

SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

MINUTES OF MANAGEMENT COMMITTEE MEETING

held at 18.30 on Wednesday 14 January 2015

at County Hall, Lewes

PRESENT: Mr P McCallum (Chair), Mr A Gimson (President), Mrs M Tuppen (Secretary), Mr M Savill (Treasurer), Mr B DeVal (Development Secretary), Mr D Rosen (Diving Secretary), Mrs D Pickering (Swimming Secretary), Dr R Edmondson (Water Polo Secretary), Mrs C Hobbs (Welfare/Workforce Co-ordinator) and elected members Mr A Putland and Mr A Rigg.

Also in attendance: L Brooks (Minute Secretary).

APOLOGIES: Mr T Pearce (Vice President), Miss S Davison (Masters Secretary).

Item No.		Action
42/2015	MINUTES OF THE MANAGEMENT COMMITTEE MEETING held on 19 November 2014, which had been circulated, were signed as a correct record.	
43/2015	MATTERS ARISING FROM MINUTES	
15.2	<u>Sussex RTC</u> Anthony Gimson asked whether the Region had confirmed that they would continue to fund the RTC. Brian DeVal responded that they had not confirmed it as such, but were unlikely to withdraw support at this stage.	
33.2	<u>Countersigning of cheques</u> This issue was again raised for discussion, Anthony Gimson arguing that the constitution's requiring two signatures as a form of financial control was historically important but is now outmoded and irrelevant. That level of control is clearly not possible when the Treasurer makes electronic payments – and these now make up about 60% of all transactions. Brian DeVal suggested checking with Lloyds if they still require cheques for this type of account to be countersigned. If not, the topic will be passed to the GP Committee, who can make a proposal for amendment to the constitution at the next AGM.	
41.5	<u>Diving trophies</u> The Diving Secretary David Rosen reported that these had now all been distributed to the right places, but that the Eastbourne diving coach Tony Gaskell was unhappy with the condition of the 3m trophy and had refurbished it at his own expense. He asked DR if it would be possible for Eastbourne to organise in addition the engraving of trophies they won, which would save some movement of them and possible further damage. An additional benefit would be that the delay in swimmers receiving their awards would be minimised. This was discussed but the overall feeling of the committee was that the County should retain control of the whole process, including repair and refurbishment, as the trophies are County	

	property. With this in mind, TG should be reimbursed for the outlay he had made.	
41.9	President's Challenge The President was disappointed to report that he had sent an email out to all the clubs in Sussex but had received no replies at all.	
44/2014	FINANCE	
	The Treasurer Mark Savill distributed to the meeting a statement of accounts to the end of the calendar year 2014 with a few caveats about errors he had spotted and items which needed to be updated. It was noted that the Water Polo budget was currently showing a surplus but there were upcoming costs which would tip it into the negative. Conversely the budget as a whole showed a slight deficit at the moment, but monies would soon be received for the County Championships.	
45/2015	BUDGET	
45.1	The Treasurer had circulated PDFs of the draft budgets prior to the previous meeting in November, and tonight went through some of the changes he had made to them in light of information he had received since.	
45.2	<u>Swimming budget:</u> A discussion arose about the figure of £350 against 'retail commission'. It was suggested that it might be more appropriate for Swim Stop, who come to most of the County swimming events, to pay a regular, fixed fee rather than a percentage of takings as at present. This could impact directly on entry fees and prevent an unwelcome increase. Brian DeVal agreed to negotiate a contract with Swim Stop and to report back at the next meeting. Meanwhile, the figure on the budget would remain at £350.	BD
45.3	<u>Water Polo budget:</u> The summary budget sheet showed a negative figure of £275 for Water Polo, but it was agreed that it was the nature of the discipline to be subsidised by clubs to some degree.	
45.4	The Treasurer asked that this budget be accepted by the committee, Brian DeVal seconded the motion and it was unanimously carried. Alan Putland proposed a vote of thanks to the Treasurer for his hard work in preparing the budget.	
46/2015	DEVELOPMENT	
	The Development Secretary Brian DeVal had circulated a draft development plan prior to the meeting and now went through this document, firstly comparing it with the corresponding page of the Treasurer's budget and secondly asking each discipline representative for their opinion. With this feedback he intended to revise the papers and to resend them. Alan Putland thanked BD for the effort he had put into the creation of the development plan, but also questioned its similarity to last year's and asked whether more innovation was needed. BD explained that his main thought when preparing the plan was to make better use of the resources available. The Chair proposed that the development plan for 2015/16 be	BD

	accepted, Deedee Pickering seconded this and all were in favour subject to the discussed revisions being made.	
47/2015	COMMUNICATIONS	
47.1	Brian DeVal expressed concern that there were frequent changes being made to documents on the County website but that protocols for their uploading were not always followed.	
47.2	BD raised the issue of to what extent the County website represents the County alone; should relevant ASA documents, for instance, be held there, meaning that they would have to be constantly monitored and updated, or should the website merely provide links to such documents? Chris Hobbs observed that the ASA website itself was often out of date and that it would be unwise for the County to do more than provide links. BD concluded that the best option would be to look at each case individually and to make a judgement on it.	
47.3	BD once again queried what progress had been made on the provision of a secure database of officials, and Chris Hobbs replied that Phil Williams had been busy but had not forgotten it.	
47.4	The website and Facebook page were not particularly active at the moment but hits would increase next month when the competitions were in progress.	
47.5	With regard to these competitions, BD reported that the sponsor was this year going to supply each swimmer with a drawstring pool bag; no other bags would then be allowed poolside. Margaret Tuppen was concerned about the positioning of the trophy tables at the galas but BD reassured her that there was a system in place to avoid overcrowding in that area.	
48/2015	ACM AND PRESENTATION 2015	
	A new venue for the Annual Council Meeting and awards presentation needs to be found in the near future as Haywards Heath Town Hall, where the event has been held previously, is now too small. Various options were discussed, the venue needing to be of a suitable size, roughly in the centre of the county, easily accessible, with kitchen facilities and permission to bring one's own food. Consideration also needed to be given to the fact that numerous trophies had to be brought in, so a ground level room was preferable. The timetable for the day would remain unchanged: 10am to 6pm. Several of the committee members offered to enquire about venues they knew of and to report back to the Secretary. The final decision would have to be made at the next meeting.	
49/2015	CORRESPONDENCE	
	The Secretary reported that there were only two items of correspondence. The first was from the Region advising that the Swimarathon Foundation Community Grants were now open for any applications until the 6 th March 2015. Grants are available from £300 to £2,500 to individuals and groups who	

	promote opportunities for swimming and promote the sport in their local community. The second was from the ASA regarding VAT, although it was noted that neither clubs nor the County were liable for VAT as they are not commercial operations.	
50/2015	SUB-COMMITTEE MINUTES/REPORTS	
50.1	Swimming Committee The minutes of the Swimming Committee meeting held on Wednesday 3 December 2014 had previously been circulated. Matters arising 55/2014 – With a view to making comparisons more easily next year, Brian DeVal wished it to be recorded that there were 1562 swim entries for the Winter Competition 2014. 56/2014 – Anthony Gimson wished the Management Committee to resolve an issue which had arisen regarding entry times for the County Championships. A swimmer had requested that their split time be recognised as valid for entry: for instance, their time at 100m in a 200m event. One of the problems with this is the ASA Open Meet licensing criterion that a “swimmer’s submitted entry time can be verified in Rankings” – and split times are not included in Rankings. Brian Smith had said that he was prepared to override this manually but it would be time-consuming, especially if a number of swimmers then wished to be considered. The general feeling of the committee was that split times should be accepted provided that they could be properly substantiated. Chris Hobbs proposed the motion, Andrew Rigg seconded it and all were in favour. Brian DeVal said that he would draft something to put on the Facebook page but the Conditions may also have to be revised to reflect this new policy. (Backstroke events will not be affected as the swimmer must finish on their back rather than a tumble.) 61/2014 – Referring to the statement “Anthony Gimson proposed that our entry fees are increased to £5 from 1 April 2015 and relay teams to be increased to £10”, AG was anxious to clarify that this was not merely his proposal but a change approved by the Swimming Committee as a whole. The Rules state that any such fee increase should be ratified by the Management Committee and to this end Andy Rigg proposed the change and AG seconded it.	BD
50.2	Water Polo Committee The minutes from the Water Polo meeting held on 1 December 2014 were being prepared for circulation within the next few days. The Water Polo Secretary wished to record his congratulations to Worthing who had finished second in the National 3 and would now be in the National 2 next season. The Sussex Water Polo Senior Final between Worthing and Crawley would be held in Crowborough on Saturday 24 January.	

50.3	Diving Committee David Rosen, the Diving Secretary, was in the process of deciding dates for the Skills Competition and Diving Championships this year. The SER have changed the Skills and Age Group events and they were likely to be held in different months from previous years.	
51/2015	SOUTH EAST REGION REPORTS	
	Brian DeVal relayed a few items from the Region: • a review of communications is under way; • a newsletter about diving has been produced; • budgets are to be announced next month; • bursaries will be continuing as before; • the new Club Development Officer will be starting soon.	
52/2015	WELFARE/WORKFORCE CO-ORDINATOR	
52.1	Chris Hobbs said that training was ongoing in various parts of the County with judging courses having taken place at open meets and a new referee having passed. Despite this, Margaret Tuppen was disappointed with the low number of people coming forward to officiate at events.	
52.2	Brian DeVal reported that the website which processes meet entries (swimmeets.org) was previously in breach of UK data protection legislation, but was now compliant.	
53/2015	ANY OTHER BUSINESS	
53.1	Margaret Tuppen questioned who would be running Open Water this year. David Pollard had said he would consider the role if no one else offered.	
53.2	Chris Hobbs was concerned about a document she had received just the day before entitled <i>ASA Open Meet Licensing Criteria</i> , which she felt was unclear and in contravention of Fina rules. There was further confusion as it displayed the ASA logo but it was on the swimming.org website and didn't appear to be on the ASA website at all. Brian DeVal said that he would speak to Roger Prior about it.	BD
53.3	Referring to the Past Presidents and Management Committee gathering that has taken place in previous years, Brian DeVal suggested Hickstead Hotel as a possible venue this year following the success of a recent County function there.	

	There being no further business the meeting closed at 20.50.	
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Signed.....Chair Dated