

SUSSEX COUNTY
AMATEUR SWIMMING ASSOCIATION
(Founded 1895)



MINUTES OF MANAGEMENT COMMITTEE MEETING
Wednesday 8th March 2017

ATTENDEES

Mr B DeVal (Chair & Development Secretary)
Mrs L Fitzsimons (Synchro Secretary)
Mrs D Pickering (Swimming Secretary)
Mr D Rosen (Diving Secretary)
Mrs J White (Co-opted Member)

Mrs K Escott (Finance Assistant)
Mr P McCallum (Elected Member)
Mr A Putland (Elected Member)
Mrs M Tuppen (Secretary)

APOLOGIES

Mr W Long (Masters Secretary)
Mr T Pearce (President)

Mrs C Hobbs (Welfare & Workforce Co-Ordinator)
Mr D Pollard (Open Water Secretary)

MINUTES

Mrs S Vaughan Smith

Minute No		Action
61/2017	Minutes – 11 January 2017 were accepted and signed by the Chair.	
62/2017	Finance Budgets 2016/2017 Meeting agreed water polo coach fees/expenses for Sussex Training Centre had to be invoiced by the coach as a combined figure. These could not be claimed as expenses. Coach to make own arrangements with HMRC. Budgets 2017/2018 Swimming - Meeting agreed to remove item for coaches' expenses, as other areas would cover this. - Coaches passes have been moved from Championships into General. - Development Gala to be removed as not running in 2017. Swimming Budget approved. Synchronized Swimming budget approved Water Polo - BD expressed serious concerns over income on entry fees. Maximum income of £900 only £600 collected by Claire Street with a pool hire of £1,760. As Water Polo Hon Sec not present the meeting agreed to approve the budget subject to review in 6 months. Water Polo Budget approved. Open Water – cost neutral budget. DP had already seen new FINA costume and these are also on the website. Open Water – budget approved.	BD/KE/RE

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	Masters – budget approved. Diving – budget approved. Development Expected income stream against Development Pathway programme not currently shown as format and numbers had not been finalised. Delivery expected to be with budget. Development budget approved. Central – budget approved.	
63/2017	Development 2016 / 2017 - Coaches development seminars (15 & 16 March) well supported with 61 pre-booked. - Final K2 long coarse training session on 11 March fully subscribed. - CPD Day 2017 (16 March) 58 people attending. 2017 /2018 - Swimmer Development Pathway programme will include 10yrs and 12yrs in 2017. Programme to run over 3 days at 3 venues across county. Candidates had not yet been selected. There will be a cost for these events (ASA recommending £30 per session). The meeting approved this structure. - Programme will include parent/athlete sessions covering nutrition, physiology and injury prevention delivered by external experts.	
64/2017	GP Committee Minutes presented. The committee had met in February to review previous comments from the Management Committee and to consider wider issues including: - Changing the title to all Technical Hon Sec to reflect the current roles. - Ensuring the management committee had appropriate powers. - Enhancing the independence of the GP Committee. Proposed rule changes approved. The proposals would be taken to ACM for consideration as whole document.	BD
65/2017.	Communications Sussex website - Launch of new website again delayed but will now incorporate Swim England branding. - Facebook has 404 followers, which is a growth of 120 over same period last year. Posts had extensive reach with highest around Championships (reached 3,400). - During Championships period website had over 4000 sessions with 1900 users and 11,000 page views. - Twitter audience was building.	

	Officials Engagement – New leaflets launched at Championships had proved popular. Poster being developed. Clubs would receive packs at CPD day. The branding would be used on the new county website. SER like promotional material and BD is hopeful of recovering some cost of artwork from SER should they use it. ASA rebranding being launched on 3 April and will be known as ‘Swim England’. BD gave sight of new brand logo. Regional Brands; Swim England South East (no longer SE Region). Counties are still affiliated Counties; Swim England Sussex County. Club Secretaries will receive new artwork – use is optional Sussex will incorporate where appropriate into Sussex documents and media. BD asked why Sussex has ‘County’ in name and asked if, in view of ASA rebranding we might also review our name. Meeting supported this notion. BD would develop some ideas and bring to the next meeting. ASA Incorporation – document circulated. Preferred model going forward to Annual Council Meeting is as a Company Limited by Guarantee with Charitable Status. This would meet criteria set by Sport England and requested by partners. There is a WebEx at the end of March to explain further – BD to circulate details upon receipt.	BD BD BD BD BD
66/2017	Technical Committee Swimming Committee Minutes – no comment Water Polo Committee - Insurance – concern that some attendees at STC are not affiliated to Clubs. As long as attendees are ASA affiliated with a Club then they are insured. RE confirm all attendees are current members of affiliated clubs. - All coaches to confirm their membership in writing, RE to confirm that their clubs have carried out DBS checks. - Photography to be compliant to ASA guidelines as per Wavepower. BD expressed the County’s congratulations to the 9 Sussex girls in SE Region water polo team who recently played in Blackpool and were placed third. Special congratulations to Lilly Turner (Crawley) who was voted by team as most valued player. Synchro Committee Main focus is on organising Development Days with deep water and classroom however struggling to find a pool. LF to resend requirements to BD. LF to obtain Insurance Certificate from MT for Development Days. Poolside coaches need to be DBS checked by their own Club.	RE RE RE RE RE LF LF/MT

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	Masters Committee WL sent minutes prior to meeting. BD read out notes from WL subsequently submitted. Masters Championships to be rebooked into a different pool if Splashpoint is unable to accommodate. PM to discuss with Splashpoint.	PM
67/2017	Annual Dinner – DP waiting to hear back from Hickstead re: menu. BD spoke to Swimstop who will send letter to primary suppliers requesting gifts as raffle prizes. Information will be distributed over coming weekend.	DP BD DP/BD/MT
68/2017	SER Report – ASA support staff included in ASA restructuring consultation. SER have a contingency for continuing. It will have minimum impact on Sussex. - Regionally launching new strategy. - New email addresses for employed staff and volunteers. - Affiliation fees in SER will increase by 50p.	
69/2017	Forward Business Plan - KE will need expenses by 7 April 2017. - BD will ask Rosa Gallop to attend next meeting. - Annual Report - BD asked for section reports, with photos, to be submitted asap. MT to send out official request to persons concerned - Need to agree ACM details before next meeting.	ALL BD MT ALL
70/2017	AOB MT is obtaining quote for re-silvering some trophies – this will be circulated upon receipt. BD had received a nomination for Vice President – Hilary Brown had been nominated by Beacon SC. The Meeting supported the nomination. MT to write and invite her to the next meeting.	MT MT
	8:32pm Meeting Closed	
	Date of next meeting – Wednesday, 10th May	

SIGNED: _____

Brian DeVal – Chairman

DATE: _____