

SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

MINUTES OF MANAGEMENT COMMITTEE MEETING

held at 18.35 on Wednesday 13 January 2016
at County Hall, Lewes

PRESENT: Mr T Pearce (President), Mr B DeVal (Chair and Development Secretary), Mrs M Tuppen (Secretary), Mr D Rosen (Diving Secretary), Mr D Pollard (Open Water Secretary), Mrs D Pickering (Swimming Secretary), Dr R Edmondson (Water Polo Secretary), Mrs C Hobbs (Welfare/Workforce Co-ordinator) and elected members Mr W Long and Mr P McCallum.

Also in attendance: L Brooks (Minute Secretary).

APOLOGIES: Mr M Savill (Treasurer) and elected member Mr A Putland.

Before the commencement of business, the committee members stood for a minute's silence in memory of Jim Boniface of Eastbourne Swimming Club, who was County President in 1984 and served on the Management Committee until a few years ago. The committee approved a donation of £50 to be sent to St Wilfrid's Hospice, Eastbourne, and the Secretary said she would write to the Treasurer to organise this.

Item No.		Action
45/2016	MINUTES OF THE MANAGEMENT COMMITTEE MEETING held on Wednesday 9 September 2015 were accepted in their revised form.	
46/2016	MINUTES OF THE MANAGEMENT COMMITTEE MEETING held on Wednesday 11 November 2015 were signed off as a correct record subject to an amendment at 31/2015. The decision had been to aim for a 2% increase in revenue over and above the estimated figure of 2.5% for inflation.	
47/2016	MATTERS ARISING FROM MINUTES	
33/2015	<u>Travel and subsistence expenses policy</u> Deedee Pickering remarked that the form on the website was not the one which she had sent for uploading and the changes it contained had not been agreed. Brian DeVal would look at it again.	BD
44.2	<u>Data protection legislation</u> David Rosen had expected to sign a document at Christmas, as recorded in this minute, declaring that he was aware of current legislation, and asked what the status of this was. The Chair said that the paperwork was still with him and would be sent in due course.	BD
48/2016	ASA MEMBERSHIP FEES	
	The ASA proposal would be discussed at the ACM in June.	
49/2016	BUDGET 2016/17	
	A report from the Treasurer bringing the financial position up to date had been circulated prior to the meeting. There were no costs yet for the Masters and no budget had been received for	

	Water Polo. The Development Secretary asked if there were any thoughts from the technical committees regarding development plans. He was no longer prepared to hire K2 for general swimming training although clubs would be able to book it themselves if they wished. Instead, the County would run education and support sessions for parents and athletes from all disciplines on nutrition, psychology and physiology.	
50/2016	RULE AMENDMENTS	
50.1	The recommendations from the General Purposes Committee had been circulated on 29 December and were now discussed in turn and amended as necessary for consistency, clarity and accuracy.	
50.2	<u>Rule 18c</u> The Diving Secretary was unhappy that this rule states the Diving Committee “shall consist of one member elected by each club entering diving competitions”. He was assured that a club was entitled to put a delegate forward even if they were not entering a competition that year.	
50.3	<u>Rule 18d</u> There was some discussion about this rule which concerns Open Water. If the committee were to be absorbed within the Swimming Committee, then what would become of the role of Open Water Secretary? The Swimming Committee might need to be restructured. The rule could not sensibly be amended until further discussions had taken place and so would remain unaltered for now.	
50.4	<u>Rule 20</u> Chris Hobbs had reservations about the fines to be imposed on swimmers who damage their trophies or do not return them for any reason, but she accepted the rule.	
50.5	Following these discussions the amendments were agreed and the Chair would send out the revised rules before the next meeting.	BD
50.6	The Standing Orders had also been reviewed. The Treasurer had been unsure about allowing financial records to be publicly available, but the Chair felt that openness was to be encouraged.	
51/2016	ROLES, RESPONSIBILITIES AND STRUCTURE SUB GROUP	
51.1	Job descriptions for the various roles within the County were being drawn up, on the basis that this can be very helpful when trying to get people involved so that they understand the skillset required and know what to expect. The hours that had been provisionally allocated to some of the roles were discussed as several people felt that they spent a great deal more. The Chair explained that with the role of Secretary, for instance, he had tried to exclude those aspects of the job that Margaret Tuppen had kindly taken on in the past but didn't strictly belong there, such as the management of trophies. Similarly he explained to the Diving Secretary that the job description he had submitted described all the things he does	

	rather than those he must: the ferrying of trophies, for instance, could be done by a parent. These further aspects of the job, such as attending galas, could be appended to the more concise job descriptions.	
51.2	With the difficulty experienced in appointing a new Masters' Secretary, the discussion of a possible restructuring of the Swimming Committee was resumed as the Masters, too, could be absorbed within it. The issue would be readdressed at the March meeting in preparation for the ACM in June where any proposals could be considered. This would, of course, only mean an acceptance that changes needed to be made: those changes would not be implemented until the following year. Meanwhile, other Counties and their committee structures would be looked at. Tim Pearce remarked that Hertfordshire, for instance, had a very satisfactory Masters arrangement. For the purposes of this upcoming ACM, people would be invited to apply for the jobs as they currently stood, with the proviso that changes might be made in 2017/18.	
51.3	Chris Hobbs drew attention to her title being that of Data <i>Processing</i> Officer and not Data <i>Protection</i> Officer. The ASA is the 'data controller' and responsible for data protection within Sussex.	
51.4	The Chair asked every member of the committee to read their job descriptions with care so that they could be signed off at the March meeting. The jobs would then be advertised on the website as every officer is up for re-election with the exception of the Chair, who is in post for two years.	
52/2016	DEVELOPMENT	
	The Development Secretary reminded the technical committees that they needed to send him information for inclusion in the development plan. He was also pleased to report that the County's long-course training event at K2 at the weekend was fully booked.	
53/2016	VOLUNTARY CODE OF GOOD GOVERNANCE	
	The Chair had sent members of the committee a link to this document published by the Sport and Recreation Alliance. The Region had signed up to the code and David Pollard proposed that the County did too. This was agreed unanimously.	
54/2016	ASA SER BOARD MEETING	
	The next meeting of the Regional Management Board will take place on 21 February 2016. As Brian DeVal and William Long will be attending as board members rather than as representatives of the County, committee members were invited to submit any questions to the Secretary within the next few days or to attend the meeting themselves if they could. Chris Hobbs reminded the Chair that she had submitted questions in the past and received no reply. Communication with the Region was in general very poor and any information she had gleaned was from other sources. She said she was not alone in this view.	

55/2016	COMMUNICATIONS	
55.1	<u>Sussex community database</u> Chris Hobbs had good news. Phil Williams had worked on the database over Christmas and resolved the problems. Officers' email addresses were all loaded now and CH and Deedee Pickering both had access. The database will be available to nominated members of clubs in due course but in the interim any requests can be made through them.	
55.2	The County website will be updated in February to improve its functionality.	
56/2016	WELFARE/WORKFORCE CO-ORDINATOR'S REPORT	
56.1	Chris Hobbs reported that all the issues discussed in November had now been resolved. There had since been an incident within Water Polo but she and the Water Polo Secretary were working to resolve this also.	
56.2	CH had been sent a technical officials' handbook for assessment. She and referees she had consulted were not in favour of it although it was good in parts.	
57/2016	TECHNICAL COMMITTEE MINUTES AND REPORTS	
	<u>Swimming Committee</u> The minutes of the Swimming Committee meeting held on Wednesday 2 December 2015 had previously been circulated and were agreed to be an accurate record with a minor correction at 76/2015 (the dinner referred to had already taken place, on 27 November). Matters arising: 66/2015 Deedee Pickering and Chris Hobbs had met up to discuss the competition delivery process and the tasks involved. They had not yet had time to send anything out electronically but distributed to the meeting a draft document entitled <i>Roles and Responsibilities of Swimming Committee in Relation to Running Galas</i> . The Chair said it was a good start but needed more detail, and that he would send them an outline of what he had envisaged.	BD
58/2016	SER REPORT	
	There was nothing further to report from the Region.	
59/2016	CORRESPONDENCE	
	There was no correspondence other than that previously notified.	
60/2016	ANY OTHER BUSINESS	
60.1	The Chair reported that from the end of the month every person on poolside – swimmers, coaches, team managers and other officials – would be issued with a wristband at every event. This band would display a unique number which would be recorded	

	in a book, so identifying the individual. Permission for photography would also be automatically requested on entry forms in the future.	
60.2	The Diving Secretary reported that the Regional Diving Manager was to resign.	
60.3	The President mentioned that he knew of someone who might wish to succeed him. The Chair said that he would prefer nominations to come from clubs and that he would like candidates to study the job descriptions when they have been published on the website.	
60.4	The Water Polo Secretary reported that their next meeting would be on 8 February; he was hopeful that they would resolve a lot of their problems.	
60.5	The Chair reminded everyone that Rosa Gallop would be attending the next Management Committee meeting on 9 March 2016.	

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

Dated