



Berkshire & South Buckinghamshire Amateur Swimming Association

A sub-region of ASA South East Region

President : Mr Andy MacKay(Chesham SC)

2 September 2020

Dear Sir/Madam

MANAGEMENT BOARD

You are requested to attend a meeting of the Management Board, to be held virtually on Wednesday 9 September 2020, at 8pm, to transact the business in the agenda set out below.

Yours faithfully

Hon Secretary

To: Andy MacKay (President), Jonathan Mills (Hon Treasurer), Peter Button (Vice-President), Robert Blinkhorn, Diane Cryer, Greg Du Tertre, Stuart Fillingham, Janet Hopkins, Carolyn Jubb, Jason Keeler, Terry Norris, Bob Odell, Roger Prior, Beverley Skelton, Emma West.

And Kristie Jarrett, Rosemary Large

A G E N D A

1 MINUTES

To confirm the Minutes of the meeting of the Management Board held on 6 June 2019 (*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. Members will be aware that, in the recent restructure, Swim England made all club development

officer posts redundant. Whilst she serves her notice period, Rosa Gallop, the Club Development Officer covering the South East Region, is on furlough.

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. The Region has allocated Kristie Jarrett to liaise with the Association. Kristie 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 (*NB For ASA read Swim England*):

- 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.

Andy MacKay was installed as President at the Annual Council Meeting in July.

At that meeting, Roger Penfold was elected as Hon Secretary, Jonathan Mills as Hon Treasurer and Peter Button (Chalfont Otters) as Vice-President.

The following persons were elected as members of the Board - Robert Blinkhorn (Reading Royals), Diane Cryer (Reading), Greg Du Tertre (Wycombe District), Stuart Fillingham (Bracknell & Wokingham), Janet Hopkins (Newbury & District), Carolyn Jubb (Wycombe District), Jason Keeler (Amersham), Terry Norris (Chalfont Otters), Bob Odell (Amersham), Roger Prior (Eton College), Beverley Skelton (Reading Royals), and Emma West (Albatross).

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

As it had not been circulated in advance of the meeting, the Annual Council Meeting referred to the Board the adoption of the Annual Report for 2019/20. The Report was posted on the Association's website on 16 July 2020, although a section is missing.

The Board is invited to **ADOPT** the report, subject to the inclusion of the missing contribution.

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 (now artistic) 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, although it is no longer whether Swim England support such appointments.

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 3 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 (previously 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 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 POST COVID-19 CLUB SUPPORT SCHEME

At recent meetings, the Board asked the Finance Sub-Committee to come forward with recommendations about a club support scheme, embracing certain principles. The Sub-

Committee met on 19 June 2020, and recommended the scheme circulated to Board Members on 24 June. The scheme was predicated on the Association being prepared to be the donor of last resort to support clubs.

In order to have the scheme available when pools were expected to reopen, Members were asked to signify their support, or otherwise, for the proposed scheme. A significant majority did so by 28 June, and the then Officers adopted the scheme, as a matter of urgency. The Board is asked to CONFIRM the action of the Officers.

Details were posted, and may be found, on the Association's website. No applications for support have yet been received.

Many Members indicated that their support was scheme was predicated by a request to review the scheme at the meeting. Accordingly, the Board is invited to review the scheme.

13 SWIM ENGLAND COUNTY SWIMMING DEVELOPMENT PROGRAMME

Members will know that the Association arranges swimming development camps, for athletes aged 11 years, in accordance with the Swim England programme. Participants are selected following county championships. Each participant makes a contribution towards the cost of the programme - £80 in 2020.

The 2020 cohort of participants was selected following the County Championships, and each paid their contribution. However, the programme was effectively curtailed by the restrictions imposed in response to the Covid-19 pandemic. It is proposed, as a result, to refund their contributions.

The Board is requested to **AGREE** the proposal.

14 DEVELOPMENT MEET

In the absence of any indication from the Swim England as to when competition may resume, the Officers cancelled the [swimming] Development Meet, scheduled for October 2020. The Board is requested to **CONFIRM** their action.

15 DATES OF MEETINGS

As indicated above, the Hon Secretary suggests that Board meetings are held as follows for the remainder of the "year" - November 2020, February 2021, April 2021 and June 2021. 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 2021.

The Hon Secretary also suggests that the Annual Council Meeting is held in July 2021.

The Board is requested to **FIX** the calendar of its meetings until September 2021 and the date of the Annual Council Meeting in 2021.

16 SWIM ENGLAND SOUTH EAST REGION COUNCIL MEETING

Eileen Adams, Ken Adams and Andy MacKay have been appointed as the Association's representatives to the Annual Council Meeting of the Swim England South East Region, to be held on 15 September 2020.

The agenda for the Swim England South East Region ACM has been circulated to clubs and is available on the Region's website.

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

17 SWIM ENGLAND SOUTH EAST REGION

The Hon Secretary or Roger Prior may report orally on the meetings of the Regional Management Board held on 15 June and 16 July 2020.

18 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, forwarding a statement from Swim England calling on the Prime Minister to announce the reopening date for pools;
- Regional Office Manager, Swim England South East, forwarding a link to the government guidance issued for providers of grassroots sports and gym/leisure facilities;
- Regional Office Manager, Swim England South East, forwarding a copy of the new Swim England management structure;
- Senior Administration Officer, Swim England, calling for nominations for President of Swim England for 2022/23.

19 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.