

SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

MINUTES OF MANAGEMENT COMMITTEE MEETING

held at 18.30 on Wednesday 11 November 2015

at County Hall, Lewes

PRESENT: Mr B DeVal (Chair and Development Secretary), Mrs M Tuppen (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 P McCallum, Mr A Putland and Mr W Long.

Also in attendance: L Brooks (Minute Secretary).

APOLOGIES: Mr T Pearce (President), Mr M Savill (Treasurer), Mr D Pollard (Open Water Secretary).

Before the commencement of business, the committee members stood for a minute's silence in memory of John Earwicker of Crawley Swimming Club, who was County President in 1988. The Chair proposed that a donation be sent to St Catherine's Hospice, Crawley, and Deedee Pickering seconded this.

Item No.		Action
29/2015	MINUTES OF THE MANAGEMENT COMMITTEE MEETING held on Wednesday 9 September 2015, which had been circulated, were discussed but not signed off as some subsequent amendments needed to be approved by the Management Committee. The Chair agreed to circulate the minutes in their original form.	BD
30/2015	MATTERS ARISING FROM MINUTES	
	There were no other matters arising.	
31/2015	BUDGET 2016/17	
	A discussion paper regarding the preparation of budgets for 2016/17 had been circulated prior to the meeting. This paper contained a timetable suggesting that the principles of the budget should be agreed at this meeting: specifically, whether the intention was to attain a surplus, make a loss or break even, and what percentage increase would achieve this. It was agreed that the aim should be to break even, but that there were too many variables to predict how to do this with any accuracy. An increase of 2.5% was decided on as reasonable and accepted by unanimous vote.	
32/2015	EXCEPTIONAL EXPENDITURE	
	The speakers currently used at events are borrowed from Brighton SC and are unsatisfactory for a number of reasons. A proposal had therefore been put forward to buy some more modern speakers, to be used at K2 initially but also to be made available for other Sussex County ASA events and competitions. They would not be lent to a third party. Brian	

	Smith was happy to store and transport them as required. BS had been to a local supplier and obtained a quote for suitable equipment which came to £1242.48. Brian DeVal had looked at the internet and found that similar speakers could be bought online for about £800, but there would not be the back-up provided by a known local company. Alan Putland proposed that BS be given the authority to buy the speakers from the supplier he had approached as this back-up was of more importance than a lower price, and the meeting was in full agreement. Any such purchase would in any case be delayed until final discussions with K2 had taken place.	
33/2015	TRAVEL AND SUBSISTENCE EXPENSES POLICY	
	This proposed policy, as drawn up by David Pollard, had been circulated as a paper prior to the meeting and was now discussed. Point 3.5 was disputed as it states: “It is expected that volunteers working at an event with more than one session per day will work all sessions on that day.” This is in line with SER policy but Chris Hobbs felt it could deter potential volunteers. The committee members voted unanimously to accept this policy on the proviso that point 3.5 be removed.	DPO
34/2015	COMPETITIONS DELIVERY PROCESS	
	At the last Management Committee meeting it had been decided that the Swimming Committee should be asked to document their process of event management to enable others to assume their roles if necessary. Brian DeVal had approached the committee, suggesting that timelines be provided and details of processes followed, but encountered some resistance and felt that people were not willing to co-operate. He asked, therefore, whether the Swimming Committee should be instructed by the Management Committee to release the required information. Chris Hobbs urged caution, reminding BD that the process now in place may be informal but works, and that these people already in effect form a competitions delivery group. Roger Edmondson was wary of suggesting a lack of trust in the people who currently provide this service for the County. CH explained further that each person on the Swimming Committee knows what part the other plays and trusts that they do it competently; and, when necessary, someone will always stand in for another person. The feeling of the meeting was that maintaining good relationships was of paramount importance. Margaret Tuppen suggested that simply registering the various roles and responsibilities involved throughout the process of delivering a competition might provide a compromise, and this was agreed on.	SC
35/2015	FINANCE AND BUDGET	
35.1	Post of Treasurer The Chair reported that he had received an official resignation from the current treasurer, Mark Savill, who will continue to manage the accounts until a new treasurer is found, but is	

	unable to attend meetings due to other commitments. The Chair will advertise the vacancy on the County website and on the Facebook page.	BD
35.2	Treasurer's Report The Treasurer had circulated a brief report on the accounts which the Chair summarised for the committee as showing that the County was in a very healthy position.	
35.3	Sponsorship The sponsorship that had been negotiated for financial year 2015/16 would cover the cost of programme production, meaning that any money generated from programme sales would in fact be income.	
35.4	Water Polo The Water Polo Committee needed to meet to discuss their budget. Four out of the five clubs had submitted their payments in full but the fifth club's payment fell short by £25.	RE
35.5	Swim Stop The Swim Stop accounts were in. £154 had been received which represented 10% of the sales they had made.	
36/2015	MASTERS	
	To date, all attempts to recruit a new Masters' Secretary had failed. It was hoped that the upcoming inter-county competition might generate some enthusiasm.	
37/2015	DEVELOPMENT	
37.1	CPD Day Deedee Pickering had been asked to reschedule the CPD day to Sunday 13 March 2016 as the day she had originally planned clashed with an Atlantis meet. She went through the courses being offered but would finalise the programme after attending a Swim 21 meeting the following day. She wished to emphasise that courses were open to unlicensed officials and to people from outside the County, although they were only free to Sussex club members.	
37.2	K2 The next K2 training session is booked for Saturday 16 January and it is hoped that some of the smaller clubs might be encouraged to come. Eight lanes are available in all and only five of them are currently taken.	
38/2015	COMMUNICATIONS	
38.1	Sussex community database Chris Hobbs had not heard from Phil Williams since September and so was unsure of the progress on this. The Chair remarked that the database had been in development for two years now and needed to be completed. He suggested that if no significant progress had been made by the new year, then the project should be outsourced.	
38.2	The County website is in need of updating. Twitter is quiet but the Facebook page remains popular.	BD

39/2015	WELFARE/WORKFORCE CO-ORDINATOR'S REPORT	
	Chris Hobbs had three issues to report: • The first concerned the use of inappropriate websites. The welfare officer at the club in question was dealing with it. • The second was regarding the manhandling of a swimmer. The mother would let her know how she wished to proceed. • The third arose from reports of verbal abuse directed at a young swimmer. As the reports were unsubstantiated, CH was regarding the matter as resolved. She made it clear, however, that such behaviour would not be tolerated and that if she had heard it herself the perpetrators would have been asked to leave the event.	
40/2015	TECHNICAL COMMITTEE MINUTES AND REPORTS	
40.1	Swimming Committee The minutes of the Swimming Committee meeting held on Wednesday 7 October 2015 had previously been circulated and were agreed to be a correct record. A draft of the swimming competition conditions had also been circulated prior to the meeting. The Swimming Secretary explained that no substantial changes had been made as yet and she realised that some of the rules were woolly or ambiguous and needed to be reviewed. The conditions were therefore still evolving but would need to be put on the website soon. The Chair asked if any comments could be sent as quickly as possible so that this process could continue.	
40.2	Diving Committee A report had been circulated from the last Diving Committee meeting held on Monday 5 October. The meeting had not been quorate and so in line with Rule 18c no votes had been taken. The Secretary enquired about the six-handset wireless judge pad system that had been discussed at the Management Committee meeting in May of this year (minute 74/2015). At that meeting it was suggested that the company might demonstrate the equipment at the 3m competition, but the company had not been approached to do this. It had also been proposed that Hilary Brame prepare a paper for the Management Committee in justification of the new equipment, but this hadn't happened either. There were several concerns about it – not least the considerable capital cost – but then more divers might be encouraged to participate in competitions. It was decided that the matter should be raised again and the Chair agreed to readdress it in May 2016.	BD
41/2015	GP COMMITTEE	
	The next General Purposes Committee meeting is due to be held Friday 27 November.	
42/2015	CORRESPONDENCE	
	The Secretary had received a letter from the SER regarding membership fees which are due to be increased from January 2016.	

43/2015	SER AND ASA COUNCIL REPORTS	
	William Long had been elected to the SER board. Brian DeVal had attended a very worthwhile ASA Council seminar on the role of the County.	
44/2015	ANY OTHER BUSINESS	
44.1	The Chair wished to extend congratulations to Margaret Tuppen who has been nominated for a BBC Sussex 'unsung hero' award. The presentation evening will be held on November 27.	
44.2	The Chair noted that every member of every committee needed to sign an affirmation that they were aware of current data protection legislation. Paperwork would be sent out at Christmas.	BD
44.3	Roger Edmondson remarked that Water Polo had been omitted from the agenda but now gave his report and circulated the Sussex League results. Congratulations were due to Worthing who had played eight matches in the season and won all eight. They were now third place in the National Water Polo Mens' Division 2.	
44.4	The Secretary was anxious to agree and publish a date for next year's ACM. This was likely to be Saturday 18 June at Dorothy Stringer School.	
44.5	The Diving Secretary wished to thank Margaret Tuppen for the medals which had been transferred.	
44.6	William Long was pleased to report that Beacon Swimming Club had secured funding from Crowborough Town Council which could be used to further projects in connection with their 40 th anniversary next year.	
44.7	Chris Hobbs gave a short report of the ASA National County Team Championships that took place in Sheffield in October. The team of 24 swimmers were a credit both to their clubs and to the County; they achieved many PBs and came eleventh overall. Everything ran smoothly and CH had received positive comments from parents and swimmers. Thanks were given to everyone who had helped to organise the event.	
44.8	The Annual Dinner is to be held on Saturday 16 April 2016 at Hickstead Hotel. All clubs are welcome to attend. Tickets will cost £35 per head but visiting dignitaries will be paid for from the County's central fund.	
44.9	Brian DeVal made reference to item 28.6 from the last meeting, concerning asking club secretaries if he could attend one of their committee meetings in order to give a short talk about the role of the County. To date he had only been to Beacon Swimming Club. Some other clubs had extended invitations but his visits had been rescheduled.	
	There being no further business the meeting closed at 20.43.	

Signed.....Chair Date.....