

SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

MINUTES OF MANAGEMENT COMMITTEE MEETING

held at 18.32 on Wednesday 13 May 2015

at County Hall, Lewes

PRESENT: Mr P McCallum (Chair), Mr A Gimson (President), Mrs M Tuppen (Secretary), Mr B DeVal (Development Secretary), Mrs D Pickering (Swimming Secretary), Mrs C Hobbs (Welfare/Workforce Co-ordinator) and elected member Mr A Putland.

Also in attendance: L Brooks (Minute Secretary).

APOLOGIES: Mr T Pearce (Vice President), Mr M Savill (Treasurer), Mr D Rosen (Diving Secretary), Miss S Davison (Masters' Secretary), Mr D Pollard (Open Water Secretary), Dr R Edmondson (Water Polo Secretary) and elected member Mr A Rigg.

Item No.		Action
66/2015	MINUTES OF THE MANAGEMENT COMMITTEE MEETING held on 11 March 2015, which had been circulated, were signed as a correct record after an amendment at 62.3. The diving event to be held 4 July 2015 at K2 will be a <i>skills</i> event, not a <i>schools</i> event as stated.	
67/2015	MATTERS ARISING FROM MINUTES	
45.2	<u>Swim Stop</u> No further news had been heard about Swim Stop ceasing to operate although Brian DeVal noted that they seemed to be doing brisk business at the last event they attended.	
53.2	<u>ASA Open Meet Licensing Criteria</u> The concerns that Chris Hobbs had expressed about this document had been addressed.	
53.3	<u>Past Presidents' Lunch</u> This was now organised and due to be held on Wednesday 20 May at Hickstead Hotel.	
61.1	<u>Questions to the Regional Board</u> The Secretary had received no official responses to the questions she had submitted.	
62.1	<u>Water Polo hats</u> The Secretary had written to the Water Polo Secretary as agreed to say that he could spend his discretionary budget on the hats needed and the balance would be met by the County. He had not as yet responded.	
65.1	<u>County Dinner</u> The President reported that the dinner, which took place on Saturday 18 April, went very well and that a profit of about £100 had been made. Several notes of thanks had been received from attendees who had enjoyed the evening and seeing old friends, and the Chair read these out to the meeting.	

65.2	<u>Trophies</u> Anthony Gimson had not as yet bought the IM trophy as he had been waiting to be told what the engraving on it should be. With regard to the boys' 1500m trophy, the Secretary had written to the family she believed last had it but she had received no response. It was hoped it would be found soon.	
68/2015	FINANCE	
	The Treasurer Mark Savill was unable to attend the meeting due to sickness but had previously circulated an accounts report and a summary which was now briefly discussed. It was agreed that the new format of report introduced by the Treasurer was an improvement, although in the short term it was a little difficult to compare this year's figures with last year's. As a result, Anthony Gimson had a few questions that he had wanted to raise with the Treasurer at the meeting. He felt that the upcoming ACM was not an appropriate forum to ask these questions and so it was agreed that he would email them to the Treasurer, copying in the Secretary and Chair. In summary, the Chair noted that the accounts were showing a surplus of £2322, which was very pleasing as a loss had been anticipated.	AG
69/2015	BUDGET	
	No discussion was required of the budgets as they had been approved and we were now a few months into the new financial year.	
70/2015	DEVELOPMENT	
70.1	The Development Secretary Brian DeVal had now loaded the Development Plan on to the website.	
70.2	One training session for the development squad had been booked at K2 for July and further possible dates were discussed. Of the dates available, it was decided that 5 and 26 September and 5 December were the most suitable; these are all Saturdays.	
70.3	This led to discussion of the Masters' Gala which had not yet been fixed. Sunday 20 September was mooted as a possible date but the venue was also to be decided. The feeling of the committee was that as the gala was held at Eastbourne last year, it should in fairness be held at a pool nearer to the west of the county this year or even the centre. However, as Sarah Davison is due to stand down as Masters' Secretary soon, making arrangements a little more complicated, it was decided that it might be sensible for the gala to remain at Eastbourne this year. Brian DeVal said that he would email Craig Steenhoff from Hailsham Swimming Club with this suggestion as a provisional booking of the pool should be made as soon as possible. Craig co-ordinated the gala last year.	BD

71/2015	COMMUNICATIONS	
71.1	Brian DeVal reported that Brian Smith has now become the secretary of the Sussex League and had requested that information about the league be published on the County website. At present the rules and results were available but not individual performances. The committee were happy for BD to upload this information provided that some kind of disclaimer was also put there, making it clear that there is no relationship as such between the County and the Sussex League.	
71.2	BD noted that some changes were due to be made to the 'back end' of the website in July, which might impact minimally on its appearance.	
72/2015	ACM AND PRESENTATION 2015	
72.1	The Secretary revealed the number of nominations she had so far received for the various positions that needed to be filled. Unfortunately there had been none for Vice President, Masters' Secretary or Water Polo Secretary. Two members had been nominated for the Management Committee (where four are required), five for the Swimming Committee (where six are required) and five for the General Purposes Committee (although this was effectively four as one person had been nominated for two roles). Where committees are short, nominations can be taken on the day of the ACM but this is not the ideal situation. The Chair suggested sending letters out to clubs within the next week to see if anyone might be interested in the role of Vice President and the Secretary agreed to do this. Chris Hobbs, however, expressed concern about people putting themselves forward for such positions without being fully committed and then failing to attend meetings regularly.	MT
72.2	Brian DeVal circulated a document showing some proposed rule changes together with the current rules that they were to replace. The rules in question were 7 (Finance), 11 (Officers/Office Holders – Elections), 15 (Sussex County ASA Management Committee) and 18 (Committees – Election – Constitution – Powers). Bearing in mind the concerns raised by CH above, some discussion arose regarding the amendments to rules 15 and 18 which stipulate when elected members should be deemed to have resigned following a period of non-attendance at meetings (without appropriate and timely notice of non-attendance to the Secretary). The criterion proposed on the circulated document was after "failing to attend at least 50% of meetings" but it was decided by the committee that this was too lax and that it should be amended to cover members not attending two consecutive meetings. BD agreed to reword the amendments accordingly and to recirculate the document. The committee were then unanimously in favour of these rule changes being put forward as a proposal to the ACM.	BD
73/2015	CORRESPONDENCE	
	Apart from the correspondence mentioned on the agenda, the Chair wished to share a communication the Hon.Secretary had received from Graham Stanley, Chair of the Hampshire ASA.	

	Copies of a document were circulated to the committee detailing Hampshire's proposed amendments to the South East Region constitution regarding membership of the management board. The main thrust of this was to change the voting membership to six persons elected by the Regional Council plus one person nominated by each Sub Region, rather than twelve persons elected by the Regional Council as at present. The purpose of this was to allow the Sub Regions to have an input into the workings of the management board, and to improve communication between the Region and the Sub Regions. The President expressed his approval and support of the proposed amendments, as did the remainder of the committee present. Hon Secetary to advise Mr Stanley.	
74/2015	SUB-COMMITTEE MINUTES/REPORTS	
74.1	<u>General Purposes Committee</u> Minutes of the GP Committee meeting held on 25 March 2015 had been circulated but required no discussion. The committee will meet again before the ACM in June.	
74.2	<u>Swimming Committee</u> The minutes of the Swimming Committee meeting held on Wednesday 1 April 2015 had previously been circulated. <u>Matters arising</u> 15/2015 – The pool (in Horsham) has been booked for the Winter Competition 2015. It will be held on 25 October and 1 November which are both Sundays. 16/2015 – The County Championships and Age Group Competition 2015 had gone well. Entries were down but this had been expected due to various changes made. The reviewed conditions for development galas had been sent out to clubs but had not yet been returned to Brian Deval for publication on the website. 22/2015 – Deedee Pickering reported that Bryony Gibbs had refused her application for a bursary for the CPD day although had paid for the Time to Listen course. 23/2015 – Brian DeVal would now write to Pauline Draper with the dates for the K2 para swimming training.	BD
74.3	<u>Diving Committee</u> The minutes of the Diving Committee meeting held on Monday 13 April 2015 had previously been circulated. <u>Matters arising</u> 8/15 – The meeting discussed the quotation of £4610 that had been received for a six-handset wireless judge pad system. The President was concerned that this was a high cost for a minor activity but in favour of the equipment's introduction the points were made that • the officials' jobs would be made easier • the scoring would be fairer and more accurate • events would run more quickly and smoothly	

	• the level of diving would be raised and • it was surely better to use funds to encourage swimmers than to leave it in the bank. Brian DeVal summarised these arguments by asserting that the equipment would clearly be of benefit, but would it be of value? BD said he was prepared to make an application to Sport England for a grant to mitigate costs. Chris Hobbs reiterated that it would be helpful if the supplier came to the 3m competition (where there are fewer entries) to demonstrate the equipment prior to another discussion in December; this would be in time for the next budget. The Chair reminded the meeting that in any case Hilary Brame was to prepare a paper on this subject, to be presented to the Management Committee, and that no decisions would be made until then.	
74.4	Water Polo Brian DeVal had received notification from Rosa Gallop, Regional Talent Development Officer, that the South East Region had agreed to pay for a day at Hickstead Hotel to discuss the funding of water polo.	
75/2015	SOUTH EAST REGION REPORTS	
75.1	Brian DeVal reported that significant changes had occurred within ASA staffing. • Nick Caplin has been appointed director of Participation where his role will be to encourage people to swim more. He has no involvement with swimming but his background as Director of Communications for Sony will undoubtedly be of great benefit. • Richard Bradford will be providing maternity cover for Beth Morse in the role of Aquatic Officer for Sussex. He was previously Business Manager with Speedo Dubai. • Mike Lambert will be installed as President, to succeed Roger Prior, at the Annual Council Meeting in September this year.	
75.2	BD had uploaded a 'fundraising toolkit' for clubs on to the website that morning, with a link to the SER website. Their new website was due to be launched in September this year.	
75.3	The SER development plan was ongoing but the money available for it was being cut back significantly.	
76/2015	WELFARE/WORKFORCE CO-ORDINATOR	
76.1	Chris Hobbs, the Welfare and Workforce Co-ordinator, had no welfare issues to report.	
76.2	An issue had arisen with the para swimmers who had arrived at Bedes last week for a training session and found the pool double booked. There was also an occasion when the pool had been too cold to swim. Bedes had offered to compensate the County by not charging for some future sessions, but Pauline Draper had asked if this money that the County was saving could be used in turn to compensate the parents, coach and lifeguard who had made unnecessary journeys. Brian DeVal	

	agreed that on a one-off basis compensation could be offered in the form of reimbursed mileage at 45p a mile. Pauline Draper would be asked to collate the claims and pass them on to the Secretary. Chris Hobbs would write to PD with this decision.	CH
77/2015	ANY OTHER BUSINESS	
77.1	Roger Edmondson had asked the Secretary on behalf of Water Polo whether travelling expenses could be claimed by players attending events outside the County. The feeling of the meeting was that the Masters are not given expenses when they represent the County at the Inter County Gala and that doing this for Water Polo would set an unwelcome precedent. The Secretary had replied to RE pointing out that similarly the team who travel to Sheffield have a coach provided for them but they pay for their own food. She had received no response as yet.	
77.2	The issue of officials having two shirts was raised. At present they are given a first shirt free, but when an event runs over two consecutive days they need a second shirt and some officials have asked if they can be provided with another. The question was whether this second shirt should be charged for. Brian DeVal mentioned the possibility of a sponsorship deal in the future whereby shirts might be offered. Meanwhile, Margaret Tuppen said that she had plenty of the old style cotton ones which would provide a stopgap for people officiating two days in a row.	
77.3	Alan Putland reported that Eastbourne were investigating the possibility of running a Level 1 teachers' course there to save the necessity of travel to Brighton.	
77.4	Anthony Gimson expressed his concern about the formation of a Sussex Masters' team for this November in the light of Sarah Davison's resignation. This had left the Masters with a predicament and AG was anxious that a new Masters' Secretary would be appointed at the ACM.	
77.5	This was the last County Management Committee meeting for both Peter McCallum and Anthony Gimson in their present roles.	
77.6	Finally, the Secretary asked that any relevant reports be submitted in good time for the ACM.	

	There being no further business the meeting closed at 20.47.	
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Signed.....Chair

Dated