



# Berkshire & South Buckinghamshire Amateur Swimming Association

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A sub-region of ASA South East Region  
**President : Mrs D Cryer(Reading SC)**

1 September 2022

Dear Sir/Madam

## **MANAGEMENT BOARD**

You are requested to attend a meeting of the Management Board, to be held virtually on Thursday 8 September 2022, at 8pm, to transact the business in the agenda set out below.

Yours faithfully

R F PENFOLD

Hon Secretary

To: Diane Cryer (President), Jonathan Mills (Hon Treasurer), Stuart Fillingham, Paul Lloyd, Bob Odell, Roger Prior, Simon Redlich.

And Kristie Jarrett

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

### **1 CHAIRMAN**

Under the Constitution of the Association, the President may chair meetings of the Board, but he or she may decline that responsibility, in which case the Constitution provides for the Board to elect its own chairman.

### **2 MINUTES**

To confirm the Minutes of the meeting of the Management Board held on 14 July 2022 (*herewith*).

### **3 REGIONAL CLUB DEVELOPMENT OFFICER**

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Honorary Secretary : R F Penfold MBE 30 Venetia Close, Emmer Green, Reading RG4 8UG  
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secretary@bsbasa.org

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.

Diane Cryer was installed as President at the Annual Council Meeting in July.

At that meeting, Roger Penfold was elected as Hon Secretary and Jonathan Mills as Hon Treasurer.

The following persons were elected as members of the Board - Stuart Fillingham (Bracknell & Wokingham), Paul Lloyd (Maidenhead), Bob Odell (Amersham), Roger Prior (Slough Dolphin), and Simon Redlich (Chesham).

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 (ACM) referred to the Board the vacancies for Vice-President and 7 members of the Board and the adoption of the Annual Report.

Members are advised that, since the ACM, the following offers to serve have been received:

Vice-President - Peter Roycroft (Amersham)

Board Member - Peter Button (Past President, Chalfont Otters), James Glazebrook (Chalfont Otters), Janet Hopkins (Past President, Newbury District), Emma West (Albatross DC)

## **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.

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 4 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 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 COUNTY [SWIMMING] COACH

At its last meeting, the Board requested the Finance Sub-Committee to consider the proposal about paying the County Coach and his or her assistants. The Sub-Committee met on 24 August 2022, and its report is *to follow*.

## 13 DATES OF MEETINGS

As indicated above, the Hon Secretary suggests that Board meetings are held as follows for the remainder of the "year" - November 2022, February 2023, April 2023 and June

2024. 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 2023.

The Hon Secretary also suggests that the Annual Council Meeting is held in July 2023.

The Board is requested to **FIX** the calendar of its meetings until September 2023 and the date of the Annual Council Meeting in 2023.

#### **14 SWIM ENGLAND SOUTH EAST REGION**

The Hon Secretary or Roger Prior may report orally on the meeting of the Regional Management Board held on 7 September 2022.

#### **16 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, and bulletins from Swim England sent direct to members of clubs, is as follows:

- Marketing, Communications and Operations Director, Swim England, advising of the “Inspired to Try” Campaign;
- Assistant Events Officer, Swim England, seeking expressions of interest in competing in the National County Team Championships, at Sheffield, on 2 October 2022. The Officers agreed that the Association should participate, and Swim England informed accordingly: their action needs to be approved and confirmed;
- Swimming Talent Team, Swim England, giving details of the workforce induction sessions for the County Development Programme 2022/23: information passed on to the County Coach;
- Club and Operator Relationship Manager, Swim England, drawing attention to the possible requirement for unincorporated clubs to register with HMRC’s Trust Registration Service. (This may affect the Association, as well as clubs).

#### **17 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.