

SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

(Founded 1895)



MINUTES OF MANAGEMENT COMMITTEE MEETING held on Wednesday, 9th November 2016 at County Hall, Lewes at 18.30hrs

PRESENT: Mr B DeVal (Chair & Development Secretary), Dr R Edmondson (Water Polo Secretary), Ms L Fitzsimons (Synchro Secretary), Mrs C Hobbs (Welfare and Workforce Co-Ordinator), Mr P McCallum (Elected Member), Mr T Pearce (President), Mrs D Pickering (Swimming Secretary), Mr A Putland (Elected member), Mr D Rosen (Diving Secretary), Mrs M Tuppen (Secretary), Mrs J White (Co-opted Member).

APOLOGIES FOR ABSENCE: Mr W Long (Masters Secretary)

ABSENT: Mr D Pollard (Open Water Secretary)

ALSO ATTENDING: Mrs B Gerding (Minute Secretary)

Item No.		Action
34/2016	MINUTES OF THE MANAGEMENT COMMITTEE MEETING – 14th SEPTEMBER 2016: The Minutes were accepted as a true record and signed by the Chair.	
35/2016	MATTERS ARISING FROM MINUTES (not covered by agenda)	
32.1	Mr Rosen expressed some disappointment that the parent (potential diving judge) did not turn up at the rescheduled meeting (but her husband did.)	
36/2016	VOLUNTEER AWARDS	
36.1	The draft proposal containing categories for volunteering awards was circulated in advance. The Committee thought this was a very good idea and unanimously supported the plan. Comments were that it would hopefully promote interactions between County and Clubs. The Chairman explained that there would be a presentation of awards and confirmed that nominations would come from Clubs. The process (timeline) is to feed up from County to Regional to National Awards.	
37/2016	FINANCE	
37.1	<u>Mid Term Review</u> The budget versus actual report was circulated in advance. The report showed (close to) up-to-date expenses versus the allocated budget. The Chairman commented and the Committee agreed that overall the position was healthy, half-way through the financial year around half of the budget is spent.	
37.2	<u>Agree Objectives 2017/18 (Rule 7.c)</u> The Committee was asked to decide broadly on the future activity levels and inflation which will impact on expenses and revenue. The Water Polo Hon Secretary highlighted that the ASA funding for the Sussex Training Centre (formerly RTC) might no longer be	

	received in future; the Committee commented that for this financial year a contingency fund had been set aside and agreed that the contingency would be reviewed and adjusted each financial year as required. (For further Water Polo updates see 41.2 of these minutes.) New/increased budget items are expected to be the payment for the Finance Assistant, Mileage claims, Food items, Pool Hire Fees. The Chairman and The Synchro Hon Secretary are to have a separate meeting to go through finance information/process. The Committee emphasised that the organisation should not run with a profit but that reserves need to be held. Members unanimously voted to adjust 2017/18 budgets by 2.5% for inflation and by 2% for growth in revenue to build/maintain adequate reserves.	
37.3	<u>Finance Assistant</u> The Chairman reported that a 12 months rolling contract has been drawn up by Mr Long and thanked him for his work. The final contract stipulates payment of £20/hour for up to 3 hours per week fixed for two years, invoicing for actual hours. Starting date for the new Finance Assistant, Mrs Kerry Escott, is December 2016. Mrs White confirmed that she also read it and thought that it was a very suitable contract. The arrangement/contract is to be reviewed annually at every ACM, once a new Committee is in place. The Chairman informed the Committee that there is delay of months by the bank for the transfer of the banking mandate/access codes from the former treasurer to the new Finance Assistant and Finance Committee. Going forward the Chairman will advise the division secretaries where to email expense claims/submit invoices and which ledger codes to use. Paying-in procedures will remain exactly as before. This Committee unanimously endorsed the proposed financial management structure and the terms of the contract. A meeting of the General Purpose Committee is required in December to consider the changes to the financial management structure, date to be agreed.	BDV Members of the GP Committee
38/2016	<u>OFFICIALS</u>	
38.1	<u>Action Plan</u> The Chairman summarised that £1,500 have been set aside to implement the Action Plan and that in the January meeting an update will be presented. The Plan details how to engage with clubs to promote officiating	

	within their structures. The forthcoming Spring Championships are seen as a good opportunity to engage with potential new recruits, a separate officials table, posters, t-shirts at the event and promotions on the website are considered. The Welfare and Workforce Hon Secretary noted that the recent Officials Survey and the Action Plan are published on the County Website and that the Survey Report was also handed out to Officials at the Winter Championships and was very well received. The Chairman added that there is an ASA Volunteer survey on the South East Region website.	
39/2016	COMMUNICATIONS	
39.1	Report The audience analysis during the last two months showed peak activity around the Winter Competition. Facebook activity was busy around the National County Team Competition in Sheffield, and the successful referee accreditation for Andy Rigg. There is a significant growth in Facebook followers over the last 12 months (now exceeding 300). The audience analysis report copy was circulated during the meeting and will be emailed to all Committee members by the Chairman.	BDV
39.2	Re-launch Website The Chairman advised the Committee that the website re-launch is slightly delayed but will go ahead at the end of November /in early December.	
40/2016	DEVELOPMENT	
40.1	Report The CPD day organisers Mrs Pickering and Mrs Hobbs have identified a high demand for the Safeguarding module across Clubs for the forthcoming day in March 2017. Running a third session in the afternoon of the day was discussed, which would increase the course places from 40 to 60. The Committee discussed the cost implications of hiring an additional tutor, and it was unanimously decided to proceed with a £10 charge per person towards the course book in order to cover the additional cost. It was emphasised that limiting numbers per Club would be difficult and it is preferable to offer training to as many volunteers as possible.	
40.2	CDP Day Outline Programme – Budget Implications The outline Programme for the day provisionally includes: - Team Manager 2 - Team Manager 1 - Fina Rules - Time to listen (Welfare Officers) - Contemporary Issues - Safeguarding - Young Volunteers: Aquatic Helper and First Aid Workshops,	

	organised by SER Some other requests were received for the day (HyTek, First Aid) and Mrs Pickering and Mrs Hobbs will report back on the decision to run any of these. (Budget Implications discussed in 40.1 above.)	
40.3	<u>Agree Objectives 2017/18 (Rule 7.c)</u> The Development Hon Secretary supported by Welfare and Workforce Development Hon Secretary recommended to phase out in 2017/18 the County Long Course Training offered to Clubs twice yearly at the K2. He reported that last time only five Clubs participated with short notice cancellations from two Clubs. So far, six Clubs have confirmed for the January date but he felt that uptake was unenthusiastic and that appreciation for the opportunity has declined as many Clubs organise their own access to long course swimming throughout the year. The Committee agreed unanimously. Mrs Hobbs suggested that County could use the opportunity for training other swimmers/teams, e.g. the County Team. The Development Hon Secretary reported that Ian Armiger, a Senior Coach with experience in producing Olympic Swimmers, has been booked for the forthcoming coach development day. This was welcomed by the Committee. Going forward, Mr DeVal will circulate the draft Development Plan for 2017/18 to all Committee members for comment.	
41/2016	TECHNICAL COMMITTEE MINUTES AND REPORTS	
41.1	<u>Swimming Committee Minutes</u> The minutes were received by committee members in advance of the meeting. The Swimming Hon Secretary noted that there is a change to item 57/2016: the Relay Gala will be held in Horsham at the Pavilions not at K2 in Crawley.	
41.1.1	<u>Sussex County Team Success in Sheffield</u> The Committee members expressed their congratulations to the recent success of the Sussex Team Swimmers at the Intercounty Competition in Sheffield where they won promotion to Division 1 and gained fourth place. The swimmers were highly commended for their exemplary behaviour throughout the weekend, doing the County proud. The full story and events are currently found on the County website. Mrs Hobbs on behalf of the Committee thanked the County Hon Secretary Mrs Tuppen for excellent organisation of coach travel and hotel accommodation and general handling of all paperwork.	
41.2	<u>Water Polo Minutes</u> The Water Polo Hon Secretary had circulated the minutes prior to the meeting. He mentioned that at a recent event the County Coach had	

	indicated a shortage of equipment. The Chairman asked the Water Polo Hon Secretary to investigate who held the hats bought over the past year. The Chairman suggested that other equipment issues be addressed in the 17/18 budget round. The former RTC is now known as Sussex Training Centre. The Chairman supported by the County Hon Secretary asked that future requests for County Shirts should be made well in advance to ensure that they would be available to players in time for competitions. The Committee congratulated the following Water Polo Players on their honours gained: 1. Joe Hazeldine England U19 2. Fran Collings Scotland Ladies 3. Lara Partridge England U19 4. Gemma Deacon Wales Ladies 5. James Blything England U19 6. India Horton	RE
41.2.1	<u>Sussex Water Polo Network – Update and Financial Management</u> The Water Polo Hon Secretary explained that a network of 5 Clubs will form the Sussex Water Polo Network, and become eligible for £1000 per year for four years. The money will be held by County as a separate budget and for the network clubs to submit invoices/expense claims. A business plan has been put forward to the ASA for approval.	
41.3	<u>Masters – Exit Report</u> In absence of the Masters Hon Secretary the Chairman explained that there had not been a committee meeting as yet and no minutes/report. He expressed his disappointment that after the well-subscribed recent Master Championships not enough swimmers had come forward to put together a viable team to compete at the Inter County Masters event in Oxford. Efforts are made to put together a team for 2017. The Committee acknowledged that it is not uncommon for the furthest away team to cancel (despite a coach being paid for by County), as it requires a full day out of people's time and at masters level many are not in a position to afford a loss of an entire day.	

	The Management Committee felt that County would be unable to support a Masters Championship next year unless a Committee was in place.	
41.4	<u>Diving Committee Minutes</u> The Diving Hon Secretary had circulated the minutes in advance of the meeting. Further to the minutes Mr Rosen explained that a diving competition in Worthing is forthcoming on 24th November with ten entries received so far.	
42/2016	WELFARE/WORKFORCE CO-ORDINATOR REPORT The Welfare and Workforce Hon Secretary reported that Andy Rigg is now the latest new Referee in the County. The Committee expressed their congratulations. She confirmed that training is on-going in various parts of the County. An issue has been raised by one Club where she has been invited to attend a meeting and she is awaiting the date. Mrs Hobbs reported of a recent meeting with the area manager of the K2 operator, also attended by the Chairman. Indications of a forthcoming investment of 60k were given, but not before April 2017. The Committee welcomed the news of investment into equipment; Mrs Hobbs explained that training of County staff on new equipment and presence of a dedicated manager during County meets was also promised. The Chairman indicated the implementation of new starting blocks and ledges at K2 – with the operator looking to transform it into a high level competition pool. The Chairman emphasised that all Clubs need to make sure they are written into their Pool Operator business plan and not just seen as a “customer”. Various nominations for the Active Sussex Sports Awards had been made for individual swimmers and Clubs but disappointingly have not been successful. The committee noted the lack of suitable awards for Aquatics in particular given the success of the Sport at Olympic level. Rose Stride has been selected for a National Talent Camp for young officials from all sports being developed and delivered by the Youth Sport Trust in partnership with Loughborough University, and funded by Sport England. The Committee congratulated her on the selection success.	
43/2016	SER REPORT	
43.1	The County Hon Secretary had circulated the October Club	

	Updates. The Chairman mentioned the upcoming Open Forum Day in Guildford. He noted that the Regional Qualifying Times for 2017 were now published. The Committee commended the success of Sussex swimmers at the recent Regional Open Competition in Portsmouth. The Diving Hon Secretary noted that another date for a Regional Diving meeting had to be found.	
44/2016	FORWARD BUSINSS PLAN The Chairman had circulated the report prior to the meeting; he highlighted a few items for the January meeting; the visit by Rosa Gallop, the need to devise a plan for increasing engagement with the ACM, and the CDP day programme being finalised by then. He asked Committee members to put forward their ideas/plans well before the next meeting.	
45/2016	CORRESPONDENCE – NOT PREVIOUSLY NOTIFIED Nothing to report.	
46/2016	ANY OTHER BUSINESS The Synchro Hon Secretary noted the success of Sussex Masters at the recent National Synchro Masters Competition where 12 Silver medals were earned. The Committee congratulated the athletes on their success. Mr Putland reported that recently an Eastbourne Swimming Club trophy dating from 1890 was found in a school archive, this found much delight amongst Committee members. The President asked if a new president can be found/identified and a discussion took place as to the role of the president. The Chairman mentioned to make it an item at the next GP Committee meeting and consider to make it a purely ceremonial role. Mr McCallum mentioned that the ASA fees have been raised. The Chairman and Mrs Pickering reminded everyone of the date for the County Dinner at (29th April) and past presidents lunch (24th May): the dates to be published on the website as soon as possible.	
47/2016	DATE OF FUTURE MEETINGS – 11TH JANUARY 2017	
	THERE BEING NO FURTHER BUSINESS THE MEETING WAS CLOSED AT 8.25PM WITH A VOTE OF THANKS TO THE CHAIRMAN.	

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