

DRAFT

To be confirmed at the meeting of the Board on Thursday 15 February 2018

BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA

Minutes of the meeting of the Management Board held at Windsor Leisure Centre, Stovold Road, Windsor on 14 November 2017, commencing at 20:00hrs.

Present: Terry Norris (President), Jonathan Mills (Hon Treasurer), Stuart Fillingham, Janet Hopkins, Eddie Lyne, Bob Odell, Roger Prior, and Emma West (from Minute 4).

Also present: Rosa Gallop (ASA Club Development Officer).

Apologies for absence were received from: Roger Penfold (Hon Secretary), Kevin Brooks, Andy Mackay, Rosemary Large (Assistant Hon Secretary).

In the absence of both the Honorary Secretary and the Assistant Honorary Secretary, the meeting appointed Stuart Fillingham to take the minutes of the meeting.

1 MINUTES

The Minutes of the meeting held on 6 September 2017 were agreed and signed by the President as a correct record.

2 REGIONAL CLUB DEVELOPMENT OFFICER

Rosa Gallop (ASA Club Development Officer) attended the meeting, and circulated a hard-copy of her report, which had been prepared by both herself and Helen Mack. A copy of that report is attached to these minutes below.



141117 RG
report.pdf

Matters noted in connection with the report were as follows:

- 1 RG requested that members let her or HM know if any further courses were required as they would look to provide these.
- 2 The Coaches forum on 15/11/17 will finalise the regional team for the offshore camp.
- 3 RG requested that we recommend all clubs read the regional newsletter.

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- 4 TN enquired as to whether or not there had been any progress made in organizing J2 officials training courses given there are too many officials “stuck” at a J1 level. RG had no news to report on this matter. The meeting noted however that the County organized two such courses per year and that in general the issue was perceived to be one of J1 officials not being willing to attend competitions at which their children were not competing.

3 REPORTS FROM DISCIPLINE MANAGERS

The Board received the previously circulated reports from the Masters Swimming Discipline Manager and the Interim Water Polo Discipline Manager.

Matters noted in connection with the Masters Swimming report were as follows:

- 1 The County Masters competition will take place next on 16/9/18 at the Magnet Pool in Maidenhead.
- 2 RG note that “The Swimathon” is to be opened to Swimming Clubs. This is a sponsored swim. It is anticipated that Clubs entering will be able to take the first £2,500 that they raise into their own funds. Further details to be made available by the Region before Christmas and see future newsletters.
- 3 EW enquired as to whether or not it is normal for Performance Swimmers to transition immediately to Master swimming. The meeting advised this was not normal; and was reminded that there is a Seniors category between Youth and Masters.

THE REPORT WAS PROPSOED BY BO, SECONDED BY JH AND APPROVED BY THE MEETING.

Matters noted in connection with the Water Polo Swimming report were as follows:

- 1 Dave Curtis of Wycombe District SC is now assisting the Regional Water Polo Team.

THE REPORT WAS PROPSOED BY TN, SECONDED BY BO AND NOTED BY THE MEETING.

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4 MATTERS ARISING ON THE MINUTES

Item 5 Vacancies

EL enquired as to whether any progress had been made on filling the vacancies. TN noted that he was not aware of any progress and accordingly the matter was deferred to the next meeting when it was hoped that RPe would provide an update to the Board.

Item 6 County Volunteer Coordinator

EL enquired as to whether or not there was any update with respect to the need for a County Volunteer Coordinator. RG noted that there was no news on the matter. Again it was hoped that RPe would provide an update to the Board at the next meeting.

Item 15A Diving Competition entry requirements

EW confirmed that the matter referred to was an “entry standard” and in fact was not a “qualifying condition”. This was to ensure that “below-standard” competitors were not entered consistently for each competition.

Item 15B [Performance Swimming] Championship Conditions

SF formally tabled the revised Championship Conditions that had been discussed at the previous meeting. Following further discussion:

THE CONDITIONS WERE PROPOSED BY SF, SECONDED by RPr AND WERE APPROVED BY THE MEETING.

5 FINANCE

The Hon Treasurer circulated to the meeting a hard-copy of his report. A copy of that report is attached to these minutes below.



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Matters noted in connection with the report were as follows:

- 1 The ASA have now reimbursed the monies due from Inter-Counties.
- 2 The meeting of the Board in February is the budget review meeting. Accordingly, all discipline managers are requested to submit budget requests by the end of January.

THE REPORT WAS PROPOSED BY JM AND NOTED BY THE MEETING.

6 REQUEST FOR FINANCIAL ASSISTANCE

TN introduced a discussion around a funding request submitted by Albatross Diving Club based on a paper that had previously been circulated to the Board.

As EW had a conflict of interest on this matter, she was prevented from voting on the subject. As a consequence of this, the meeting ceased to be quorate. Accordingly, whilst a discussion took place on the matter, no decisions could be reached.

Matters noted in connection with the paper were as follows:

- 1 Applications have also been made for funding to: The National Lottery; Sport England; local supporters; Little Magic; Reading Borough Council; and, Swim England South East Region.
- 2 To date, local supporters have pledged £2,000 and Little Magic have pledged £500.
- 3 Reading Borough Council will not provide financial support but are providing storage spaces for dry side equipment on a free of charge basis.
- 4 Swim England South East Region have already rejected the funding request as they perceived the club to currently be financially stable and did not want to set a precedent of funding clubs directly.
- 5 The club currently has reserves of circa £15,000. EW explained these would though be required to cover revenue expenditure in the next three years of the business plan.
- 6 EW took an action to circulate the accounts of the club to the Board.
- 7 The members of the club are already bearing a fee increase.
- 8 Two members of the Board expressed a view that the County should meet the funding request in full.
- 9 Two members of the Board expressed a view that the County should only consider a capital based donation.
- 10 Three members of the Board did not express a view.

THE BOARD AGREED TO REFER THE MATTER TO A MEETING OF THE FINANCE SUB-COMMITTEE WHO WOULD BE ASKED TO MAKE A RECOMMENDATION TO THE FULL BOARD. IT WAS HOPED THAT THE RECOMMENDATION COULD BE CIRCULATED AHEAD OF THE FEBRUARY BOARD MEETING SO THAT AN EMAIL BASED VOTE COULD BE CONCLUDED.

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7 COUNTY COACH

TN advised the Board that since the last meeting, Nigel Willis had resigned his position as County Coach, following his recent resignation as Head Coach of Bracknell and Wokingham SC.

TN also advised the meeting, that on behalf of the Board, KB had started the pre-defined process previously agreed by the Board of consulting with the head coaches of the performance swimming clubs affiliated to the County Association.

The current proposal being considered is for the current Deputy County Coach, Josh, to step up to become the full County Coach, whilst Alex Vine from Maidenhead SC would become the new Deputy County Coach.

THE BOARD AGREED TO AWAIT THE RECOMMENDATION OF THE HEAD COACHES BEFORE RATIFYING, OR NOT, THEIR PROPOSAL.

8 MATTERS ARISING FROM THE ASA SOUTH EAST REGION

RPr reported to the meeting that the Regional Management Board had met twice since the last meeting of the County Board; in September and in October.

Matters noted in connection with the ASA South East Region were as follows:

- 1 The ASA anticipated that guidance would be distributed before Christmas in connection with complying with the new GDPR regulations before they come into effect on 25/5/18.
- 2 The ASA South East Region also anticipated supplementing this GDPR advice with their own recommendations provided by a professional in this filed whom is also a member of the Regional Management Board.
- 3 The ASA South East Region is seeking suggestions from its members on how best to celebrate the 150th anniversary of the ASA in 2019. This is also the 130th anniversary of the formation of the SE Counties swimming association and accordingly a joint celebration may be appropriate.
- 4 The position of Vice President of the ASA South East Region remains vacant.
- 5 A new expense policy is available from the Region. This is more generous than the older policy.
- 6 There is a requirement to change the stock of medals given the new Regional logo.
- 7 Recruitment for the post of Chairman is underway given that the term of RPe expires on 31/3/18.
- 8 The region has three “employees”, who are actually employed by third parties, with the cost being recharged to the Region. This cost recharge attracts a sales tax uplift. The region is currently considering is there is a better mechanic that remains legal but which reduces the cost to the Region.
- 9 The British Army has applied to affiliate to the ASA South East Region.

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10 The ASA has now completed its incorporation as a company and having subsequently applied, has now also received charitable status.

RPr also reported to the meeting that the regional Annual Council Meeting had taken place since the last meeting of the County Board.

Matters noted in connection with the ASA South East Region ACM were as follows:

1 The presentations section of the meeting was considered by many to be far too long.

9 CORRESPONDENCE

The Hon Secretary had reported at the time of distributing the agenda about the receipt of the correspondence of note since the last meeting, aside from the monthly club updates from the ASA South East Region.

No matters were arising on the reported correspondence.

11 DATE OF NEXT MEETINGS

The Board **NOTED** the following date for the next meeting:

Thursday 15 February 2018

12 ASA SOUTH EAST REGION.

ANY OTHER BUSINESS

A EL enquired as to whether or not, given his move to the West Country, John Rowley was still supporting the County Association as Public Relations Officer. TN advised that yes he was.

B TN noted that the "Pre-County's" Development Camp took place on 12/11/17 and that it had been both well received and well attended. TN expressed his thanks on behalf of the Board to Joan Scarrot for organizing the event.

C TN noted that the "Regional Level" Development Camp had taken place at Crystal Palace and that it had been both well received and well attended. TN expressed his thanks on behalf of the Board to the Deputy County Coach who had led this event.

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- D TN noted that the County's Inter-County Competition Team had finished the event as winners of Division 2; as a consequence of which the County will be promoted back to Division 1 next season. TN expressed his thanks on behalf of the Board to Joan Scarrot for organizing the team and logistical arrangements. TN also expressed his thanks on behalf of the Board to the County Coach, the County's Public Relations Officer, and, our representative officials who had helped at this event.
- E TN noted that the County's Development Meet had taken place since the last meeting of the Board and reported that he had received positive feedback. TN expressed his thanks on behalf of the Board to Stuart Fillingham and his team for organizing the event.
- F TN noted that a first draft of the County's development pathway document for 11 year olds had been prepared and that it was with the Honorary Secretary for review.

The meeting concluded at 21:47hrs.