

SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

MINUTES OF MANAGEMENT COMMITTEE MEETING

held at 18.35 on Wednesday 11 March 2015

at County Hall, Lewes

PRESENT: Mr P McCallum (Chair), Mr A Gimson (President), Mrs M Tuppen (Secretary), Mr B DeVal (Development Secretary), Mr D Rosen (Diving Secretary), Miss S Davison (Masters Secretary), Mr D Pollard (Open Water Secretary), Mrs D Pickering (Swimming Secretary), Mrs C Hobbs (Welfare/Workforce Co-ordinator) and elected member Mr A Putland.

Also in attendance: L Brooks (Minute Secretary).

APOLOGIES: Mr T Pearce (Vice President), Mr M Savill (Treasurer), Dr R Edmondson (Water Polo Secretary) and elected member Mr A Rigg.

Prior to the commencement of business, the committee members stood in remembrance of Margaret Bowley from Worthing Swimming Club who was President in 1970. The Secretary had already sent a letter of condolence to the family on behalf of the County and a donation of £50 to the RNLI.

The Chair proposed that Mr David Pollard from 1066 Swimmers be co-opted on to the Management Committee as Open Water Secretary and Deedee Pickering seconded his appointment.

Item No.		Action
54/2015	MINUTES OF THE MANAGEMENT COMMITTEE MEETING held on 14 January 2015, which had been circulated, were signed as a correct record.	
55/2015	MATTERS ARISING FROM MINUTES	
33.2	<u>Countersigning of cheques</u> The question of whether cheques should still require two signatures in these days of electronic payments remains unanswered. The committee discussed whether it might be possible for a second person to provide authorisation electronically, or for their signature to be required only in certain circumstances. The aim is to have a sensible level of control in place that would provide a financial safeguard for present-day needs. The issue will be discussed further.	
41.5	<u>Diving trophies</u> The Diving Secretary David Rosen had talked to the Eastbourne diving coach Tony Gaskell about the refurbishment of the 3m trophy which he had undertaken at his own expense. TG was unconcerned about the money he had spent on this but understood that the County would wish to retain control of the engraving, repair and refurbishment of trophies, and so would continue as before, returning the trophies in time for the relevant presentations.	

41.9	<u>President's Challenge</u> The President was still disappointed by the lack of enthusiasm for his Charity Challenge but was at least glad to say that his own club, Mid Sussex Marlins, was showing support. Worthing Swimming Club had also promised a donation although felt unable to commit to the challenge itself.	
45.2	<u>Swim Stop</u> Brian DeVal had tried as agreed to negotiate a contract with Swim Stop whereby the County receive a fixed fee rather than a percentage of takings, but there were some difficulties. It seemed that the business might cease to operate before long in any case, which would resolve the issue.	
45.3	<u>Water Polo</u> Brian DeVal had been in a meeting with the Water Polo Secretary earlier that day, where the contribution made by clubs was discussed. BD thought that the current figure of £175 was not unreasonable although some of the clubs were unhappy with it.	
46/2015	<u>Development Plan</u> Brian DeVal had circulated the revised Development Plan as agreed at the last meeting.	
50.1	<u>Split times for County Championships</u> At least one swimmer has now been accepted on the basis of a split time.	
53.2	<u>ASA Open Meet Licensing Criteria</u> There was some concern expressed about this document at the last meeting and Brian DeVal had agreed to talk to Roger Prior about it. He had now done so and ascertained that nothing had in fact changed. The document had been produced at National level.	
53.3	<u>Past Presidents' Lunch</u> There was a brief discussion of possible venues and attendees for this event, the time of day it should take place and whether a weekday would be preferable to a weekend in order to avoid the booking of some venues for weddings and other functions.	
56/2015	FINANCE	
	The Treasurer Mark Savill was unable to attend the meeting but had previously circulated an accounts report, together with notes, which the Chair now summarised. The accounts showed a surplus but the figures had already changed slightly since the report was issued due to certain monies having been paid.	
57/2015	BUDGET	
	The budget had already been approved so no further discussion was required.	
58/2015	DEVELOPMENT	
	The Development Secretary Brian DeVal made the point that no targets had been set by the Development Plan other than its own delivery. It was due to be published on 1 April.	

59/2015	COMMUNICATIONS	
59.1	Brian DeVal was pleased to report that the County website had been extremely busy during early March, the busiest day being 2 March with over 500 hits, indicating a definite correlation with the County Championships. There had been nearly 19,000 page views over a short period, made by over 2,000 unique users of which 25% were new. Similarly, there were huge peaks in Facebook hits, largely corresponding with new items posted. A few changes had been made to the website, one being that only the latest results will now be shown. It was noted that many of the documents on the website were out of date – the last Swimming Committee minutes, for instance, were dated 2013 – and the lack of concern expressed by users about this led the committee to question the importance of uploading these documents at all. BD insisted that it was a valuable exercise, however, as the publication of minutes demonstrates the openness and accessibility of an organisation. The December 2014 Swimming Committee minutes had been approved and when BD receives them he will convert them to pdf format and upload them. Overall, BD felt that the communications programme was going well.	
59.2	BD noted discussions he was having with a potential sponsor, but further details will not be minuted while negotiations are ongoing.	
60/2015	ACM AND PRESENTATION 2015	
	The Secretary reported that the date and venue for this event had now been decided on (20 June 2015 at Dorothy Stringer School), but that nominations would soon be required for Vice President. Peter McCallum reminded the committee that his position as Chair would also be open as he did not intend to restand due to the many other commitments he has. He had originally agreed to fulfil the role for two years and had already done it for six. He would still like to be involved with the committee but not in such a demanding position.	
61/2015	CORRESPONDENCE	
61.1	The Regional Board had invited questions which the Secretary had to submit on the day following the meeting, and she now asked the committee if they had any queries to contribute. • Chris Hobbs wished to know how the money that the Region garners from licence fees is spent – in particular, whether it is being used to help the clubs. • David Rosen wanted to raise the question of whether another regional trophy secretary would be appointed.	
61.2	In the absence of the Water Polo Secretary, Brian DeVal expressed the desire for Water Polo as a discipline to expand within the County and to be offered as a pathway for swimmers who might wish to give up lane swimming. Rosa Gallop (SER Club Development Officer) had apparently approached	

	Crowborough Leisure Centre with a view to setting up an hour-long water polo session, but BD wondered if it wouldn't be preferable for the Region to be putting that money into Swim 21 rather than benefiting Freedom Leisure. He had written a letter to RG along these lines but had not yet received a response.	
61.3	Brian DeVal read to the committee a letter he had received from Jon Keating, Head of Club Development, regarding Club and Swim 21 networks.	
61.4	The Secretary had received a letter from the ASA, as she does every year, regarding membership. She decided to respond with a list of officers' names, although these officers are not necessarily ASA members.	
61.5	Brian DeVal had heard from Keith Sutton, Head of the Partnership Provider Programme at the ASA, who was researching the costs of pool hire for championships. He would be contacting Deedee Pickering in due course.	
62/2015	SUB-COMMITTEE MINUTES/REPORTS	
62.1	<u>Water Polo Committee</u> The minutes from the Water Polo meeting held on 1 December 2014 had been circulated shortly after the previous Management Committee meeting where their content had been discussed; no further discussion was needed. The minutes from the Water Polo meeting held on Monday 2 March 2015 had been circulated prior to this meeting. Item 24 of those minutes, regarding the provision of new water polo hats at a cost of £150, provoked some discussion. It was clarified that two sets of different colours are required as it is customary to provide hats for both teams when hosting events. Anthony Gimson queried, however, why this need hadn't been identified before the budget was prepared. All technical secretaries have in any case a discretionary budget which the Water Polo Secretary could use for hats if he wished. Brian DeVal proposed that a letter should be written to the Water Polo Secretary to remind him of this, and AG seconded it.	MT
62.2	<u>Swimming Committee</u> The minutes of the Swimming Committee meeting held on Wednesday 4 February 2015 had previously been circulated. <u>Matters arising</u> 02/2015 – • Chris Hobbs wished to clarify that there is no new ASA DVD; the one currently in use will be available at the referees' meeting. • The arrangements for the ACM at Dorothy Stringer are all in place. The presentation will start at about 3pm and will be followed by a buffet tea. • Entry fees are to be increased from April 1 2015 as previously reported. 04/2015 – The introduction of the smaller Airtech bags for use on poolside had been a success and most clubs were happy with the arrangement. There were some remaining bags which	

	would be donated to Crawley Swimming Club. 05/2015 – Margaret Tuppen had found a trophy in her garage which could be reallocated for use at the Relay Gala 2015. 09/2015 – Deedee Pickering reported that there were so many applicants for the Volunteer CPD Day this year that some may have to be turned down. 12/2015 – Chris Hobbs had expressed concern at the Swimming Committee meeting about licensing regulations and Anthony Gimson had suggested writing formally to the licensing committee. She was now of the opinion, however, that nothing could be changed and there was little point in pursuing the matter. Clubs would need to be encouraged further to train up parents but, if the situation arose where meets had to be cancelled because clubs could not provide enough officials, then this in itself would put pressure on the licensing committee to review the regulations.	
62.3	<u>Diving Committee</u> David Rosen, the Diving Secretary, was producing a programme of events for the year. • 4 July 2015 – at K2 – schools event • 24 September 2015 – at Worthing – 1m diving championships and synchro competition • 24 November 2015 – 3m diving championships DR was pleased to report that he had secured the services of Hilary Knott at all three of these events. There was also to be a half-day course at K2, probably in early November. Brian DeVal suggested that DR book K2 as soon as possible. The next Diving Committee meeting will be held 13 April 2015.	
62.4	<u>Open Water</u> David Pollard in his new role of Open Water Secretary circulated a list of open water fixtures for 2015, the main event being the SER championships at Chichester Water Sports Centre on 11 July 2015.	
62.5	<u>Masters</u> • Sarah Davison, the Masters' Secretary, reported that since the last meeting the Cold Water Championships had taken place at Tooting Bec Lido. About 600 swimmers took part and Marlins won two medals. • There will be a Masters' Development Day running on Sunday 26 April at Charterhouse School, Godalming. • Eastbourne Swimming Club will be holding a Masters' Open Meet at the Sovereign Centre on Sunday 10 May. • SD now has a new email address: sussexmastersecretary@hotmail.com	
63/2015	SOUTH EAST REGION REPORTS	
	Brian DeVal spoke briefly about the last SER board meeting that he had attended. There had been 23 items on the agenda and the meeting had lasted seven hours. There was a lot of	

	disagreement about the budget as there was a huge forecast deficit which needed to be reduced. The minutes had just been published. There were no other regional reports.	
64/2015	WELFARE/WORKFORCE CO-ORDINATOR	
64.1	Chris Hobbs, the Welfare and Workforce Co-ordinator, reported that everything was quiet on the welfare front.	
64.2	As for workforce, CH was continuing to promote courses around the County and encouraging parents and young people to become involved. There were still problems with finding officials for events but training was ongoing and three more J1 assessments were taking place at the weekend.	
64.3	The secure database of officials is progressing and Phil Williams intends to bring it along to the CPD day so that Mark Savill can look at it.	
65/2015	ANY OTHER BUSINESS	
65.1	The President, Anthony Gimson, reminded the committee that the County Dinner was to take place on Saturday 18 April and asked for any comments or suggestions.	
65.2	The Secretary was concerned that of all the events that take place in the County, just two are without trophies and wondered if this could be remedied. These events are the Men's 50m Backstroke and the Men's 100m IM. Anthony Gimson offered to supply the trophy for the IM. Margaret Tuppen also reported that the Boys' 1500m trophy was missing. She was fairly sure of the last recipient and Sarah Davison, who knows the family, offered to find an email address so that MT could write to them. If the trophy cannot be recovered for any reason, then this is another issue that needs to be addressed. AG said that there were quite a few old cups around the County which could very possibly be recycled.	SD, MT

	There being no further business the meeting closed at 20.34.	
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Signed.....Chair

Dated