

SUSSEX COUNTY
AMATEUR SWIMMING ASSOCIATION
(Founded 1895)



MINUTES OF MANAGEMENT COMMITTEE MEETING

Wednesday 13th September 2017

ATTENDEES

Mr B DeVal (Chair & Development Secretary)
Mr W Long (Masters Manager) Late
Mr P McCallum (Elected Member)
Mr D Rosen (Diving Manager)
Mrs M Tuppen (Non Voting Guest)

Mrs H Brown (President)
Mr A Lobley (Elected Member)
Mrs D Pickering (Swimming Manager)
Mrs S Vaughan Smith (Hon Secretary)
Mrs J White (Elected Member) Late

APOLOGIES

Ms Liz Fitzsimons (Synchro Manager)
Mrs C Hobbs (Welfare & Workforce Co-Ordinator)

ABSENT

Mr A Putland (Elected Member)

MINUTES

Mrs S Vaughan Smith

Item No		Action
100/2017	Management Committee Minutes – 12 th July were accepted and signed by the Chair.	
101/2017	Matters Arising There were no Matters Arising	
102/2017	Finance B DeVal presented the Finance Report previously circulated. Reminders have been sent to two water polo clubs who have not yet paid. The cost of licensing for Hytek has increased significantly. Licensing is now £400 per year. We have now purchased 4 licenses with the first being used at Masters. K Escott will purchase replacement license annually on 1st September. M Tuppen advised that coach and accommodation costs for Sheffield still need to be submitted. Overall the position is healthy and entry fees can remain the same for the Year 2017/18 but will be reviewed for 1018/19.	MT BD
103/2017	Governance Data Protection (GDPR) Swim England have yet to provide guidance on this subject. Swim England South East SER will look into the Public Domain (Government) and link in to their guidelines.	BD/WL

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	A new Government Data Protection bill is to be published on Thursday 14th September. Committee Members to review data they hold on individuals, what they are storing and how it is being stored. To be discussed at next meeting. B DeVal and W Long to create and circulate a template for this process. We need to identify a Data Protection Sub Group moving forward. Risk Management B DeVal presented a report previously circulated. <u>Committee Members</u> It was agreed that Committee Members would be encouraged to join and be included in Working Groups. Also that external representatives with experience in the area concerned could also be approached. <u>Email Addresses</u> It was agreed that the Management Committee would introduce email addresses for President, Chairman, all discipline managers, support leads and working groups (@sussexswimming.org). This would take place after the end October. <u>Web Content Editing</u> It was agreed that discreet access is granted for the new Website. <u>Centralised Documentation</u> It was agreed that we move towards Centralising Documentation on the Cloud. This would be accessible to Committee Members with passcodes. <u>Event Management</u> We need to identify issues and find a way forward ~~to resolve~~. <u>GDPR</u> See previous item. Following the presentation B DeVal asked that the Management Committee individually audit themselves with regards to data, what information is held and how we manage it. Also to follow up with some questions for W Long for the next meeting on how it applies to us.	ALL BD/WL BD BD BD BD BD ALL
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	ACM 2018 Date confirmed as 16 th June 2018, venue BAHSVIC.	
	Review Meeting Dates It was suggested that Club Chairman be invited to attend a Committee Management meeting to coincide with the Volunteer Awards.	BD
104/2017	Development Volunteer Recruitment ASA rules state that we are not allowed to use anyone poolside who is not a member of a Club or over 80. This includes people collecting money on the door and distributing refreshments. Due to them not being insured. C Hobbs is creating a new database for Non-tech Volunteers for County Meets with a view to creating an online form for registrations.	CH
	Volunteering Awards The Committee agreed that this event would be held at BAHSVIC in Brighton on Saturday 19 th May 2018. B DeVal to confirm with venue. This is to be a social event with either a catered lunch or tea. B DeVal to recirculate document created in May – currently contains too many categories so needs to be reduced. Discussion to take place at the next Meeting on Awards Criteria with nominations required by the end of Championships.	BD BD
	Parent and Athlete Event at Champs 2018 Karen Howes, Open University Lead on Sports Psychology and currently lecturing in the USA will be presenting to Parents at Champs on the subject of Sports Psychology and Good Sports Parenting. Spaces are limited to 120 per session and must be pre-booked. Invitations will be sent initially to Development Squad parents.	BD

105/2017	Communications Website Lunch date is 13th November. The Website is very simple with information easily accessible. There are no photographs on the front page as these can date very quickly.	BD
	Website/Twitter and Facebook are going well. Immediate News is first released to Twitter and Facebook before being added to the Website.	BD
106/2017	Technical Committee Minutes and Reports Swimming Committee Minutes A Lobley had sent an email Re: Distance, D Pickering confirmed this had been received and was under review by the Committee. W Long said he though the term ‘illegally’ was too strong. B DeVal confirmed that this was the wording used by the ASA. A Lobley also asked why qualifying times could not be released earlier? Masters Masters have 750 attendees to their Competition. This is a growth of 23% on last year and a 60% growth over the past two years. Trixie Nisbett put together a list and sent out invitations to the top 3 swimmers and has had over 40 responses. W Long thanked David Chan for all his help. David produced a list of swimmers by Club, which was forwarded to Trixie for this event. B DeVal asked H Brown to bring her Presidential ~~Gong~~ Chain in order that she could present a trophy at the Master Event. Water Polo There were no minutes for Water Polo submitted. Currently there is no Secretary or Manager. They currently have £412 in their account this following a payment to County of £400 to cover loses made by overspend on the Burgess Hill Training Centre. Rosa Gallop has set up a Water Polo Meeting – so far no club has confirmed their attendance. It is likely that this meeting will be cancelled. Serious lack of communication.	HB BD

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	There are funds available for training but no one has applied to attend the Coaching Course. A Lobley said that Atlantis had been approached about Water Polo and may have a Coach already, however that allocating pool time might be an issue.	
107/2017	Welfare/Workforce Co-ordinator Report Nothing to report.	
108/2017	Swim England South East Report B DeVal and W Long attended a meeting on GPDR – see point 103/2017. B DeVal is to circulate report on Volunteer Satisfaction Survey. The County did not come out very well. Particularly around people not attending courses provided. There is a training requirement within clubs for the Position of Chairperson, Treasurer and Secretary. The plan is to run courses in the future to cover the responsibilities of these roles. The New Strategy for 2017-2021 will officially be launched on Saturday at the ACM. M Tuppen has been shortlisted for an award – we wish Margaret luck.	BD
109/2017	Forward Business Plan	
110/2017	Correspondence Richard Whitehead, ASA Vice-President has asked for invitations to County Events or special occasions for his 2018 timetable as President. Richard comes into this role in October 2018. Should County invite Richard to the Awards Ceremony on 19th May?	ALL
111/2017	Any Other Business W Long has received history memorabilia and information from Tim Pearce on Swimming in Sussex. This includes stories and photographs dating as far back as 1920. W Long to create a static display for use at the County Championships in February and the Awards Ceremony in May 2018.	WL

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	D Rosen confirmed numbers for the Diving Championships this weekend. B DeVal asked for high-resolution photographs to be taken at the event for use in Annual Report etc. D Rosen requested County Shirts for Diving Officials who have been qualified by County. Agreed. M Tuppen to supply 2 Medium and 1 Small shirt from current stock. ASA Competition Conditions moving forward will be worded to confirm that there can be a break of one hour to resolve technical issues, following this break should the situation not be resolved then the Competition must go manual. County need to include the above in our Conditions and also have risk management for this. J White asked whether we should be taking out insurance for an event?	DR DR/MT BD
	Meeting Closed at 8:27pm	
	Date of Next Meeting - Wednesday 8th November 2017	

SIGNED:

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 Brian DeVal – Chairman

DATE:

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