



## 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)**

30 August 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 Wednesday 6 September 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, Stuart Fillingham, Janet Hopkins, Jason Keeler, Eddie Lyne, Andy MacKay, Bob Odell, Roger Prior

And Rosa Gallop, Rosemary Large, Helen Mack

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

#### **1 MINUTES**

To confirm the Minutes of the meeting of the Management Board held on 7 June 2017 (*herewith*).

#### **2 SWIM ENGLAND CLUB DEVELOPMENT OFFICER**

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

### 4 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.

### 5 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 20 July 2017, Terry Norris was invited to continue as President, a role which he has accepted. Roger Penfold and Jonathan Mills were elected as Hon Secretary and Hon Treasurer respectively.

The following persons were elected as members of the Board - Kevin Brooks (Wycombe District), Stuart Fillingham (Bracknell & Wokingham), Janet Hopkins (Newbury & District), Jason Keeler (Amersham), Eddie Lyne (Bracknell & Wokingham), Andy MacKay (Chesham), Bob Odell (Amersham), and Roger Prior (Eton College).

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.

## **6 MATTERS REFERRED BY ANNUAL COUNCIL MEETING**

The Annual Council Meeting referred to the Board the vacancy for the office of Vice-President and the 4 vacancies for members of the Management Board.

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

## **7 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 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 2013, 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.

## **8 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.

## **9 OPERATING PROCEDURES OF BOARD**

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

The first is its *relationship with the disciplines and the discipline managers*. At one level, the Board is a policy setting, strategic, body, which has no real role in respect of the delivery of the sport. On the other hand, the Board needs to be aware of what is happening within the disciplines, because the Association, and its clubs, can and will hold the Board to account. The Board, therefore, needs to strike a careful balance. It should not attempt to micro-manage the various disciplines - if we are honest, members of the Board only know about one discipline each - but it needs sufficient information to respond to the membership.

As a result, discipline managers are invited to report to the Board periodically, individually, spread over the year, and all discipline managers are invited to the budget setting meeting.

The Board has, for the past 2 years, adopted a pattern of 5 meetings per annum - 2 meetings are required for financial issues (setting the budget and signing off the accounts), a meeting in June to serve as a pre ACM meeting, a meeting prior to the regional ACM (early September), and 2 others.

The Board has agreed that it should have notice of every matter to be discussed, with as much information as is practicable, circulated at least 3 clear days in advance of the meeting. Circulation of the agenda is by electronic means, and is available for public view on the Association's website, although sensitive issues (basically, those containing personal information) are not so published.

The Board has continued the practice of the former Executive Committee to "*guillotine*" meetings at 10pm.

The Officers of the Association have been authorised to take *urgent decisions* between meetings of the Board, subject to subsequent report and retrospective approval of action.

The Board has issued a standing invitation should be extended to certain *employees of the Swim England or Swim England South East* to attend meetings.

The Board is invited to **DECIDE** whether it wishes to review any of the above procedures.

## 10 MATTERS ARISING ON THE MINUTES

To consider matters arising not covered elsewhere in the agenda.

## 11 FINANCE

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

## 12 DATES OF MEETINGS

As indicated above, the Hon Secretary suggests that Board meetings are held as follows for the remainder of the "year" - November 2017, February 2018, April 2018 and June 2018. In order that arrangements are made for the start of the next "swimming" year, it is suggested that a meeting is arranged for early September 2018.

The Hon Secretary also suggests that the Annual Council Meeting is held in July 2018.

The Board is requested to **FIX** the calendar of its meetings until September 2018 and the date of the Annual Council Meeting in 2018.

### **13 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 August. The County Association is entitled to appoint 3 representatives. Members are reminded that Ken Adams was appointed as a representative. No other suggestions have been received.

The agenda for the ASA South East Region ACM, to be held on 16 September 2017, has been circulated to clubs.

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

### **14 ASA SOUTH EAST REGION**

The Hon Secretary or Roger Prior may report orally on the meetings of the Regional Management Board held on 14 June and 13 July 2017.

### **15 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:

- Regional Office Manager, Swim England South East - new official address: c/o Freedom Leisure, The Paddock, 1-6 Carriers Way, East Hoathly, BN8 6AG;
- Regional Office Manager, Swim England South East, forwarding copies of materials sent to clubs about the incorporation of the ASA;
- Regional Office Manager, Swim England South East, forwarding guidance from Swim England about using the brand name and the constitutional name;
- Regional Office Manager, Swim England South East, forwarding the [swimming] Talent Pathway booklet.

### **16 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.