

SUSSEX COUNTY
AMATEUR SWIMMING ASSOCIATION
(Founded 1895)



MINUTES OF MANAGEMENT COMMITTEE MEETING

Wednesday 13th March 2019

ATTENDEES

Mr B DeVal (Chair & Development Secretary)
Ms K Escott (Finance) – Part Time via Phone
Mrs D Pickering (Swimming Manager)
Mr D Rosen (Diving Manager)
Mrs M Tuppen (Non-Voting Guest)

Mrs C Hobbs (Welfare & Workforce Co-Ordinator)
Mr P McCallum (Elected Member)
Mr A Putland (Elected Member)
Mrs S Vaughan Smith (Hon Secretary)
Mrs R Gallop (Swim England Club Development Officer – South East Region) Part Time

APOLOGIES

Mrs H Brown (President)
Mr D Lee (Water Polo Manager)
Mr W Long (Masters Manager)

Ms Liz Fitzsimons (Synchro Manager)
Mr A Lobley (Elected Member)
Mrs J White (Elected Member)

MINUTES

Mrs S Vaughan Smith

Item No		Action
110/2019	Rosa Gallop – Swim England Club Development Officer – South East Region) BD asked whether the Water Polo Network was still in existence. RG confirmed it was and that meetings had been held regularly until the last few months. BD advised that no budgets or reports have been received for Water Polo – Do we keep them active within the County? RG confirmed that they had received the first £1K allowance but not applied for the second and that she had not heard from them for a few months. RG to chase. RG is to check the position on risk assessment/insurance cover for unqualified coaches with the insurance supplier and will confirm. BD asked if we could be notified in future if any of our swimmers were asked to represent SER in competitions. RG advised that Swim England are keen to encourage Clubs to do SwimMark. Swim England will also be strengthening affiliation through SwimMark. Everyone Active will give 10% discount on pool hire to Clubs who are SwimMark accredited. RG to provide more information	RG RG RG All RG

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	The details for the National Club Awards are now available on the website and Clubs are encouraged to apply. Six Certificates are available. Teaching and Coaching Register. ALL poolside staff must now be included on the register regardless of age or qualification. Coaching – synchro is coming along and Star Diving are hosting Diving at Southampton. This would have network funding of £1K/year Possible Masters coaching course for Sussex/Kent for candidates who do not want to coach youngsters. This has been successful elsewhere and RG is to looking into with Ron Philpot tutoring. BD advised that there would be a link on our website to Awards for All. RG advised there was a weekly funding notice. RG to circulate funding notice to Eastbourne Club Secretary each week (escminsecretary@hotmail.com). RG departed the Meeting.	All RG
111/2019	Apologies for Absence	
112/2019	Matters Arising No matters arising	
113/2019	Annual Council Meeting Timetable agreed as follows: 1200 – 1300 Volunteer Awards & Trophy Presentation 1300 – 1400 Buffet Lunch 1400 – 1530 ACM Annual Report BD requires reports by end of March along with any photographs. Rules – Proposals for Changes BD reviewed rule changes as outlined in document previously circulated. All changes Agreed by the Management Committee. Trophy Presentation & Volunteer Awards Ongoing. Volunteer Award Nominations live on Website.	All

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114/2019	Finance KE joined the meeting by telephone. Budget KE advised that the Accounts were in good order with a £66K balance and £30K on rolling deposits – no change. No outstanding payments due. Nothing has been received from SwimStop. As we are approached Year End could all outstanding invoices and expenses be submitted to KE. DP is awaiting two invoices. BD has two invoices to submit. There is a small difference on Diving Budget due to an agreed half day development fund which is to be included. The figure for Sheffield has been increased to approximately £6K due to escalating costs. CH asked for £100 room hire for officials to be included in Workforce Development/Officials Recruitment. County Bursary Scheme Two applications have been received and agreed. – Shiverers to purchase one block as their existing blocks are illegal – there are therefore having to visit K2 for Starts Training. £500 – Hailsham SC received a training grant for two people £135 KE left the meeting.	All DP/BD KE
115/2019	Development Plan Gross spend of £13K including CPD Day – nett £10.2K. Nothing for Water Polo as they have remaining Network funds. Have included Coaches and Parents Seminars however we are unable run these during Championships. It is expected that these Seminars will now be run during a Development Event.	BD/DP
116/2019	Officials Portal BD advised there is an email account associated with this and hosted alongside the website. info@sussexswimming.org	

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	BD would like a link integrated from our website the Officials Portal. The booking of courses needs to link back to the main website using the existing AR Forms facility. DP advised that problems had been encountered with people amending/deleting data from the forms. BD suggested that any issues need to be notified so that they can be resolved asap. BD will provide feedback on portal content – copy, fonts, layout etc. BD & DP to co-ordinate between sites and ensure continuity of County image.	DP BD BD/DP
117/2019	Development CPD Day DP advised that the event was very well attended with additional courses being added on the day. BD – responses received so far have severely criticised Contemporary Issues – no paperwork and screen not visible. Needs to improve and prepare. BD was concerned over the amount of food leftover. The total bill was £462. 80 people @ approx. £6/head. Provisional date for CPD in 2020 is 15th March.	
118/2019	Sussex Swimming History Project WL to provide images – BD to get them printed onto graphics for ACM and Winter Meet. They can also be used by Clubs if required.	WL/BD
119/2019	Technical Committee Minutes & Reports Swimming Committee BD asked for an Event Managers Report as per conditions to incorporate; no of entries, distance, costings, no of officials etc – this would create a record of activities for future event reference. Synchro BD referred to correspondence (emails) to LF. Need to organise a low level competition in order for Synchro to be recognised.	DP LF

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	Masters BD referred to correspondence (email) from WL. Pool is booked for 15th September at Pavilions for Sussex Masters to include long distance events. Diving Crawley didn't submit report prior to Diving Meeting. Mattie Lee (dive partner to Tom Daley) is at the K2 on 16th March – however due to injury he is unable to enter the water. Brenda will therefore be assisting in running the training sessions. Dates for future Diving competitions; 21st May, 19th September and 7th November. DR was pleased to report that Diving now have a newly qualified Diving Judge.	
120/2019	SER Report BD attended Board meeting on 24 February ACM to include Awards Presentations in line with Swim England Awards – Regional winners will be submitted to SE. Swim England have yet to publish criteria for Awards. Winners of Sussex Awards in June will be submitted to SER where appropriate. Starting a Voluntary Strategy – BD is a panel member. SER to ensure that Counties are beneficiaries of Strategy. At Regional Summer Champs – SER will be following our initiative of 'Event Maker' on their shirts. National President from September for 18 months is Ian McKenzie (Swim England Hertfordshire). BD has invited him to visit Sussex and he has provisionally accepted. Date to be confirmed.	BD
121/2019	Forward Business Plan Reviewed by Management Committee – no changes.	
122/2019	Correspondence No correspondence submitted.	

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123/2019	AOB	
	DP – Emergency procedure at all pools used by Sussex County must comply to Wavepower.	
	CH – New way to train J1's from January 2020. Training will be online; the last actual training course will be November 2019. All outstanding training must be completed by March 2020 or trainees will be required to restart again from the beginning using the online system.	
	DP advised that the ACM 2017 Minutes are not on the website.	BD/SVS
	BD advised that there had been some CPD Day Issues – two young volunteers failed first aid and one is appealing. This is now being handled by Region.	
	DR – few changes regarding the website and diving information where conditions have been removed. BD requested DR send him all content he would like included on the website.	DR/BD
	DR – advised he had not yet booked K2 for half day courses. BD said to book using Sarah Roberts.	DR
	PM – there was an incident at Water Polo – GP Committee may have to be involved.	
	Meeting closed at 8:44pm.	
	Date of Next Meeting – Wednesday 8th May 2019	

SIGNED:

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 Brian DeVal – Chairman

DATE:

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