

SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

MINUTES OF MANAGEMENT COMMITTEE MEETING

held on Wednesday 17 July 2013 at County Hall, Lewes at 18.30hrs.

PRESENT: Mr P McCallum (Chairman), Mrs C Barber (President), Mr Anthony Gimson (Vice President), Mrs M Tuppen (Secretary), Mr M Elliott (Treasurer), Mr B DeVal (Development Secretary), Mr D Rosen (Diving Secretary), Mr C Luesley (Masters Secretary), Mrs D Pickering (Swimming Secretary), Mrs C Hobbs (Welfare/Workforce Co-ordinator) and elected members Mr G Hundleby, Mr A Putland, Mr A Rigg and Mr P Williams.

Also in attendance: L Brooks (Minute Secretary).

APOLOGIES: Mr I Horsfall Turner (Open Water Secretary), Dr R Edmondson (Water Polo Secretary).

Prior to the commencement of the meeting the Chairman welcomed Mr Anthony Gimson, the Vice President, and Mr Giles Hundleby.

Item No.		Action
5/2013	MINUTES OF MANAGEMENT COMMITTEE held on 15 May 2013, which had been circulated, were confirmed and signed as a correct record with the addition of a paragraph from the Treasurer at 39/2013. That he said that he felt that any future costs should be met from the Regional Affiliation fee.	
6/2013	MATTERS ARISING FROM MINUTES	
39/2013	Club Development Officer: The Development Secretary reported that there were no updates on this matter; the strategy would be launched at the ASA's ACM in Nottingham in October.	
41.1	County Dinner: Another meeting about this would be arranged shortly.	
50/2013	Development Plan: The Development Secretary has produced, but not yet distributed, a version of the plan specific to the Swimming Committee; versions for the other technical committees will follow.	
58/2013	Club Development Officer: The Treasurer wished to clarify the statement in the minutes that "The reserve for the Aquatics Officer had been used rather than making a charge to the accounts." He explained that a sum of approximately £5000 had been put aside some years ago for this purpose, and this reserve had been used, but in the future the cost of a Regional Club Development Officer, if paid by the County, would come out of general expenditure.	
60/2013	Development: Brian DeVal reported that the final accounts of the Moria House training camp were in and had been submitted to the Treasurer for approval before being sent to the Swimming Committee.	
62.1	Swimming Committee Minutes:	

	Carol Barber's name had been added to the list of attendees at the meeting on 3 April 2013, as requested.	
65.1	County ASA rules : PM had hard copies of the rule amendments passed at the 2012 and 2013 ACM's, but these needed to be assimilated into the electronic copy of the rules before being passed to the General Purposes Committee. BD had an electronic copy and agreed to add the changes and send out the updated version.	BD
7/2013	MINUTES OF MANAGEMENT COMMITTEE held on Saturday 22 June 2013, following the ACM, at The Town Hall, Haywards Heath, which had been circulated, were confirmed and signed as a correct record with one amendment: the action at 1/2013 should have been assigned to Peter McCallum rather than Brian DeVal.	
8/2013	MATTERS ARISING FROM MINUTES	
1/2013	Election of members to the Swimming Committee: The point was made that clubs already have three weeks to make nominations for any committee they choose but with little uptake, so why are they being asked again? It was agreed that the response might be equally poor but that the effort should nonetheless be made, and that it might be worthwhile to write to the coaches as well as the club secretaries.	PM
2/2013	General Purposes Committee: Chris Hobbs was meeting with some other members of the GP Committee on Sunday and in discussion with them would come back with a list of possible dates for the next GP Committee meeting.	
9/2013	FINANCE	
	The Treasurer presented only a brief statement of accounts as very little had taken place. He noted that: - the charge for the development camps had been increased to £5, with the result that they cost the County the sum of 36p! - the specialist training camp at Moira House had attracted 101 swimmers to date, and the regional ASA had contributed a grant of £800; - two sessions for the K2 squad had been paid for; - so far, only the venue for the Volunteers' Seminar had been paid for - £700 had been brought forward but this was probably not sufficient to cover the expenditure as there will be an invoice for about £600 for the course, and a bill from Deedee Pickering for expenses also; - the figure for Water Polo was due to the entry and registration of 5 clubs; - the £25 against 'sponsorship and donations' represented an uncashed cheque; - the budget for engraving was under provisioned last year and the overspend this year would be considerable; - the cost of admin was high for year end as some expenditure had fallen into the 'wrong' year;	

	the budget for the dinner/lunch/ACM will be exceeded as there is still the room hire and vehicle to be taken into account, the figure stated comprising approximately £580 for the ACM buffet, £250 deposit for the dinner and £280 for the President's lunch.	
10/2013	BUDGET	
	The Treasurer reminded the committee that the various disciplines needed to be considering their budgets for the autumn.	
11/2013	DEVELOPMENT	
	The Development Secretary, Brian DeVal, presented his Communications and Engagement Plan (draft, dated 12 July) to the committee, together with the proposed menu for the new website. In response to BD's paper, Giles Hundleby said that he was pleased to read a previous minute (60/2013) stating that the issue of engagement was to be addressed by the compilation of a list of the County's activities to be sent to clubs, but felt this wasn't reflected in the plan. The President agreed that there was an action against this minute and the list should be produced. BD assured the committee that there were meetings yet to be held on this topic, and the minute would be brought forward. GH emphasised that this list was too important to wait for everything else to be in place and it was agreed that Michael Elliott would compile it as suggested previously. Phil Williams clarified the point that there are two separate but related issues here: - what is the role of the County and - how does the County communicate with its clubs? Referring to the paragraph in the plan entitled 'Written information', Carol Barber suggested that the dissemination of information should be restricted to the discipline secretaries to avoid the errors that occur now. It might well be that an event promoter is the person holding the information, but they could still pass this through the appropriate secretary. Discussing the current website, several members of the committee commented that the data is frequently wrong, out of date or absent altogether. The new website, currently being designed by BD and later to be implemented by the webmaster Peter Morris, will be significantly different from the old one, more user-friendly and take a more modern approach. There will be a page for officials' data which can be linked to from both the masters' and the swimming pages. Some photography has already been incorporated but more images are needed. BD asked for authority to spend £200 on the development of artwork to be used on the website, in particular for a corporate identity banner.	ME

	Phil Williams suggested empowering others within the association to update the website – for instance, the secretaries of the various discipline committees – but BD argued that protocols would have to be in place before allowing such updates and the first priority was to get the site up and running. It was under construction now and some changes had taken place already. The launch date was currently September and BD said it was not possible to bring this forward. BD is meeting regularly with the webmaster to iron out any wrinkles. The Chairman thanked BD for his effort to date and agreed that he should continue with this work. There followed a brief discussion of the handbook and BD's proposal to exclude contact details from it which quickly become out of date and will in any case be duplicated on the website. Font size was also discussed. The new handbook is likely to be published in September.	
12/2013	CORRESPONDENCE	
12.1	From Helen Mack: The Sussex Swim 21 report from Helen Mack had been circulated with a list of the current Swim 21 accredited clubs. A meeting for Swim 21 co-ordinators would be held in September.	
12.2	From ASA SE Region: Giving notice of ACM on 14 September 2013.	
12.3	Margaret Tuppen reported that three clubs had new secretaries in post: 1066 Swimmers - Rebecca Anson (secretary@1066swimmers.org.uk) Eastbourne SC - Eric Knight (eric.knight@btinternet.com) Lewes SC - Graham Mortimer (grahamn.mortimer@sky.com)	
13/2013	SUB-COMMITTEE MINUTES/REPORTS	
13.1	Diving: David Rosen, the Diving Secretary, reported that the skills meeting had taken place the previous night and lasted over an hour, although only 10 divers took part. Two courses are to be run: a one-day divers' course (probably in Tunbridge Wells) and a recorders' course (in August).	
13.2	Masters: The minutes of the meeting on 3 June 2013 had been circulated, and the correct spelling of Flick Hague's name was noted. Matters arising: 4.1 The Pavilion in the Park pool in Horsham had been provisionally booked for the Masters' Championships on 8 December 2013. BD agreed to confirm this arrangement and email Anthony Gimson. 6.2 AG needed the times for the 2013 Inter-County competition to be confirmed but there had been no progress. There will however be another Masters' meeting before this competition takes place (provisionally on 17 November). Deedee Pickering noted that the masters had asked for the competition to be held in December but there is difficulty in getting officials at that time of year. Masters' representatives would be asked to submit times to facilitate team	BD

	selection; masters are not ranked in the normal way as their championships are not licensed. Last year there were people who were unable to attend as the competition was held on a Saturday, but this year it had been moved back to a Sunday. The host county is responsible for providing lead officials, recorders and starters, and visiting counties are asked to bring judges and timekeepers. It is expected that all officials be licensed.	
13.3	Swimming: The minutes of the meeting held on 5 June 2013 had been circulated. Matters arising: 12/2013 Deedee Pickering, the Swimming Secretary, reported that she had licensed the development meet. 13/2013 DP said that the dates for the championships at K2 had been moved forward a week, but the dates for the long-course competition remained the same.	
14/2013	SE REGION REPORT	
	There was nothing to report.	
15/2013	WELFARE/WORKFORCE CO-ORDINATOR	
15.1	In her role as welfare officer, Chris Hobbs reported that she had been in discussion with a club over a couple of issues and was waiting to hear back from them.	
15.2	In her co-ordinator role, CH has been in telephone discussion regarding the FINA rule changes. The schedule for their implementation is: the changes will be discussed at FINA Congress in Barcelona on 25 July, and the information disseminated at Nationals in August and then sent out to counties before the new rules come into effect in September. CH is hoping to update officials about the changes before the relay gala on 8 September if time permits, so that the rules can start to be put into place, but will certainly provide a full FINA rules update in February before the championships.	
15.3	Deedee Pickering was arranging a date for Helen Mack to come to K2 to talk to the Swim 21 co-ordinators.	
16/2013	ANY OTHER BUSI NESS	
16.1	Brian DeVal had received an application from a member of the Water Polo Committee asking for support for lifeguard training. He referred the committee to the suggestion made by Alan Putland at the last meeting to create a bursary from the association's surplus funds. This would allow the money to be fed back to clubs according to certain criteria and would encourage the clubs to come to the County. AP recommended that such an arrangement be a formal one whereby a certain sum would be put aside each year to be spent or not, as required. It was formally agreed that this matter to referred to the next GP Committee.	
16.2	Carol Barber wished to know the dates of the next meetings which are as follows: Diving – Wednesday 25th September Management Committee – Wednesday 11 September Open Water – date unknown as yet Swimming – Wednesday 21 August	

	Water Polo – Monday 23 September	
16.3	With reference to the communication and engagement issues previously discussed, Giles Hundleby pointed out that the relay gala on 8 September presented a great opportunity, being an event at which both swimmers and their parents would be present. One suggestion was to set up a table where people might come to ask questions or to give feedback on current issues. It was noted that certain decisions would have to be finalised by then for this to be a useful exercise, for instance there would need to be a firm answer to the question of whether the County Championships will be run long-course, and the rationale behind any decisions taken would need to be clear.	WHO'S action
16.4	Margaret Tuppen reported that Bede's Aquatic would no longer function after the end of the month. Hailsham had been asked to manage their swimming with the help of the Eastbourne coach, and school members will be free to join whichever club they wish.	
16.5	It was agreed that the draft minutes from the ACM in June should be published on the website.	

	There being no further business the meeting closed at. 20.40hrs.	
--	--	--

Signed.....Chairman

Dated