

SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

MINUTES OF MANAGEMENT COMMITTEE MEETING

held on Wednesday 20 November 2013 at County Hall, Lewes at 18.38hrs.

PRESENT: Mr P McCallum (Chairman), 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 A Putland and Mr P Williams.

Also in attendance: L Brooks (Minute Secretary).

APOLOGIES: Mrs C Barber (President), Mr I Horsfall Turner (Open Water Secretary), Dr R Edmondson (Water Polo Secretary) and elected members Mr G Hundleby and Mr A Rigg.

Prior to the commencement of business the Chairman noted the death of Dickie Dunn, who was President in 1958 and who had until a few years ago still been actively involved in the County. The funeral had taken place twelve days prior to the meeting. A donation of £50 had been made to the Shoreham Lifeboats in Mr Dunn's memory and an acknowledgement had been received from the funeral directors. The members of the committee then stood and observed a minute's silence.

Item No.		Action
28/2013	MINUTES OF MANAGEMENT COMMITTEE held on 11 September 2013, which had been circulated, were confirmed and signed as a correct record after the clarification of a point made at 11/2013. It was stated that the new website 'cost less than the £200 expected', but this figure referred to only one element: the whole development cost approximately £600.	
29/2013	MATTERS ARISING FROM MINUTES	
39/2013	<u>Club Development Officer:</u> The Development Secretary, Brian DeVal, had written to Roger Prior as agreed, raising certain concerns about the future funding of the Club Development Officer. He had to date received no response, but some of the matters raised were addressed by the report received from Alison Usher, the Divisional Business Manager. This report to the ASA South East Regional Management Board, dated 1 November 2013, had been circulated to the committee before the meeting.	
11/2013	<u>Development:</u> Michael Elliott reported that, due to a lack of interest, no further progress had been made with regard to distributing a list of the County's activities in the hope of receiving feedback from clubs.	
13.1	<u>Diving:</u> David Rosen, The Diving Secretary, had circulated a report to the committee members prior to the meeting. The recorders' course mentioned previously at 13.1 had not been	

	run due to illness, but a judges' course will be running now with five or six people from Eastbourne attending. They will be examined by Hilary Brame.	
15.1	<u>Welfare:</u> Chris Hobbs reported that the welfare issues mentioned at 15.1 had been resolved.	
15.3	<u>Swim 21:</u> Helen Mack had come on 13 September to talk to the Swim 21 co-ordinators.	
16.5	<u>ACM minutes:</u> The draft minutes from the ACM in June had been published on the website.	
21/2013	<u>Handbooks:</u> The handbooks had been distributed to clubs.	
23.4	<u>School affiliation:</u> Phil Williams had spoken with Tim Hartley about this and learnt that schools are automatically affiliated by virtue of participating in events such as the English Schools' Swimming Association competitions; there is no requirement for them to affiliate in the same way as clubs do. The issue is therefore resolved.	
24.1	<u>General Purposes Committee:</u> The next GP committee meeting will be held on December 9. They will be reviewing the rules, to see if anything needs changing, and looking at 'standing orders'. The committee also deals with any disciplinary matters not covered by the Welfare Officer. If anyone wishes a matter to be discussed there – for instance, if they have found an anomaly within the rules – then items should be sent to Peter McCallum before the meeting.	
24.3	<u>Dinner Committee:</u> Deedee Pickering reported that the dinner had been a great success and that many people had expressed their appreciation including Kay Grimshaw and Bill Odell.	
24.4	<u>Masters Committee:</u> Anthony Gimson reported that everything was on track for the Masters Championships in December, although the announcer and some other helpers are yet to be confirmed. He also reported that the inter-county meet on November 17 went exceedingly well and that many positive comments had been received; it was very well run, there was a great atmosphere and Sussex put forward one of the largest teams on record of 45 swimmers. Sussex came 3rd out of 7 and the results will now be forwarded to the national coordinator. AG wished to extend his thanks to Deedee Pickering and Giles Hundleby for all they did to make the meet such a success. Next year the competition will be held in Oxford and the possibility was discussed of hiring a coach to transport the Sussex swimmers.	
26.2	<u>Welfare issues:</u> The two welfare issues mentioned at the last meeting were still ongoing.	
27.2	<u>Diving:</u> David Rosen reported that the one-metre championships and synchronised diving competition had gone ahead successfully despite the shortage of judges; help had been forthcoming from	

	various people.	
27.3	<u>Sussex Schools Relay Gala:</u> Phil Williams reported that this gala had taken place in October and wished to thank all those involved.	
27.8	<u>New Treasurer:</u> The current Treasurer was in the process of writing a brief job description for his role which would be uploaded to the website. He was reminded that the time commitment involved would be a very important element of this description for any prospective candidate.	
30/2013	FINANCE AND BUDGET	
	The Treasurer reported that he had updated the discipline accounts and brought summary sheets for distribution at the meeting. Other reports would be forwarded by email later. A few points from the accounts were highlighted: • The figures were now in for the relay and development galas. Whereas the relay gala did not do as well as expected financially, the development gala generated a surplus of £700. • The Water Polo accounts showed £610 against the Under 19 Tournaments; this was due to the Water Polo Committee deliberately concentrating their efforts now on the younger element within the discipline. • The Open Water accounts showed a slight deficit due to entries being considerably down this year. • The Secretary had been supplied with a new computer at a cost of £700 (with the software) which would also be spread over 3 years. • The discipline accounts also showed a summary of the budget for 2014/15 which showed a deficit of £365. • The Gala and Swimming budget was short on detail due to all the proposed changes but there was a general feeling that these changes would be financially natural. • Both Diving and Water Polo had asked for more money (Water Polo specifically for the junior tournaments). • An email had been received from Ivan Horsfall Turner, the Open Water Secretary, anticipating a loss of £250. • The figure for depreciation had gone down as payment for the refurbishment of the Haywards Heath cups, spread over 3 years, was now finished. The Treasurer then talked through his paper covering the notes and recommendations of the Finance Sub-Committee which had met on 19 November. This paper was distributed to the Management Committee. Referring to the proposed bursary scheme, it was agreed that the criteria for any such bursary should be discussed at the next Management Committee meeting in January, with a view to final agreement at the ACM in June. In conclusion, the Treasurer asserted that the deficit of £365 for the 2014/15 budget was considered reasonable and recommended the budget to the Management Committee for acceptance. Phil	

	Williams proposed acceptance, Deedee Pickering seconded it and all were in agreement on the actions presented in the paper as clarified at this meeting.	
31/2013	DEVELOPMENT	
31.1	The Development Secretary, Brian DeVal, mentioned that it would be useful for the Swimming Committee to gather more information from events in order to evaluate how successful they were, for instance: entry figures, parking issues, number of officials and volunteers, and any problems arising.	
31.2	It was disappointing that land-based training had been offered to the squad but had not been well attended.	
31.3	It was noted that Peter Morris, after working so hard on the new website, will be standing down as webmaster in January and is currently handing over to BD who will now be responsible for maintaining the website and overseeing its appearance. The role of webmaster will inevitably change as the nature of the website has changed. It will now be simpler to edit and upload content and so the website will be opened up to more people; there could be 'content managers' with responsibility for uploading relevant material, although there will also be some areas which require more technical input. The website is functioning well in that new articles uploaded are clearly generating interest.	
32/2013	CORRESPONDENCE	
32.1	From Kay Grimshaw and Bill Odell re County Dinner (as mentioned at 24.3 above).	
32.2	Report from the Divisional Business Manager to the ASA SER Management Board (circulated). BD clarified a couple of points within this report: • the RAG rating specified in the Sport England Measures Delivery table is a status indicator (Red/Amber/Green); • Level Water, mentioned in the same table, is a charity for physically disabled children aged 4-11 who cannot swim 10m.	
32.3	This email had not been received by the Secretary but had been suggested by David Rosen, who reported that Kath White was the new Secretary of Bognor Swimming Club.	
33/2013	SUB-COMMITTEE MINUTES/REPORTS	
33.1	<u>Diving Committee</u> The minutes of the meeting held on Wednesday 25 September had been circulated. The Diving Secretary reported that he was having problems with swimmers entering events and then withdrawing at the last moment before payment had been made. This was due to a certain leniency on his part, allowing cheques to be brought to the event, but in future it will be necessary to request that payment is made before the closing date, with the entry, as is the norm for other swimming events. Two of the diving trophies were found to be severely damaged and Margaret Tuppen informed the committee that one of them would cost £150 to refurbish and the other £250 to repair. The holder of a damaged cup is usually asked to contribute to repair	

	costs, but it is not always easy to prove liability. Due to the high costs involved in this instance, it was agreed by the committee to scrap these trophies, saving the names engraved on them, and put any money received for them towards two new trophies.	
33.2	<u>Swimming Committee</u> The minutes of the meeting held on Wednesday 2 October 2013 had been circulated, together with an email from Giles Hundleby regarding the proposed changes to the County Championships. Phil Williams gave the committee a recap of the history of these changes, and how they were prompted firstly by the observation that entries to the development gala were down, and secondly by the fact that the national competitions were going long-course. The question raised here was the degree of autonomy given to the Swimming Committee. Brian DeVal read out the rule which states that “conditions for all Sussex County Championships and Competitions will be considered by the relevant Technical Committee and referred to the Management Committee for approval before a change is made.” It was felt that this rule had been observed and that the Management Committee had empowered the Swimming Committee to make the decisions regarding any changes made. Michael Elliott therefore proposed that, having duly considered the comments made in the email, the Management Committee accept the proposals made by the Swimming Committee. Brian DeVal seconded this motion and all were in agreement, although David Rosen wished to abstain.	
33.3	<u>Water Polo Committee</u> The minutes of the meeting held on Monday 21 October 2013 had been circulated but were not accepted by the Management Committee meeting due to item 18/2013, which stated “Sussex indicated that there was a coaching bursary to fund [a Level 2 coaching course]”. Brian DeVal said that in fact he had received a request from Roger Edmonson for County funding and in response had agreed to look at the business case for it.	
34/2013	SE REGION REPORT	
	There was nothing to report other than that Deedee Pickering had been to the Swim 21 meeting; lots of clubs had completed registration for Swim 21 and been accepted.	
35/2013	WELFARE/WORKFORCE CO-ORDINATOR	
35.1	Chris Hobbs reported that an incident had taken place at the development gala on 3 November, but at the moment she was just trying to collate all the information.	
35.2	The training of new officials was ongoing.	
35.3	CH wished to record that the youngsters who went to the event at Sheffield not only obtained a lot of PBs but were a credit to Sussex due to their exemplary behaviour.	
36/2013	ANY OTHER BUSINESS	
36.1	Anthony Gimson requested clarification of the arrangements for next year’s AGM; a provisional booking of Haywards Heath Town Hall had been made.	

36.2	Phil Williams informed the committee that he would be unable to attend these meetings as regularly in the future due to a change of employment.	
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	There being no further business the meeting closed at. 21.02.	
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Signed.....Chairman

Dated