

SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

(Founded 1895)



MINUTES OF MANAGEMENT COMMITTEE MEETING held on Wednesday, 11th May 2016 at County Hall, Lewes at 18.30hrs

PRESENT: Mr B DeVal (Chair & Development Secretary), Mrs C Hobbs (Welfare and Workforce Co-Ordinator), Mr W Long (Elected member), Mr P McCallum (Elected Member), Mrs D Pickering (Swimming Secretary), Mr A Putland (Elected member), Mr D Rosen (Diving Secretary), Mrs M Tuppen (Secretary), Mr T Pearce (President).

APOLOGIES FOR ABSENCE: Dr R Edmondson (Water Polo Secretary), Mr D Pollard (Open Water Secretary), Mr M Savill (Treasurer).

ALSO ATTENDING: Mrs B Gerding (Minute Secretary)

Item No.		Action
75/2016	MINUTES OF THE MANAGEMENT COMMITTEE MEETING – 9th MARCH 2016: The Minutes were accepted as a true record and signed by the Chair.	
76/2016	MATTERS ARISING FROM MINUTES (not covered by agenda)	
63.1	<u>Proposal for President's Expenses</u> Mr Pearce asked about the decision to allow the president an "unreceipted" sum of up to £50 (he had not been present at the last meeting). After discussions he accepted the proposal as a necessary tax compliance precaution but emphasised it as unprecedented and to be used rarely/with caution.	
63.4	<u>Budget 2016/17</u> The Chairman informed the Committee that a couple of items were still to be finalised.	
64.1	<u>Job Descriptions</u> A small wording change to the Swimming Secretary Role description was proposed and unanimously accepted to be inclusive of all age groups of competitive swimming. The time commitment estimate was queried by Mrs Pickering and the Committee agreed to raise it from approximately 3 to 5 hours per week. (It was noted that for all roles the number of hours on the job descriptions is somewhat lower than the actual time spent.)	
68.1	<u>Water Polo Network</u> The Swimming Secretary informed the Committee members that contrary to previous information the Water Polo Network would need to become Swim21 accredited /needs to be "working towards" Swim21 accreditation.	
77/2016	EMERGENCY COMMITTEE	
77.1	<u>Minute for Ratification</u> The Emergency Committee Minutes (attached) were ratified.	

78/2016	BUDGET 2016/17	
78.1	Report Nothing to report yet, no invoices received in time for this meeting/at this early stage of the new financial year. (Item "Annual & Presidents Dinner" discussed under 78.3 below)	
78.2	Affiliation Fees The Chairman proposed for discussion an increase in the fees from 75p per swimmer to £1 per swimmer in order to boost revenue from this source which is currently at around £4,500. He explained that fees have not been raised for a number of years and that increased revenue would come back to County to fund any activities necessary to sustain/ support the management of the organisation. Chris Hobbs raised concerns that clubs are seeing membership in decline due to increasing fees and affordability issues. The committee decided to delay the decision to raise affiliation fees until the July meeting. As part of the fees discussion the Chairman explained that so far no succession nomination for the Hon. Treasurer role has been received. He proposed that in this situation, to be compliant with the financial management obligations, the organisation needs to consider hiring a professional book keeper reporting into a finance committee. The committee members discussed the relative merits of using a "swimming friendly" organisation, over a private individual to guarantee transparency and good service standards. Mr Putland and Mr Pearce warned against opening a Pandora's Box in getting very close to "paying" for committee positions. Other committee members reported that some Sussex clubs indeed have paid administrators or book keepers. The Chairman explained that he had in mind a month-to-month Service Level Agreement, not a contract of employment, whilst continuing to look for a Treasurer. The committee members agreed for the Chairman to take these proposals forward with a suitable organisation in the first instance and report back with cost estimates and potential service contract details at the next meeting.	BDV
78.3	Annual Dinner/Past Presidents' Lunch Mrs Tuppen had sent the invoices for these events to the Treasurer on the day of the meeting. It appeared that combined these events were coming in at around £100 over the budgeted amount. The committee agreed that any short fall could be recovered from underspends this year. The Chairman explained that the next budget setting needs to take this into account.	

79/2016	ANNUAL COUNCIL MEETING	
79.1	<u>Annual Report</u> Mr Putland and Mrs Tuppen, seconded by the other committee members, complimented the Chairman Brian DeVal for the attractive look and layout of the Annual Report and thanked him for his work. Various spelling/typing/wording changes were discussed and agreed. In the compilation of the document there was some disagreement as to how to proceed with handling the individual secretaries' reports. Mrs Pickering's report had been edited without her agreement and she therefore proposed that her name was taken off the section. There was some discussion around the issue and Mr Putland strongly recommended, and this was agreed by the Committee members, that going forward the content of individual report contributions to the Annual Report shall only be altered if the author is consulted and agrees to any suggested changes. Corrections of spellings and any factual errors are exempted although these corrections should also only be made after informing and in agreement with that section's author. The Chairman and Mrs Pickering agreed to resolve any remaining wording issues regarding the Swimming Section Report over the next week, and the Annual Report Draft was then unanimously approved by the committee, again thanking Mr DeVal for his work on the nice format and presentation.	BDV/ DP
79.2	<u>Rules</u> A change in wording to Section 18.2.c proposed by Mr Rosen was accepted unanimously for the Diving Committee, and then also adopted for Sections 18.2.b, d, e (...engaged in the practice of...). The Committee agreed to reduce the Quorum for 18.2.d "Synchronised Swimming Committee" from 5 to 3. Some minor spelling corrections were agreed and the proposed final draft was then unanimously adopted by the committee. <u>Standing Orders</u> It was agreed to change the Title to "Standing Orders for Meetings" (take out "All"). A sentence was added to the relevant paragraph: "Other committee meetings shall be held as required and in accordance with the Rules." A discussion took place as to when Section Committee Minutes have to appear on the website. The Chairman emphasised that there is a delay with website publication especially when there are only two annual meetings (e.g. Diving Committee) until minutes have been formally approved in the subsequent meeting. He urged Secretaries for timely submission of their minutes after approval (e.g. the December and February Swimming Committee Minutes.)	BDV/ DP

79.3	Finance Report Nothing to report as yet as too early in the Financial Year.	
79.4 79.4 cont'd	Nominations Mrs Tuppen read out the nominations received so far. The committee members appreciated these but were concerned about the low number of new nominees and the lack of nominations for various positions, in particular for key senior roles. It was seen a sad state to be in. The Chairman reported that he had consulted with Committees of seven to eight Sussex Clubs so far, and that he is aiming to see all Club Committees over the coming year. So far this has produced two new people. The committee commended this activity and agreed that more needs to be done to bring on board new volunteers and leaders. There was disagreement in one case as to how many nominations for what positions had been emailed to either Mrs Tuppen/Mr DeVal, it was agreed to double check the correspondence and amend the nominations list if required. The Chairman thanked Mrs Margaret Tuppen for her continued support in the role of Hon Secretary whilst the Committee is looking for a suitable successor. Mr DeVal is going to work closely with Mrs Tuppen so as to help manage her work load.	BDV/ MT BDV/ MT
80/2016	RESTRUCTURING THE MANAGEMENT & DELIVERY OF SWIMMING IN SUSSEX – DISCUSSION PAPER	
80.1	The draft discussion paper on the management and delivery of swimming in Sussex was circulated in advance of the meeting to all committee members by the Development Secretary. There was a discussion around this and Mr Long asked what (other) development activities clubs wanted. Mr DeVal explained feedback from the clubs he had visited indicated that they wanted development and training and a “voice”, e.g. they needed help with upskilling people, succession management, back up for entry management, etc. Mrs Pickering and Mrs Hobbs did see the main priorities from Clubs for the County Organisation as the running of competitions and technical officials development. Mr DeVal agreed to collate his findings into a report that will be first tabled in the Swimming Committee Meeting. He also reported that there is a top down push to widen development activities beyond mainly competitions, e.g. with Schools and in line with the Active Sports Strategy. He therefore sees the “Swimming Development” Committee as a strategic group working alongside and closely with a “Competitions” Committee to share expertise and focus people’s skills on their core expertise. The committee members cautiously welcomed the objectives for a	

	“strategic” development group. Concerns were expressed as to where “new” people would come from to run this committee, as the same people potentially would have to attend more meetings, and it is difficult to recruit volunteers for the existing positions as it stands (see item 79.4). The discussions will be on-going and the Chairman will revise the discussion paper accordingly.	BDV
81/2016	COMMUNICATIONS	
81.1	<u>Website/Facebook</u> Mr DeVal explained that there are now 300 followers on Facebook. The new Website is being built for launch in September. A new Officials database will go up as a secure “portal”, with limited access administrated by Mrs Pickering and Mrs Hobbs, application forms for access are/will be on the website.	
81.2	<u>Handbook 2016/17</u> It was agreed that around 50 to 75 copies need to be printed.	
81.3	<u>Research</u> As part of his programme of meeting club committees the Chair devised and conducted a survey among County Clubs. Overall the feedback on the County activities was positive. There was some discussion as to how the questions were devised/ future question research and refinement. Mr DeVal explained that he will compile a report of the findings to come to the Management Committee first before being published on the Website.	BDV
82/2016	DEVELOPMENT	
82.1	<u>Development Plan 2016/17</u> Provisional long course training dates for K2 Crawley were set for October 22nd and Saturday 28th January 2017 (6:30pm to 8:30pm).	
82.2	<u>CPD Day – Report</u> 120 Club volunteers, officials and team managers attended, feedback was very positive from attendees as reported by Mrs Pickering and Mrs Hobbs. Additional course offerings will be considered for the next CPD day – a provisional date was set for March 19th 2017. The committee thanked Mrs Pickering and Mrs Hobbs, and noted that the event also came in under the allocated budget.	
83/2016	TECHNICAL COMMITTEE MINUTES AND REPORTS	
83.1	<u>Swimming Committee Minutes</u> The minutes were received by committee members in advance of the meeting – there were no further comments. Mrs Hobbs reported that an invoice would be forthcoming from the para swimming gala as Bedes supplied a lifeguard.	
83.2	<u>Diving Committee Minutes</u> The minutes were received by committee members in advance of the meeting. It was agreed to change the date in item 5/16 to read “11 Sept”. Mr Rosen drew attention to item 8/16 and the resulting difficulty for individuals concerned. The committee acknowledged the situation and the Chair indicated that he was investigating the issues further. The “Dive judge recording device” proposal was dropped.	
84/2016	WELFARE/WORKFORCE CO-ORDINATOR REPORT	

84.1	<u>Report</u> Mrs Hobbs reported that she had been asked for advice by Clubs during the year and that in some situations the ASA had to become involved. One Sussex County panel meeting took place relating to an on-going issue in the Water Polo Section of the County; the issue has been resolved as far as County is concerned. The Chairman asked and the Welfare Secretary confirmed that any sanctions will not affect the delivery of the regional water polo network (RTC).	
85/2016	<u>CORRESPONDENCE</u>	
85.1	The Secretary reported the receipt of a thank you letter from the Berkshire President who attended the annual presidents' dinner.	
86/2016	<u>ANY OTHER BUSINESS</u>	
86.1	<u>Dates for Meetings in 2016/17</u> The Chair proposed five meetings a year as per current format and then one meeting to be held on a Saturday, inviting the Clubs and Swimming Committee to attend, to encourage involvement. A quick discussion took place and members agreed to a two hour meeting with Clubs and the Swimming Committee in the morning, followed by a light lunch and then a closed 2 hour Management Committee Meeting for the afternoon. The Chair agreed to look at dates and a suitable venue.	BDV
86.2	<u>ASA Club Survey</u> An ASA SER survey was conducted among officials and coaches of Clubs, the report was received only the night before the management committee meeting. Only three Clubs from Sussex replied amongst many others from various SE Region Clubs. There was a lot of focus on the role of the County versus the role of the South East. The Committee Members agreed to study the report/findings more closely and gather ideas from it. A presentation by Kristie Jarret and Helen Mack of the ASA SER was also circulated.	ALL
86.3	<u>Data Protection</u> Brian DeVal explained that swimmers' records are no longer kept/accessed with full date of birth but by year of birth due to data protection legislation.	
86.4	<u>County Officials' Shirts</u> Mrs Tuppen asked how many shirts she should/could order in white, and Mrs Hobbs explained that there was a brief discussion at one of the Galas recently as to coloured shirts for County Officials in order to achieve better stand-out at poolside and look "nice". The Committee agreed to put a proposal for coloured shirts to the July Committee meeting. It was agreed for Mrs Tuppen to order white shirts as required in the meantime.	CH MT
86.5	<u>WavePower Document</u> Mrs Hobbs reported that the newly revised WavePower document is now available and that she received a copy the day before the Committee meeting.	

86.6	Agenda/Document Referencing Mr Putland asked that any papers/items circulated with the agenda should be clearly named/numbered with reference to the agenda item number they pertain to.	
86.7	Minutes Mr Putland also asked that the draft minutes following a meeting are circulated to all committee members for review and comment before a final draft is issued for approval at the next meeting. This was agreed by the committee members.	
86.8	K2 Invoices for Catering Four were received by Mrs Pickering shortly before the meeting, three of which were incorrect and had to be sent back. One has been submitted to the Treasurer.	
87/2016	DATE OF FUTURE MEETINGS – 13 JULY 2016	
	THERE BEING NO FURTHER BUSINESS THE MEETING WAS CLOSED AT 9.00PM.	

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