times and the records into a single database. The system continues to generate a certificate of achievement for records that is presented to the new record holder. The up-to-date records list is now also re-published on the website each time after each new record is set.

An appendix to this paper sets out all of the new County records ratified since the last annual report from the Performance Swimming Committee. A listing of new County Championship meet best times is also available on request.

Performance swimming facilities within the County:

The Performance Swimming Events Committee also takes a keen interest in the facilities available in the county which are suitable for the organisation of galas and competitions. To this end, the Committee notes that building work is now well underway on the new long course pool in Wycombe. Completion of the pool is currently on track with a scheduled opening date of 1 January 2016. The Committee remains at the disposal of Wycombe S.C. and the Local Authority, over the coming months to provide support as required in relation to the specification of the new pool.

As indicated above, the 2016 County Championships will be held in January and as the new pool is only scheduled to complete in January a decision was taken to be prudent and not book the new pool for the 2016 Championships. Furthermore, the Committee note that a significant factor in the use of the Wycombe pool will be the very expensive cost of the current pool and there will be a need to determine whether or not these costs will be carried over to the new pool.

Stuart Fillingham
BSB ASA Performance Swimming Events Manager

4 April 2015

Appendix – New County records since the last annual report

<u>Sex</u>	<u>SC / LC</u>	<u>Distance</u>	<u>Stroke</u>	<u>Age</u>	<u>Swimmer</u>	<u>Club</u>	<u>Meet</u>	<u>Venue</u>	<u>Date</u>	<u>Time</u>
Womens	LC	100	Free	County Record	Fiona Shaw	Wycombe District	Crawley L1 Spring Open Meet	Crawley	13.04.14	00:59.47
Girls	LC	200	IM	County Junior Record	Constance Dean	Maidenhead	ESSA South West Divison National inter Divisional Meet	Bristol	28.06.14	02:17.52
Womens	LC	200	IM	County Record	Constance Dean	Maidenhead	ESSA South West Divison National inter Divisional Meet	Bristol	28.06.14	02:17.52
Girls	LC	100	Breast	County Junior Record	Josephine Searle	Wycombe District	ASA National Age Group Championships	Sheffield	02.08.14	01:15.90
Girls	LC	4x100	Free	County Junior Record		Wycombe District	ASA National Age Group Championships	Sheffield	31.07.14	04:06.73
Womens	LC	4x100	Free	County Record		Wycombe District	ASA National Age Group Championships	Sheffield	31.07.14	04:06.73
Girls	LC	4x100	Medley	County Junior Record		Wycombe District	ASA National Age Group Championships	Sheffield	03.08.14	04:40.31
Womens	LC	4x100	Free	County Record		Windsor	ASA National Youth Championships	Sheffield	21.08.14	03:58.31
Mens	LC	4x100	Free	County Record		Windsor	ASA National Youth Championships	Sheffield	21.08.14	03:32.24
Mens	LC	4x100	Medley	County Record		Wycombe District	ASA National Youth Championships	Sheffield	21.08.14	04:03.96
Mens	LC	1500	Free	County Record	Albert Karavis	Windsor	ASA National Youth Championships	Sheffield	21.08.14	16:26.00
Boys	SC	4x50	Free	County Junior Record		Wycombe District	Arena League Round 1	Bexley	11.10.14	01:44.41
Girls	SC	4x50	Free	County Junior Record		Wycombe District	Arena League Round 1	Bexley	11.10.14	01:53.93
Womens	SC	4x50	Free	County Record		Wycombe District	Arena League Round 1	Bexley	11.10.14	01:53.93
Mens	SC	4x50	Medley	County Record		Wycombe District	Arena Leage Round 2	Guildford	8.11.14	01:49.00
Girls	SC	4x50	Medley	County Junior Record		Wycombe District	Arena Leage Round 2	Guildford	8.11.14	02:04.72
Womens	SC	4x50	Medley	County Record		Wycombe District	Arena Leage Round 2	Guildford	8.11.14	02:04.72
Boys	SC	100	Back	County Junior Record	James McFadzen	Newbury	ASA SER Winter Championships	Portsmouth Mountbatten Centre	6.12.14	00:58.04
Boys	SC	100	IM	County Junior Record	James McFadzen	Newbury	ASA SER Winter Championships	Portsmouth Mountbatten Centre	6.12.14	00:59.74
Mens	SC	100	IM	County Record	James McFadzen	Newbury	ASA SER Winter Championships	Portsmouth Mountbatten Centre	6.12.14	00:59.74
Boys	LC	50	Back	County Junior Record	James McFadzen	Newbury SC	ASA Zonal Meet	London Aquatic Centre	31.01.15	00:28.02
Boys	LC	100	Back	County Junior Record	James McFadzen	Newbury	ASA Zonal Meet	London Aquatic Centre	31.01.15	00:59.07
Boys	SC	100	Back	County Junior Record	James McFadzen	Newbury	County Championships 2015	Maidenhead Leisure Centre	21.03.15	00:57.91
Boys	SC	200	Back	County Junior Record	James McFadzen	Newbury	County Championships 2015	Maidenhead Leisure Centre	21.03.15	02:05.30
Boys	SC	4x100	Medley	County Junior Record		Wycombe Dist	County Championships 2015	Maidenhead Leisure Centre	21.03.15	04:18.03
Boys	SC	50	Back	County Junior Record	James McFadzen	Newbury	County Championships 2015	Maidenhead Leisure Centre	21.03.15	00:27.70
Girls	SC	4x50	Medley	County Junior Record		Wycombe	County Championships 2015	Maidenhead Leisure Centre	21.03.15	02:08.45
Mixed	LC	4x50	Free	County Record		Wycombe	County Championships 2015	Wycombe Leisure Centre	14.03.15	01:46.59
Mixed	LC	4x50	Medley	County Junior Record		Reading	County Championships 2015	Wycombe Leisure Centre	14.03.15	02:11.39
Mixed	LC	4x50	Medley	County Record		Wycombe	County Championships 2015	Wycombe Leisure Centre	14.03.15	02:00.37