



## Berkshire & South Buckinghamshire Amateur Swimming Association

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A sub-region of ASA South East Region

**President : Mr Terry Norris (Chalfont Otters SC)**

9 February 2017

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 16 February 2017, at 8pm, to transact the business in the agenda set out below.

Yours faithfully

Hon Secretary

To: Terry Norris (President), Jonathan Mills (Hon Treasurer), Kevin Brooks, Simon Dolan, Stuart Fillingham, Janet Hopkins, Sharon Longhurst, Eddie Lyne, Andy MacKay, Bob Odell, Roger Prior, John Rowley, Beverley Skelton, Joanne Stewart

And Rosa Gallop, Rosemary Large, Helen Mack, Sue Green, Emma West

### **A G E N D A**

#### **1 MINUTES**

To confirm the Minutes of the meeting of the Management Board held on 16 November 2016 (*to follow*).

#### **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 decided an annual programme for discipline managers and other appointees to attend meeting of the Board.

All managers and appointees have been invited to this, the budget-setting, meeting, and are invited to report, orally, if that is their wish.

### **5 MATTERS ARISING ON THE MINUTES**

To consider matters arising not covered elsewhere in the agenda.

### **6 FINANCE**

The Hon Treasurer will report orally on the Association's finances.

He will also submit a draft budget for the financial year 2017/18 to this meeting.

### **7 COUNTY COACH**

To confirm that, by way of an electronic urgency procedure, the Board approved the recommendation of the coaches of assigned clubs to appoint Nigel Willis (Bracknell & Wokingham SC) as County Coach with Josh Atkins (Wycombe District SC) as his Assistant, in succession to Paul Hurley, who was no longer associated with an assigned club.

### **8 SPEED SWIMMING PATHWAY**

To note the submission of a response, by the Hon Treasurer, on behalf of the Board, to the survey from England Programmes and to consider the proposals by England Programmes for county involvement in the national talent programme (*circulated by the Hon Secretary by e-mail on 23 January 2017: please bring these papers to the meeting, as there are a number of decisions to be taken, if the Association is to participate*).

### **9 ASA SOUTH EAST REGION**

The Hon Secretary or Roger Prior may report orally on the meeting of the Regional Management Board held on 27 November 2016.

## **10 CORRESPONDENCE**

The Hon Secretary will continue to report to the Board correspondence he has received, not otherwise reported in the agenda. The only correspondence of note since the last meeting; aside from the monthly club updates from the ASA South East Region, is as follows:

- Divisional Office Manager - South & West, ASA - forwarding information about new chairman and treasurer of Bracknell & Wokingham SC;
- Chairman of Tilehurst SC about whether the County Association maintains a list of records achieved by para swimming: response by the Interim Disability/Para Swimming Manager that such records were not presently kept;
- Interim Chief Executive Officer, ASA, concerning the new patron of the ASA;
- Divisional Office Manager - South & West, ASA - invitation for the Association to be represented at the roadshow concerning incorporation of the ASA at Guildford on 21 February 2017;
- Assistant County Flags Officer of the Association of British Counties asked whether the County Association would support a county flag for Berkshire.

## **11 ASA DIVISIONAL LEAD**

The report of Alan Green, the ASA Divisional Lead, South & West, submitted to the ASA South East Region Management Board in November 2016, is attached, for the information of the Board.

## **12 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.