

# SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

## MINUTES OF MANAGEMENT COMMITTEE MEETING

held at 18.30 on Wednesday 9 September 2015

at County Hall, Lewes

**PRESENT:** Mr B DeVal (Chair and Development Secretary), Mr T Pearce (President), Mrs M Tuppen (Secretary), Mr M Savill (Treasurer), Mr D Pollard (Open Water 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 D Rosen (Diving Secretary), Mrs D Pickering (Swimming Secretary), Dr R Edmondson (Water Polo Secretary).

Before the commencement of business, the Chair welcomed William Long from Beacon Swimming Club to the committee.

| Item No. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Action |
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| 15/2015  | <b>MINUTES OF THE MANAGEMENT COMMITTEE MEETING</b> held on Wednesday 8 July 2015, which had been circulated, were signed as a correct record.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |
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| 16/2015  | <b>MATTERS ARISING FROM MINUTES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        |
| 45.2     | <u>Swim Stop</u><br>Margaret Tuppen had received and banked the last monies owing from Swim Stop. Apparently their takings at open meets were reduced due to the increasing popularity of online shopping. Brian DeVal was keen to increase the revenue from whichever company took their place and MT said that she would leave any such negotiations to him.                                                                                                                                                                                                                                                                                                                               | BD     |
| 76.2     | <u>Refunds for Bedes swimmers</u><br>All claims had now been processed at a cost of £128.97.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |
| 7.6      | <u>County phone</u><br>Chris Hobbs was now in possession of a 'County phone' for use in emergencies on competition days, but the phone had no SIM card and this needs to be resolved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | BD     |
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| 17/2015  | <b>COMPETITIONS DELIVERY GROUP</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |
|          | Prior to the meeting, Brian DeVal had circulated a paper entitled <i>Proposed remit for the Sussex County ASA Competitions Delivery Group</i> , dated August 2015, and this was now discussed. The proposal was to form a cross-discipline group to facilitate the delivery of all County-sponsored swimming competitions. Several people questioned the need to introduce such a group when there were already people in place, doing this job very satisfactorily, but BD countered that the workload should be spread and that a risk was involved in relying on so few individuals. During a lengthy debate, the proposal was brought to a vote three times but there was a good deal of |        |

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|         | <p>uncertainty in the room - even when the vote was to consider the proposal rather than to implement it.</p> <p>David Pollard suggested that the matter should be referred to the Swimming Committee: that they should be asked to formalise and document their process of event management to enable others to assume their roles if necessary. Alan Putland backed this up, reminding the meeting that competitions delivered through the Swimming Committee make a significant contribution to the Association. All were in agreement. BD would write to the Swimming Hon Secretary and ask for this process to be started.</p>                                                                                                                                                                                                                                                                                                                                     | <p>SC</p> <p>BD</p> |
| 18/2015 | <b>COMMITTEE MEMBERSHIP</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |
| 18.1    | <p><u>Management Committee</u></p> <p>One vacancy remained, perhaps to be filled by a club representative.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                     |
| 18.2    | <p><u>Swimming Committee</u></p> <p>Andy Lobleby had been co-opted as agreed, so the committee was complete.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |
| 18.3    | <p><u>General Purposes Committee</u></p> <p>One vacancy remained, again to be filled if possible by a club representative.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                     |
| 18.4    | <p><u>Masters' Secretary</u></p> <p>The Chair was still hopeful that the Masters' competition on September 20 would provide an opportunity for recruiting a new Masters' Secretary.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     |
| 18.5    | <p><u>Vice President 2015/16</u></p> <p>Nominations for this role were still required.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |
| 19/2015 | <b>APPOINTMENT OF WORKING SUB-COMMITTEES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     |
|         | Elected member William Long had agreed to look at roles, responsibilities and structure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |
| 20/2015 | <b>SOUTH EAST REGION ACM</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     |
|         | <p>At the Management Meeting of 13 May 2015 a proposal by Hampshire was discussed whereby the voting membership of the SER board would be changed 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 committee was in favour of the proposed amendments and David Rosen expressed his willingness to attend the ACM in order to support them.</p> <p>At this meeting, however, the Chair put forward arguments against Hampshire's motion: firstly, that some of the Sub Regions never get involved, so the number of people on the board would be reduced; and, secondly, that the Region would be obliged to accept whomever the Sub Regions nominated,</p> |                     |

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|                | thus limiting their ability to draw in the skills they required. On these grounds the committee reversed their decision. The Chair would advise David Rosen of this change to vote for the Management Board's proposal to restrict voting membership to 'persons who are members of clubs affiliated to the Region' rather than 'members of the ASA' as at present (Rule 8.2.1) and against the proposal from Hampshire ASA. | DR    |
| <b>21/2015</b> | <b>FINANCE AND BUDGET</b>                                                                                                                                                                                                                                                                                                                                                                                                    |       |
| <b>21.1</b>    | <b><u>Report</u></b><br>The Treasurer had circulated a very short report of the finances prior to the meeting, highlighting some key points and reminding the disciplines that they need to start considering their budgets for 2016/17.                                                                                                                                                                                     |       |
| <b>21.2</b>    | <b><u>Register of assets</u></b><br>The Treasurer had received details of assets from around the County as requested.                                                                                                                                                                                                                                                                                                        |       |
| <b>21.3</b>    | <b><u>Hy-Tek version 6</u></b><br>This software had now been acquired but at a higher price than expected (an extra cost was incurred for paying by BACS) and with certain restrictions (the licence bought will only cover specified events). The Chair asked Mark Savill to warn others of the problems encountered via the website.                                                                                       | MS    |
| <b>22/2015</b> | <b>MASTERS' CHAMPIONSHIPS</b>                                                                                                                                                                                                                                                                                                                                                                                                |       |
| <b>22.1</b>    | Entries for the Masters' Championships on September 20 were up on last year. It was thought that more people had entered too although of course the number of swimmers does not equate with the number of race entries; there were certainly more teams taking part. A report would be presented at the meeting on 11 November.                                                                                              | BD/MS |
| <b>22.2</b>    | The income that would be generated from this event could not yet be estimated due to certain changes. Last year the championships took place at Eastbourne where the pool hire was £490; this year the venue will be Worthing and the cost is not yet known. Income was expected to be over budget, however, given that this year there are 366 entries at £5 as against 350 at £4.                                          |       |
| <b>22.3</b>    | A job description for the role of Masters' Secretary is to be distributed at the gala and an announcement made in an attempt to fill the position.                                                                                                                                                                                                                                                                           | BD    |
| <b>22.4</b>    | Chris Hobbs expressed concern that the event was in danger of not running at all as more officials were needed: at present there were only six. Unfortunately, the Crawley open meet is the same weekend and many potential officials will be going there, especially if they are the parents of swimmers at the meet.                                                                                                       |       |
| <b>22.5</b>    | Peter McCallum wished to spread the word that people would be able to park for free on the roads near the pool as it will be a Sunday. There is a non-returnable fee of 10p for use of the lockers.                                                                                                                                                                                                                          |       |
| <b>22.6</b>    | William Long was pleased to report that Beacon would be reintroducing masters' swimming in October after a long gap.                                                                                                                                                                                                                                                                                                         |       |

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| <b>23/2015</b> | <b>DEVELOPMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |
| <b>23.1</b>    | The next K2 training session is booked for Saturday 26 September and will incorporate two lanes for masters in response to feedback received. Only three clubs are attending. Hastings and Brighton have two lanes each and Brighton Dolphin have one, leaving one lane still available.                                                                                                                                                                                                                                                                                                       |            |
| <b>23.2</b>    | There were no firm proposals for the continuing professional development (CPD) day at Dorothy Stringer School yet, but Deedee Pickering was working on it.                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |
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| <b>24/2015</b> | <b>COMMUNICATIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |
| <b>24.1</b>    | Brian DeVal reported that use of the County's Facebook page continues to grow with 214 followers.<br>He warned that the website might be out of action briefly in October due to a move of the Region's site: it would be necessary to ensure that no links were corrupted in the process.<br>Chris Hobbs requested that the contents of the website be reviewed. She said there was out-of-date information, old news and photos that should be withdrawn. She said in addition that the events calendar was not complete, but BD said that clubs never provide information for the calendar. |            |
| <b>24.2</b>    | <u>Sussex community database</u><br>Phil Williams has now loaded the email addresses and phone numbers of officials on to the database and is preparing the next phase of implementation. Margaret Tuppen will be given access shortly. The Sussex Secondary Schools Team Championships on September 23 will provide an opportunity for testing it.                                                                                                                                                                                                                                            |            |
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| <b>25/2015</b> | <b>WELFARE/WORKFORCE CO-ORDINATOR'S REPORT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            |
|                | Chris Hobbs had nothing to report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |
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| <b>26/2015</b> | <b>TECHNICAL COMMITTEE MINUTES AND REPORTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            |
|                | <u>Swimming Committee</u><br>The minutes of the Swimming Committee meeting held on Wednesday 5 August 2015 had previously been circulated. Minute 50/2015 regarding the Masters' Championships was discussed. David Pollard said the statement that the gala might not happen 'arose out of passion' and Chris Hobbs agreed that it was an issue that badly needed to be resolved. The Chair asked that the minute be reworded.                                                                                                                                                                | <b>DPI</b> |
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| <b>27/2015</b> | <b>CORRESPONDENCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |
|                | The Secretary had received the travel and subsistence expenses policy approved by the ASA South East Regional Management Board and this had been circulated prior to the meeting. The policy applies to all volunteers attending meetings and events.                                                                                                                                                                                                                                                                                                                                          |            |
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| <b>28/2015</b> | <b>ANY OTHER BUSINESS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |
| <b>28.1</b>    | With regard to the SER travel and subsistence expenses policy, Brian DeVal raised concerns over point 5 which states that if an official works fewer than all the possible sessions on any given day then they will be paid proportionately. He argued that this was unfair as the cost of travel would be the same.<br>He also noted that the County has no published policy of its own and probably should do. David Pollard agreed to draw one up, based on the Region's policy but bearing in mind the objections to point 5.                                                            | <b>DPo</b> |
| <b>28.2</b>    | Peter McCallum raised the issue of ASA affiliation fees which need to be set for the coming year. Brian DeVal favoured an increase of the 0.50p paid by each member to the County as the fee has remained static for four years now, but others felt this was inadvisable when the entry fees have just been increased to £5. The matter was voted on and a decision made to leave the affiliation fees as they are. BD asked that this item be included on the Agenda for July 2016.<br>(Subsequent to the meeting the Hon Secretary confirmed that the County's affiliation fee was 0.75p) |            |
| <b>28.3</b>    | David Pollard was preparing a paper regarding sea swims at Eastbourne.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |
| <b>28.4</b>    | William Long informed the committee that Beacon Swimming Club was founded in 1976 and would therefore reach its 40 <sup>th</sup> anniversary next year. This was to be celebrated on Saturday 11 June 2016 and an invitation would be sent to Tim Pearce as President.                                                                                                                                                                                                                                                                                                                       | <b>WL</b>  |
| <b>28.5</b>    | Chris Hobbs mentioned that the clubs had until the 15 <sup>th</sup> to submit names of possible swimmers for the ASA National County Team Championships in Sheffield in October. Selection trials for some swimmers would be held in Worthing on 20 September and the team will be chosen thereafter.                                                                                                                                                                                                                                                                                        |            |
| <b>28.6</b>    | Brian DeVal had sent a note to club secretaries and chairs asking to attend one of their committee meetings. His intention was to give a short talk at the start of the meeting and to distribute a questionnaire that would enable him to evaluate what the clubs want from the ASA. He had received invitations from Atlantis, Beacon, Crawley, Hailsham, Littlehampton and Shiverers.                                                                                                                                                                                                     |            |

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|  | <b>There being no further business the meeting closed at 20.53.</b> |  |
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Signed.....Chair      Dated .....