

SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

(Founded 1895)



MINUTES OF MANAGEMENT COMMITTEE MEETING held on Wednesday, 13th July 2016 at County Hall, Lewes at 18.30hrs

PRESENT: Mr B DeVal (Chair & Development Secretary), Mrs C Hobbs (Welfare and Workforce Co-Ordinator), Ms L Fitzsimons (Synchro Secretary), Mr P McCallum (Elected Member), Mrs D Pickering (Swimming Secretary), Mr T Pearce (President), Mr D Pollard (Open Water Secretary), Mr D Rosen (Diving Secretary), Mrs M Tuppen (Secretary), Mrs J White (Co-opted Member).

APOLOGIES FOR ABSENCE: Dr R Edmondson (Water Polo Secretary), Mrs Rebecca Heaton (Elected Member), Mr W Long (Masters Secretary), Mr A Putland (Elected member).

ALSO ATTENDING: Mrs B Gerding (Minute Secretary)

Item No.		Action
	Prior to the meeting the Chairman notified the Committee of Mrs Heaton's resignation and read out the resignation email he had received on the day. The Committee accepted the resignation with regret. The vacancy (elected member) is advertised on the website. Ms Liz Fitzsimons was welcomed on the Committee as the newly elected Synchro Hon Secretary by the Chairman and a quick round-the-table introduction followed.	
3/2016	MINUTES OF THE MANAGEMENT COMMITTEE MEETING – 11th MAY 2016: The Minutes were accepted as a true record and signed by the Chair. The minutes of the Committee meeting following the ACM held on Saturday June 18th were also accepted as a true record and signed by the Chair.	
4/2016	MATTERS ARISING FROM MINUTES (not covered by agenda) None arose.	
5/2016	PRESENTATION BY ROSA GALLOP - ASA CLUB DEVELOPMENT OFFICER The SER Development Report for Sussex County ASA was circulated prior to the meeting. Various points in the presentation/report were discussed in greater depth, e.g. bursaries linked with Swim21 accreditation, shortage of accredited tutors for diving/actions taken, ASA start up loans, funding of long distance meets. The Chairman thanked Mrs Gallop for her report/presentation and the Committee agreed to invite Mrs Gallop regularly (every 6 months for a status update.)	
6/2016	FINANCE	
6.1	Finance Report Finance reports were circulated in advance. The Chairman reported a current balance of £1,500 in the current account. A budget adjustment report for the Development Gala was also circulated and accepted by the Committee.	

6.2	Formation of Finance Committee The Committee agreed with the Chairman to defer the item to a later meeting due to the absence of key people.	
7/2016	OFFICIALS SHIRTS – CONSIDER REQUEST TO CHANGE COLOUR	
7.1	The Chairman read out an email received requesting coloured shirts to achieve better stand-out at poolside for Sussex Officials, and secondly lighter weight shirts (not heavy cotton) to avoid “overheating”. The Committee discussed the requests and then voted unanimously to keep the existing white colour and use up any existing stock of the current cotton shirts. When new stock is required the Committee will go through the appropriate tender process to select a lighter weight (white) shirt.	BDV/ CH
8/2016	AFFILIATION FEES	
8.1	The Chairman advised the Committee of a new discussion paper from South East Region proposing an increase to fee levels as follows: Cat 1: £4.00 Cat 2: £5.00 Cat 3: £0.00 (Minimum flat fee per Club of £25.00) As per previous discussions the Committee felt that this would be a big ask in times of Clubs struggling with dwindling membership. The Chairman proposed not to put up the County fees for 2017, the Committee unanimously agreed.	
9/2016	SWIMMING COMMITTEE SUB GROUP	
9.1	Consider and Agree Remit A draft outline of the proposed new sub group was circulated by the Chair. Overall, the Committee agreed the concept of a coaches group with representatives from varying size clubs in order to democratise the setting of qualifying times (amongst other tasks.) The Committee felt that it was important to emphasise the non-decision making remit of this new group. Mr Pollard agreed to revise the wording of the proposal document (to reflect this) in time for the next Swimming Committee meeting at the end of July.	DP
10/2016	COMMUNICATIONS	
10.1	Website, Facebook The Chairman reported that the Website re-launch is going ahead as planned in September. He confirmed that each lead person would have limited editing rights. All committee members will have personal email accounts that forward to their existing addresses – this would be introduced at the same time as the new website. The new Officials database will also be accessed from the new site. He confirmed that the website launch will <i>not</i> take place during peak activity periods to avoid problems – exact launch date to be confirmed	

	The Wavepower document is now also available on the Website. The Chairman advised that the Facebook page has now got around 340 followers. Some content received many likes (e.g. Rosa Strides' recent J2 Qualification). He reminded committee members that all content for publication should have pictures.	
10.2	Handbook 2016/17 The new handbook was available for collection at the end of the meeting.	
11/2016	DEVELOPMENT	
11.1	Development Plan 2016/17 Is being delivered and feedback is coming in. The Chairman emphasised that Sussex is the only county sub-region in SER with such a plan. (Mr Rosen confirmed that a ½ day diving course is booked for 11th Sept at K2.)	
11.2	CPD Day Mrs Pickering confirmed that 19th March 2017 is booked for the next CPD day. A report including detailed plans will be presented in November.	
12/2016	TECHNICAL COMMITTEE MINUTES AND REPORTS	
12.1	Swimming Committee Minutes The minutes were received by committee members in advance of the meeting – there were no further comments.	
12.2	Open Water Championships – Status Report The status report was tabled at the meeting by the Hon Open Water Swimming Secretary (attached). The event is booked for 20th August and rescue provision is made. Entries currently stand at 30 swimmers and are still coming in, Mr Pollard expects previous year's participation levels to be matched or exceeded. It was confirmed that Sussex ASA is providing Championships medals only. The Committee commended the great results achieved by Sussex swimmers in the 9th July Chichester SER Open Water Championships, with many national qualifying times and medals gained (see: https://www.facebook.com/SussexASA/)	
12.3	Swimming Officials Survey – Report The report is weighty and not coming out until September, key issues arising such as recruitment and retention are discussed. An Action Plan will be developed as a result for approval by the Management Committee. The Chairman asked and the committee members agreed that he can share a summary of the responses with Surrey.	
12.4	Coaches Survey – Report The report will go to the Swimming Committee (end of July meeting) first.	
12.5	Masters Championships Update The programme is confirmed and is as last year. The date is arranged (18th Sept.) and the pool is hired. Mr Mark Saville is taking the payments (BACS only) and David Chan with Worthing SC is handling the entries.	

12.6	Synchro Committee – revised JD and Report from Synchro Hon Secretary The job description for the Synchro Hon Secretary was unanimously accepted by the Committee. Ms Fitzsimons introduced herself and explained her background of over 30 years in Synchro Swimming. Her audit report and development/budget draft plans for Synchro Swimming were circulated prior to the meeting. Various items were discussed in greater depth, the Committee welcomed the new member to the position that has been vacant for a long time and the Chairman thanked her for the initial club audit and draft plans. The Synchro Secretary distributed her contact details to be given out to Clubs to encourage (more) interested Synchro swimmers to get in touch.	
13/2016	SER REPORTS	
13.1	The Hon Secretary had circulated the June and July Club Updates. The Chairman advised that from September anyone will be able to sign up to receive the SER Newsletter that will include links to Club Update. 1500 Newsletters are anticipated to go out by next year. He also advised of the SER Council Meeting coming up on 10 Sept. 2016. The papers were received for a call for nominations for various roles (including the role of Vice President) - no nominations were made at this stage.	
14/2016	FUTURE MEETINGS	
14.1	<u>Dates, Formats, Venues</u> Open meeting with Club representatives followed by brief management committee meeting (once a year): Various dates were discussed for this and found already booked up with Clubs' open meets or league events so that it would be difficult to get a Club representative to come along for the open part of the meeting. The Chairman urged the committee members to look at the event calendar again and suggest potential suitable dates for such a joint meeting for next year/2017. The Committee felt it was important to offer an incentive (guest speaker and/or light lunch) to encourage attendance. April was seen as a potentially good time as the development and the budget plans are ready at that time.	ALL
15/2016	WELFARE/WORKFORCE CO-ORDINATOR REPORT	
15.1	<u>Report</u> Mrs Hobbs reported that the previously raised issue in the Water Polo Section is still on-going (she acknowledged that it is not an ASA Sussex problem.) She advised that Andy Rigg has successfully passed his theory exam to become a referee and that the practical final assessment will be arranged out of County hopefully in September. On behalf of the Committee she expressed a "well done". A number of new J2 qualifications were obtained by Sussex Officials at the recent Development Gala.	
16/2016	CORRESPONDENCE – NOT PREVIOUSLY NOTIFIED	
16.1	Nothing else to report (only SER Updates, see item 13/2016)	
17/2016	ANY OTHER BUSINESS	
17.1	Nothing else was raised by any of the Committee members.	

18/2016	DATE OF FUTURE MEETINGS – 14 SEPTEMBER 2016	
	THERE BEING NO FURTHER BUSINESS THE MEETING WAS CLOSED AT 9.00PM WITH A VOTE OF THANKS TO THE CHAIRMAN.	

Signed Chairman.....dated.....