

SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

MINUTES OF MANAGEMENT COMMITTEE MEETING

held on Wednesday 11 September 2013 at County Hall, Lewes at 18.30hrs.

PRESENT: Mr P McCallum (Chairman), Mrs M Tuppen (Secretary), Mr M Elliott (Treasurer), Mr B DeVal (Development Secretary), Mr D Rosen (Diving Secretary), Mr C Luesley (Masters Secretary), Mr I Horsfall Turner (Open Water Secretary), Mrs D Pickering (Swimming Secretary), Mrs C Hobbs (Welfare/Workforce Co-ordinator) and elected members Mr G Hundleyby, Mr A Putland, Mr A Rigg and Mr P Williams.

Also in attendance: L Brooks (Minute Secretary).

APOLOGIES: Mrs C Barber (President), Mr Anthony Gimson (Vice President), Dr R Edmondson (Water Polo Secretary).

Item No.		Action
17/2013	MINUTES OF MANAGEMENT COMMITTEE held on 17 July 2013, which had been circulated, were confirmed and signed as a correct record.	
18/2013	MATTERS ARISING FROM MINUTES	
39/2013	<u>Club Development Officer:</u> The Development Secretary, Brian DeVal, reported that he had written to Alison Usher, the regional business manager, asking for clarification of the role of the Club Development Officer. He had received a response from Roger Prior which he read to the committee and would later send on to the Secretary. It was felt that while the reply helpfully outlined the respective roles of Alison Usher and Helen Mack (the Club Development Officer), there were certain points that were not addressed with regard to funding and likely future contributions. BD would draft a reply to Roger Prior raising these concerns and circulate to the other officers for comment before sending.	BD
1/2013	<u>Election of members to the Swimming Committee:</u> Peter McCallum had written as agreed to the clubs not otherwise represented at the ACM, giving them a deadline of August 31 to respond with expressions of interest in taking up the two available elected positions on the Swimming Committee. Three such responses were received and after some discussion it was proposed by Brian DeVal and seconded by Andrew Rigg that all three people should be co-opted on to the committee. The new members are: Paul Blythe (East Grinstead) Janice White (Crawley) Karen Woolliscroft (Shiverers).	
11/2013	<u>Development:</u> Michael Elliott had produced a list of the County's activities and circulated it to the committee members prior to the meeting. It was agreed that this was a very worthwhile start, but ME felt that the list was necessarily one compiled from a financial perspective	

	and welcomed input from other members, for instance about Swim 21 activities and volunteer days. Giles Hundleby offered to receive these comments (before the end of September) and to polish the document in liaison with ME before sending it out to the clubs in mid-October. It is hoped that the feedback from clubs will help to prioritise the activities mentioned, and Phil Williams emphasised that in order for the feedback to be useful, carefully structured questions would need to be asked. He suggested SurveyMonkey as a means of achieving this. Thanks were extended to ME and GH for their work on this. The Development Secretary reported that the new website is now live and cost less than the £200 expected, and that he is awaiting responses to the new handbook, preferably before Friday.	GH, ME
13.1	<u>Diving:</u> David Rosen, The Diving Secretary, reported that the diving course would be held in Tunbridge Wells on 20 October. It would be four hours long, two hours being in the pool and two in the sports hall with trampolines. DR had already paid the £165 required. About 20 divers were expected to attend. All divers must be club members for reasons of insurance. The recorders' course mentioned at 13.1 had not been run due to illness, and DR remarked that a judges' course might actually be more useful now.	
13.2	<u>Masters:</u> BD had confirmed the booking for the Masters Championships in Horsham on 8 December 2013.	
15.1	<u>Welfare:</u> Chris Hobbs reported that she had not heard back from the club mentioned at 15.1 and so is assuming that they have resolved their issues.	
15.2	<u>FINA rules:</u> The new FINA rules come into force on 1 October 2013. CH had already held two sessions giving officials a FINA rules update, including one the previous Sunday, and will hold another session for officials at the development gala in October. She was due to receive an electronic copy of the rules which she will put on the website and send out to clubs via the secretaries. The new rule book is due to come out in October/November, and the new DQ codes in time for the development meet.	
15.3	<u>Swim 21:</u> Helen Mack was coming this Friday (13 September) to talk to the Swim 21 co-ordinators.	
16.2	<u>Open Water meeting:</u> The Open Water Secretary clarified that the date of their next meeting would not be until March or April as the point of the meeting would be to discuss events taking place the following summer.	
16.5	<u>ACM minutes:</u> It was not certain whether the draft minutes from the ACM in June had been published on the website yet. BD agreed to check.	BD
19/2013	FINANCE	
	The Treasurer presented a very brief statement of accounts as	

	little had taken place other than the K2 squad training day, the volunteers' day and the junior water polo tournament. ME read to the committee a concise report of this tournament from Roger Edmondson, the Water Polo Secretary, who said that the event was a great success and attended by 28 under-16s. This led to a discussion of such events and the Treasurer felt that it would be very worthwhile if the various disciplines monitored them in terms of attendance and effectiveness, in order to ascertain if effort is being expended usefully. This information would be fed back to the Treasurer through the sub-committee minutes.	
20/2013	BUDGET	
	The Treasurer then briefly explained the red figures on his statement of accounts, which were added to show how matters were progressing this year. For instance: • Travel costs have gone up and so the budget has been increased accordingly by £300 • A surplus is expected to be made on the championships again this year although not as large – perhaps £2000 rather than £3000 • The expected cost for shirts has been increased due to the decision to give them out to all officials, including volunteers • The figure for depreciation had also been raised as there were the radios and one more year covering the refurbishing of the cups – the photocopier and the computers had been written off. Overall, the accounts suggested that the County was on target to achieve a small deficit in the year. The Treasurer reminded the committee that the various disciplines needed to submit their budgets to him by 1 November.	
21/2013	DEVELOPMENT	
	The Development Secretary, Brian DeVal, reiterated that the new website is live and that the handbook is ready to go to print subject to feedback, with a target of autumn/winter 2013/4 for the roadshows. It is expected that about 100 handbooks will be produced, with one going to every member of the Management Committee and all sub-committees, one to the region and three to every competitive club.	
22/2013	COMMUNICATIONS STRATEGY	
	The section of the Communications Strategy paper entitled 'Workforce' was discussed. Chris Hobbs clarified that although she holds a database of all officials, it is not within her remit to amend it. The database is the property of the ASA and her copy of it is read-only. The question of lunches for all officials was also raised and CH said that she was happy with the status quo as everything normally works well.	
23/2013	CORRESPONDENCE	
23.1	Further correspondence about the ASA SE Region ACM – as circulated.	
23.2	From Shelley Robinson re workshops (circulated to clubs).	

23.3	Newsletter from ASA SE Region – circulated.	
23.4	The Secretary had received an affiliation application from St Leonard's School in Mayfield who had a view to entering English Schools' Swimming Association competitions. There were no objections, but it was questioned whether affiliation to the County was actually necessary for them to enter these events. Phil Williams offered to check with Tim Hartley, the SE divisional representative, what the requirements were for school affiliation and to report back to the Secretary.	PW
24/2013	SUB-COMMITTEE MINUTES/REPORTS	
24.1	<u>General Purposes Committee</u> The minutes of the meeting held on Saturday 10 August had been circulated. Peter McCallum reported that this was the first meeting of the GP Committee for several years. The main purpose of the meeting had been to check through all the rules and ensure their accuracy, and these final and agreed rules are now in circulation and will be published on the website. A further meeting will be held in December to determine whether any amendments are required. There then followed a discussion regarding sub-committees and working groups appointed by the Management Committee. Rule 15 empowers the Management Committee to appoint and dismiss these groups as required but it was suggested, for the sake of openness and clarity, that any such groups should perhaps be disbanded and then reformed each year when the new Management Committee is elected. This would ensure that any new members would be fully aware of the existence of those groups and their function. A question was raised regarding minute 04/13 and 'Standing Orders', but it was decided that further discussion would be deferred until the next meeting on December 9.	
24.2	<u>Swimming Committee</u> The minutes of the meeting held on 21 August 2013 had been circulated. There were no matters arising.	
24.3	<u>Dinner Committee</u> Deedee Pickering reported on the arrangements underway for the County Dinner. Decorations and wine had already been ordered and raffle prizes were to be gathered. Another speaker had been invited and it was hoped that over 60 people would be attending.	
24.4	<u>Masters Committee</u> The Masters Championships are to be held on 8 December. Chris Luesley is currently organising the inter-county competition and will suggest possible dates and liaise with Anthony Gimson. Brian DeVal said that he would look into the prices of pools for the Masters competition and email Chris.	
25/2013	SE REGION REPORT	
	There was nothing to report.	

26/2013	WELFARE/WORKFORCE CO-ORDINATOR	
26.1	Chris Hobbs reported that she had received confirmation of training dates for the 2014 season from Pauline Draper (disability swimming). The training would be undertaken by Sharon Wheeler.	
26.2	Two welfare issues had arisen this month. One would have to be dealt with by CH herself as the coaches within the club concerned were not CRB checked. The club reporting the other issue was dealing with it internally and would inform CH of the outcome.	
26.3	A Judge 1 course had been run for Shiverers, and a timekeepers' course for Brighton Dolphin the previous night.. Another timekeepers' course was due to be run the next Sunday for nine people from Lewes SC.	
27/2013	ANY OTHER BUSINESS	
27.1	The Finance Group, comprising Brian DeVal, Michael Elliott, Alan Putland and Phil Williams, had met prior to this meeting in order to discuss budgets and enable recommendations to be made. Budgets were to be with the Treasurer by 1 November and then brought to the next Management Committee meeting on 20 November. The idea of a bursary was returned to and where it should be sourced, for instance, from the surplus made last year or from reserves not invested long-term. It could be that a formula should be applied to determine the size of the bursary, such as a percentage of turnover. Criteria for awarding the bursary had not been considered yet, or the process of viewing and approving applications. Another meeting would be convened between 1 and 20 November but it was envisaged that the scheme would be implemented in 2014/15, with the first assessment of applications taking place in June 2014 and consequent decisions being made at the July or September meetings.	
27.2	The Diving Secretary reported that there were 20 entries for the 1 metre championships, and 7 for the synchronised diving. There was a shortage of judges for these events.	
27.3	Phil Williams informed the committee that the Sussex Schools Relay Gala would be held on the afternoon of Wednesday 16 October, at Horsham.	
27.4	Alan Putland said that he had been approached by Eastbourne officials regarding Swim 21 rules and the need to present a four year plan of spending. The issue was to be raised with the Swim 21 co-ordinator, Helen Mack.	
27.8	The Secretary reminded the committee that a new treasurer would need to be found.	

	There being no further business the meeting closed at. 20.58.	
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Signed.....Chairman

Dated