

## **Berks and South Bucks ASA Swimming Committee**

Minutes of a meeting on 26 March 2012

Present:

Rob Moore (RM)  
Stuart Fillingham (SF)  
Gary Shields (GS)  
Jonathan Mills (JM)  
Helen Whittle (HW)  
Sue Green\* (SG)

Apologies received from

Myra Felmingham\*  
Nigel Brand\*  
Roger Penfold\*

\* denotes ex-officio members

### 1 Emergency meeting on 19 March

The discussions of this meeting are included in the attached report.

### 2 2012 Championships.

RM ran through his Report on the 2012 Championships (attached) and the minutes of the coaches' feedback call (also attached).

The following matters were agreed:

- We would continue to require entry time recorded on ASA Rankings ("Rankings")
- We would consider non Rankings times for the 800/1500, but preference will be given to Rankings entry times
- We would proceed with the new entry and verification process (see 3 below)
- RM/SF to continue negotiations with Magnet on a hire fee reduction for 17 March
- We would invite Fine Designs to 2 days of the 2013 Championships, and Mailsports on the other day
- The 2013 proposed dates of 9, 10 and 23 March at Magnet and 16 March at Aldershot were agreed and the pool bookings should be confirmed
- These dates should be published on the website
- The 100m qualification via the 200m will be dropped. The 100m CTs will be based on those achieved in 2012
- BAGCAT awards will be aligned with the ASA 2012 Nationals ages
- The Open relays will stay in the Aldershot session, but will be 4x50m and be interspersed with the 800/1500 in a single session.
- The current withdrawal system will continue
- The junior finals and method of awarding the junior championship will continue

- We will try to do some presentations during sessions (while there is still a good audience).
- Each club will need to nominate a single point of contact for all communications regarding the Championships (see 4 below)
- Water will be provided for coaches

### 3 New Championship entries processes

JM presented his proposal for an online entry process which automatically downloads times from ASA Rankings and only allows verified times that meet the consideration time ("CT") to be entered (see attached)

The following matters were discussed and agreed:

- We needed a process to streamline the entries process and to check that only times from Rankings were accepted.
- CTs will be stated to 2 decimal places and it will be made clear that where the CT is 37.00, 37.01 does not meet the requirement
- There are a number of different LC to SC conversion tools which, despite using the same conversion table as their base, give slightly different answers (due to roundings in the calculation process). To give complete clarity, we will produce our own conversion tool which will be used to convert all LC times on Rankings.
- We will make provision for times which are valid but not on Rankings (mainly split times and relay lead off legs) to be accepted by advance application and on provision of satisfactory supporting evidence (criteria to be published)
- All entries must be made using the online system which will include debit/credit card payments. All payments must also be made on line.
- The system will work from ASA numbers and import, name, club and date of birth from Rankings. Clubs will therefore need to make sure their registrations are accurate and up to date.
- The system will import the fastest SC (or converted LC) time achieved in the time window specified in the Championship conditions from Rankings. This time cannot be altered. Where this is slower than the CT, then it will not be possible to enter. We are therefore guaranteed that all entries will be from valid Rankings times.
- The system will only allow Category 2 members to enter and will also not accept entries from swimmers who have chosen to keep their details private.
- A list of entries received (but not times) will be available on the website for swimmers and coaches to check.
- The time window for achieving the CT will be set to close the day after the Windsor Level 2 meet in January. The closing date will be 10 days after that date (to allow the Windsor times to be included in Rankings), but times set between the CT cut off date and the closing date will not be accepted.
- Relay teams will be entered and paid for in the same way (but there are no CTs).
- We will also look to make discounted car park passes available on line.

- There will be no bulk load from SportSystems

It was recognised that the above will require some changes at Clubs, particularly to update their ASA registrations, and hence there will be a number of notification communications with clubs and the full conditions and entry process document will be published by August.

#### 4 Communications with Clubs re championships

There had been a number of communication breakdowns during the 2012 championships, largely as a result of the large number of different communication points for each club (Club secretary, chief coach, entries coordinator, team manager, lead volunteer etc). It was agreed that in future each club would be required to nominate one point of contact that would receive all Championship communications. It would be for the club to distribute internally as appropriate. We would also publish as much information as possible on the website.

#### 5 Processes and responsibilities for Championships

RM explained he was struggling to cope with the myriad of different roles he carried for counties. He felt that for a meet of this size and complexity, it was too much for one person to do. The roles fall under 5 main headings.

- Promoter (including front of house and club liaison)
- Entries secretary
- Programme preparation and publishing
- AOE supervisor (and fixer!)
- Technical meet management

It was agreed that having a different person responsible for some of these roles was appropriate and RM was asked to make a more detailed summary of what each of these entailed so they could then be allocated in the most appropriate way.

#### 6 AOB

##### Development meet

- SF explained that having looked at the swimming calendar, there was really only one suitable in date in the time window identified, and that was Sunday 14 October.

- SF also explained that the feedback to Matt Heathcock suggested that there would be good support for such a meet

- It was therefore agreed that SF should proceed to find a venue, and that once one was found, we would make a quick final decision whether to proceed (via email) with a view to getting this date in the events calendar ASAP.

##### Development camp

- SF explained that Matt had received only lukewarm support for this. However, his current thinking was that he would proceed and hopefully the experience of participants would drive demand for future camps. Matt to prepare a proposal for

swimming committee endorsement and Exec approval.

#### County Team selection criteria

- HW had confirmed that the ASA had its own eligibility criteria and had circulated this.
- JM agreed to chase Joan Scarrott to finalise the team selection criteria to reflect the ASA rules so it can be published on the website.

#### Next Meeting

- 7:30 on 6 June at Staverton House, 3 Easthampstead Road. Wokingham

RJ Moore  
March 2012

#### Actions

1. RM/SF to continue negotiations with Magnet for a reduced hire fee
2. RM to invite Fine Designs to 2013 counties
3. GS to invite Mailsport to 2013 counties and liaise with RM on dates
4. RM to book pools for 2013 dates
5. JM to publish 2013 dates on website
6. RM/SF to draft 2013 conditions and entry procedure
7. These to be circulated and finalised at next meeting
8. RM to publicise changes to clubs
9. JM to finalise on-line entry system.
10. JM to liaise with Myra to set up BSBASA PayPal account
11. RM to produce detailed list of activates for each role
12. SF to investigate pools for October development meet
13. RM to remind MH/JS that we need a development camp proposal
14. JM to liaise with JS re county team selection criteria and then publish on the website
- 15.