

SUSSEX COUNTY
AMATEUR SWIMMING ASSOCIATION
(Founded 1895)



MINUTES OF MANAGEMENT COMMITTEE MEETING

Wednesday 10th May 2017

ATTENDEES

Mr B DeVal (Chair & Development Secretary)
Mr W Long (Masters Secretary)
Mrs D Pickering (Swimming Secretary)
Mr D Rosen (Diving Secretary)
Mrs J White (Co-opted Member)

Mrs C Hobbs (Welfare & Workforce Co-Ordinator)
Mr P McCallum (Elected Member)
Mr A Putland (Elected Member)
Mrs M Tuppen (Hon Secretary)

APOLOGIES

Mr R Edmondson (Water Polo Secretary)
Mr T Pearce (President)

Mrs L Fitzsimons (Synchro Secretary)
Mr D Pollard (Open Water Secretary)

MINUTES

Mrs S Vaughan Smith

Minute No		Action
71/2017	Minutes – 8th March 2017 were accepted and signed by the Chair.	
72/2017	Annual Council Rule Changes BD ran through the proposed rule changes document previously circulated. Rule 3 needed clarification. This had been requested from the governing body. BD would report accordingly. Item 7.c) points iii and ii can be combined into one point. BD to combine and send email for approval. AP would like to use the word 'adopt' within ruling. DR asked to withdraw his previous submission for changes to rules as they were no longer relevant. Proposed rule changes approved. Annual Report The Financial Reports have been submitted to the Inspector of Accounts. Currently in a particularly healthy position - £65K as at end of March. There was positive growth over the last year – however this may not grow as much in current year due to dropping one gala and only having the Winter Competition in the remainder of this year. If the Championships run with the same numbers and figures there is unlikely to be any surplus.	BD BD

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	The Financial Reports agreed – the reports were produced in 6 days after the end of the year and balanced first time. BD expressed his gratitude to those involved. ACM Arrangements MT is receiving nominations for the ACM. Access to the hall will be at 11am to set up trophies ready for the presentation at 1pm. This will be followed by tea and the ACM meeting. The room has been booked until 6pm when we must vacate. BD asked AP if he was available to take photographs at the ACM. AP to confirm his availability. MT to confirm if venue has a PA system, if not then one needs to be arranged. BD will put a notice on the website to include details of ACM and job descriptions in order to encourage attendance.	BD/ACM MT BD
73/2017	Finance We have received affiliation fees of £3,200 (one half) from Loughborough.	
	Kerry Escott has received a bank card and now has full access to all accounts. BD is still awaiting his.	
	It was requested that notification be sent when Nominal Ledger codes are changed.	KE
74/2017	Governance Data Protection WL spoke about Data Protection and new legislation that will come into force in May 2018 with potential enforcement of fines. We should look at and be aware of this before the legislation is enforced. Security needs to be tightened on personal details – particularly in emails. SE needs to prepare and focus. WL to have a watching brief and advise accordingly. The ASA have a team of lawyers looking at their own strategy. We need to review how Clubs can access data for officials etc. Perhaps have an authorised representative from each club? CH to forward Officials Registration Form to WL for review with a possibility of utilising this format across the County.	WL CH/WL

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	Risk BD believes that the organisation is exposed to significant risk. An example being that all competition entries go directly to one individual (Brian Smith) and event programs being made on a personal computer using High Tech. What happens if Brian Smith fails to show at a Competition or Championship? He proposed look at Cloud sharing i.e. Google Drive? This would allow us to download data in situ at competitions using the venues own computer system as well as other document sharing. BD to issue a new central email address that can be accessed by others so as to reduce the risk. BD to investigate further and produce a report.	BD BD
75/2017	Communications Club Engagement – Volunteer Awards Budget has been allocated for the Volunteering Awards following on the idea that is already in place both Regionally and Nationally. BD asked for approval to move forward with further detail to be discussed at next meeting. WL to provide support and be lead. The format of the presentation needs to be decided – sit down dinner or less formal occasion. Small but attractive salvers to be given. Preferred date of Volunteer Awards is Saturday 7th October – which is also the Inter Counties weekend. Criteria for awards to be published in order to seek nominations and award on that basis. Approved.	BD/WL BD
	County Name Sussex Swimming and Sussex County ASA are both in common use. BD circulated document showing suggested new identity and logo. The preference by the Committee was to maintain the existing 6 Marlets as opposed to using only 1.	

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	Sponsorship BD would like to seek a two year agreement for sponsorship for Championships etc by one sponsor in the hope that a sponsor would make us more visual and would take away some of the pressure and expense of banners and advertising. We have a lot to offer a Sponsor – engagement with children, healthy sport and activity. BD to put initial feelers out on social media, website etc. Currently have 460 Facebook followers. Approved.	BD
	Masters Newsletter Masters have produced their first Newsletter which is available on the website and has had 642 views to date. It is hoped to publish a Newsletter 2-3 times a year. WL to circulate a copy to Management Committee.	WL
	History 2019 is ASA's 150th Anniversary. WL has been looking into the history of Sussex but has not been too successful on finding information. Sussex has a key role in the History with strong Brighton links – it would be good to build up more data. WL suggested asking Clubs to send in a couple of pages detailing their own history. Management Committee to liaise with WL with any historical information.	WL ALL
76/2017	Technical Committees Swimming Committee Minutes Finance Group may revise budgets on Para Swimming but it is to stand as is at the moment. BD had meeting with Freedom Leisure and found a date for the Winter Competition 2018. To be discussed at next meeting.	BD BD
	Diving Committee Revised conditions for Diving Championships. There would be three age groups. 8-9, 10-13 and 14-16. Age 17 and above are classed as Open. The lowest age for diving is 8 years old. This is to apply to both 1M and 3M dives. Entry fees to be £5 for Championships and £4.50 for Skills.	

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	Medals and salvers to be given; Championship for Championship and Age Group for all ages. Entries must have qualifying points with 8-9 years being exempt. Masters BD proposed the purchase of one trophy for Masters to be presented to Top Club at September Masters. The trophy will be the Sussex County ASA Masters Top Club Trophy. Approved.	DR BD
77/2017	Workforce Officials Engagement Plan CH would like to try and release something for September in line with the new Fina Rules. The Winter meet will have a lunchtime presentation of new Fina Rules to officials. The Coaching event was successful and the venues worked well.	CH CH
78/2017	Development CPD Day Exit Report CPD Day was very well attended. Total cost was £1915 with 106 attendees. Region are holding a Team Manager 2 meeting in June at Bedes school – this will be FOC. 1st June is the first Squad Camp with 58 children aged between 10 and 12. We have a full comp of officials/helpers and staff. The event will take place at Brighton University. This is the first of 3 with the next two events being held at difference venues around the region. Expected turnout of 50 children.	
79/2017	Region Report There is a report coming out on Membership due to conflict on Free Membership. Currently if you sign up for free membership you can access discounts from TIA however if you pay for your membership you can't. Sussex Seahawks have been reinstated.	

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80/2017	Forward Business Plan Thoughts for future meetings please.	ALL
81/2017	Correspondence Insurance documents for County have now been received. Please contact MT if required.	
82/2017	AOB - CH advised that Roger Prior has resigned as Swimming Officials Co-ordinator. A nomination for this position has been received. - Referees Beginners Guide for J2's – 5 people have already completed this and are now on the database. - DR asked that in the absence of the President is he able to invite the Vice President to the Skills Competition – this was agreed and MT is to forward contact details. - BD advised that a CPD is being prepared in Loughborough linked to Adult Swimming. This is aimed at Swim Teachers to teach adults to swim. - BD to contact Eastbourne to see if they will host Open Water Championships. - BD has had initial discussions with Saltdean Lido on partnering them to form a useful pathway for local clubs. BD to speak with them further and to visit venue.	DR/MT BD BD
	8:38pm Meeting Closed	
	Date of next meeting – Wednesday 12 July 2017	

SIGNED:

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 Brian DeVal – Chairman

DATE:

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