

SUSSEX COUNTY
AMATEUR SWIMMING ASSOCIATION
(Founded 1895)



MINUTES OF MANAGEMENT COMMITTEE MEETING

Wednesday 9th May 2018

ATTENDEES

Mr B DeVal (Chair & Development Secretary)	Mrs H Brown (President)
Ms K Escott (Finance)	Mr P McCallum (Elected Member)
Mrs D Pickering (Swimming Manager)	Mr D Rosen (Diving Manager)
Mrs M Tuppen (Non-Voting Guest)	Mrs S Vaughan Smith (Hon Secretary)
Mrs J White (Elected Member)	

APOLOGIES

Mrs C Hobbs (Welfare & Workforce Co-Ordinator)	Ms Liz Fitzsimons (Synchro Manager)
Mr D Lee (Water Polo Manager)	Mr A Lobley (Elected Member)
Mr A Putland (Elected Member)	Mr W Long (Masters Manager)

MINUTES

Mrs S Vaughan Smith

Item No		Action
149/2018	Management Committee Minutes – Wednesday 14 th March 2018 were presented. The meeting was not quorum and therefore minutes were unable to be signed. This action is carried forward to the next Management Committee Meeting on 11 th July.	SVS/BD
150/2018	Matters Arising Item 139/2018 from 14 th July Minutes positions now been confirmed: – Steven Murphy (Mid Sussex) – Sussex Development Pathway Coach – James Nock(Eastbourne) – Lead Coach, National County Team Championships At the request of the family, Sussex County ASA have donated £50 to the RAF Benevolent Fund in memory of George Ely.	
151/2018	Annual Council Meeting Annual Report BD presented the draft annual report. DR circulated a copy of his entry. This was discussed and DR accepted the version proposed by BD.	

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	BD advised that the Accounts would shortly be completed but were awaiting the final input from the Examiner. Once complete they will be posted on the internet and circulated by SVS on or before 26th May 2018. Nominations for Life Members No response received from Mr & Mrs Barber. Glennis Buck was proposed by DP and seconded by JW. BD to contact Glennis. Proposed Amendments to Rules No request for proposed amendments received before the deadline of 1st May by SVS. All highlighted proposed amendments agreed. Item 21. New paragraph to be included 'Decisions of all Technical Committees shall be ratified at the next Management Committee Meeting'. This paragraph will replace the sentence commencing 'All Technical Committee decision....'. BD to amend.	KE/BD/ SVS BD BD BD
	Accounts The Accounts were presented by KE. KE briefed that Sussex County had approx. £60K income, £60K expenditure and £60K in the bank with a slight deficit of just under £2K. The cost of pool hire is escalating, whilst entries are reducing. KE asked whether the budget for the Grant Scheme is sustainable and advised that this will make an impact on the finances for next year. KE asked if there was a plan to change entry fees? DD/BD advised that the Winter Competition will remain the same and a decision will be made at the October Swimming Committee (SC) Meeting on fees for January 2019. General Arrangements The presentations will need to start 30 minutes earlier to fit everything in. BD to calculate exact timings.	SC BD

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	The initial program for the day is: - Welcome Presentation Photos Volunteer & Achievement Awards (currently 102 applications) Lunch (laid tables with trays) ACM Audrey Taylor and Margaret Symmonds have agreed to cover the door and issue the new red and green card system. Clubs will need to nominate delegates to vote. The nomination forms will be sent to Club Secretaries for completion. Voting Forms are to be presented on the day either electronically or on paper but must be authorised by their Club Secretary. The website will be amended to show the new rules.	BD
152/2018	Grants and Bursaries BD's proposition is that grants should be seen as a last resort not a first resort with a maximum limit of £500/year per club. All applications to be reviewed by the Sub-Committee. The Sub-Committee can award up to £500 but not necessarily the whole amount of £500 or they may decide to not award anything at all. Clubs must ensure that what they are proposing must benefit their Club and Clubs in Sussex. Bursaries will be a top up for the candidate not necessarily the Club. BD to draw up and circulate proposal in order to gain Management Committee approval in time for the ACM.	BD
153/2018	Governance GPDR There was some discussion on the documents circulated by Swim England. The general advice being that common sense prevail and any documents or files not being used for your job must be destroyed.	

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	County records have changed to year of birth as opposed to date of birth – no longer allowed to show date of birth. KE asked whether we will provide anything further? BD advised that the Committee will prepare the relevant GDPR documents based on template published by the Sports Alliance. Club Membership lists can be retained – however it is not allowed to keep records after renewal from previous years. We will develop a policy to be sent to Clubs in the future.	BD/WL BD/WL
154/2018	Development CPD Day DP reported that the CPD Day had been very popular with approximately 18/20 children. Good Feedback. There were 5 courses in the morning and afternoon and the majority of them were full. The Safeguarding Course had around 60 people. An online survey was completed at the end and support was given for everything. Volunteer Awards So far 102 applications have been received, closing date is midnight 14th May 2018. Some Clubs have been very organised with lots of applications received. BD advised that he has already offered three Club Chair's the opportunity to judge and score the categories. They do not know who each other are. He is also going to invite two more. The presentation will include a short citation for the winner and an offer of congratulations to the 2nd and 3rd place positions. Coach Meeting An early morning Coach Meeting was held at the recent East Grinstead event – it has been mentioned in the Swimming Minutes. BD attended as Development Officer and took minutes during the meeting. Pathway Programme Will take place on 30th May at Eastbourne College. 60 swimmers will take part, each have 90 minutes pool and gym time.	BD

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155/2018	BD will be talking to parents to get them to work with us in line with the seminar presented by Karen Howells. Web Hosting Due to a recent problem and the need for significant changes we will be moving host of our website to another provider this month. Dave Hudson (IT Support) and BD rebuilt the site at Christmas following numerous infections. SE Region will also be changing their web hosting. This will incur and increase in costs from £15 to £60 per year. BD requested authority to transfer the website. Agreed. As of 8th May, Sussex County ASA has 500 followers on Facebook. DR asked if it was safe? BD reassured that we only provide information via our Facebook page, it is not used for collection of information or data. Officials Database Ongoing	BD
156/2018	Technical Committee Minutes & Reports Swimming Committee DP circulated paper copies of the minutes not previously distributed due to late electronic submission prior to the meeting. It was asked if we could use iZettle for future payments at events? BD confirmed that at Championships there is lots of cash handling and people want to scan cards and that SER are also looking at it. Many companies that offer this service have hidden costs of £22.50/mth and can take anything between 1.4/1.7% handling fee per transaction. BD suggested that we wait and see what direction SER go after their investigations as they have got a working party (including legal and financial) currently looking at it. This item is held until further notice.	BD

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	Open Water – Awards No Championships this year. BD put to Swimming Committee – no trophies but offer gold/silver/bronze at Championships. Chichester is doing a long distance open water event. Both the Swimming Committee and Management Committee were favourable to above. Entries for Regional Championships are currently very low. BD advised we may be able to take entries and monies on website in future (1.4% of money goes into the bank within 24 hours). Diving BD expressed major concern for Crawley. We need to know who is their Welfare Officer? If they don't have one they are in breach of ASA rules. Have they also attended Safeguarding Courses? At only 7 members it is not a viable club. An added difficulty is that Brenda is an employee of Freedom Leisure and runs the diving for them. This is cause for concern – however being able to provide Welfare Officers details would provide some satisfaction. BD advised that Region also has concerns. BD has been asked to put an advert on Facebook for a Diving Tutor to work at Eastbourne Centre.	DR BD
157/2018	SER Report Meeting to be held on Thursday 10th May 2018.	
158/2018	Forward Business Plan BD presented latest update	
159/2018	Correspondence Kent County have invited Hilary Brown to their Annual Dinner, unfortunately Hilary is unable to attend due to a prior engagement. SVS has received a copy of the latest insurance certificates from Swim England. Copies to be circulated to DP, CH and BD.	SVS

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160/2018	AOB BD advised that there is an Open Water Trophy missing, as seen in a photograph with Chloe Pollard and Andrew Horsefield-Tuner – does anyone know who the men's or boy's winner was in 2015?	All
	BD asked HB to stand again as President.	BD/HB
	Meeting closed at 8:15pm	
	Date of Next Meeting – Wednesday 11th July 2018 ACM Meeting – Saturday 16th June 2018	

SIGNED:

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Brian DeVal – Chairman

DATE:

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