

## ASA SOUTH WEST REGION

President Ben Batley

Minutes of the Management Board meeting held on Wednesday 21<sup>st</sup> May 2014 at the Regional Office, Wellington.

### Present:

D Flack	Chairman
Mrs C Robinson	Finance Officer
R Margetts	ASA Board Member
R Downing	Devon
G Griffin	Dorset
G Cockill	Somerset
Bryony Gibbs	Divisional Office Manager
S Dors (Part)	Awards Working Group

### 46 Apologies

Ben Batley (President)  
Keith Smith – Gloucester  
John Bird (Administration Officer)  
Paul Dudley (Wiltshire)  
Chris Elliot (President Elect)  
Sue Gabriel (Cornwall)

### 47 Welcome and Notice of AOB

- .1 The Chairman welcomed everyone and in particular to Bryony Gibbs and Sue Dors
- .2 The Chairman asked for any items to be taken under AOB.

### 48 Declaration of Interests

None declared

### 49 Board Minutes 16th April 2014

These were approved as a true record of the meeting.

### 50 Matters Arising from the meeting on 16th April

Item 45, Young Volunteers Programme – This will be discussed further at a future meeting.

### 51 Report of Awards Working Group

- .1 Sue Dors circulated the report of the Awards Working Group, as attached Appendix 1.
- .2 Duties and responsibilities of the Trophy Steward:  
The role description was agreed by the Board
- .3 Procurement, engraving and maintenance of the various Regional Awards:

*Medals and Plaques:* The Board agreed the recommendation that the style of awards be reviewed every three years. It was suggested by Robert Margetts that a list of the events for each discipline was required stating which trophies they will use, Sue Dors to action.

*Perpetual Trophies:* The Board agreed that the remaining trophies should be photographed. There is a diving trophy that has been missing for many years, it was suggested by Robert Margetts that this not be replaced, and this was agreed by the Board. It was noted that the conditions for the 1m springboard event that this trophy was attached to will need to be changed so that a trophy is not expected.

A budget for maintenance for trophies was suggested by the working group. This was discussed by the Board and it was agreed that there would be no actual budget in place, repairs would be paid for

as and when required however trophies would not be replaced as trophies are very rarely collected by the winners.

#### .4 Presentation of awards

The presentation process suggested by the Working Group was agreed by the Board. It was noted that this process would be included in event information so that competitors would be made aware of the process beforehand. It was suggested that the group may need to consider who can sign for the trophies as schools often like to display all trophies in their trophy cabinet and these swimmers may be outside the Region.

The suggestion of creating a virtual trophy cabinet on the website was agreed by the Board.

#### .5 Swimmer of the year – nomination and awarding:

The idea of each discipline nominating their own Swimmer of the Year then an overall winner being chosen by the Members Forum was agreed in principle. However, the Board would like to know the disciplines view on this before a decision is made. It was suggested by Robert Margetts that the Board would need to decide which disciplines would be included, these were agreed as follows: Swimming, Open Water, Synchronised Swimming, Disability, Water Polo, Diving. The Chairman will write to the Masters Secretaries for their views on if they feel that Masters should be included as it was felt that the Decathlon event may cover this.

Should this be approved it was decided that disciplines would not have to nominate if they didn't want to. Further clarification would also be required on who could nominate. It was decided that where subcommittees exist then nominations would go through them, if not (diving and disability) then they would go through the Regional Management Board. It was also suggested that disability nominations may be able to go through the Swimming Group.

#### .6 Other Matters Raised

It was agreed that a memento would need to be budgeted for in 2016 to recognise the ASA President from the South West.

Looking at how the Region thanks Volunteers is something to be considered in the future.

Past President's badges were discussed as there is only one left in the old style. The Board need to consider if they would like to update these, Sue Dors will look into potential costs of this.

The Chairman and the Board thanked Sue Dors for her attendance. Thanks also were made to the Working Group for their report and some excellent ideas.

## **52 Members Forum, Board and Subcommittee Structure**

Following discussion at the April meeting it was requested that Robert Margetts put together a report on this, the report is as attached Appendix 2.

The Chairman sought the thoughts of the Board on the Member's Forum as well as the Board and Subcommittees.

Member's Forum:

The general feeling was that the Member's Forum may not be most effective in its current form. However the importance of having this contact with Clubs and Counties was recognised.

Board and Subcommittees:

It was felt that Board meetings are often too long and that discussions are sometimes not focused. There were several suggestions on changes that could take place to improve the efficiency of the Board and the way of working. It was agreed that the central Board and good governance will form the main items for discussion at the next meeting in July.

The Chairman will circulate more information on Good Governance protocols to the Board before the next meeting.

The Board agreed with many of the findings of this paper and thanked Robert for producing it.

### 53 Report from Divisional Business Manager

It was noted that Alison Usher has, at the request of the Chairman been working with several clubs within Somerset who have received letters from leisure providers about their learn to swim programmes. This demonstrates how Alison's role as Divisional Business Manager, interacting with leisure providers, can in turn help to support clubs and the aims of the Regional Management Board.

### 54 Finance Officers Report

The accounts are currently being finalised to go to the accountants. There are still some final adjustments to be made however the accounts will be circulated to the Board for the July meeting. A report on the spend to for April-June will also be supplied.

#### .1 Affiliation Fees

The Finance Group met prior to the Board meeting and would recommend the fees as follows:

Clubs	Associations	Cat 1	Cat 2	Cat 3
£70	£70	£2.85	£3.60	£2.20

Based on this years figures this would produce an income of £79,586.05. The Finance Officer explained that this increase in fees was required as the Region are currently working on a negative budget. It was noted however that there would be no increase to the Club Contribution; this would remain at £70, showing the Region's support for Clubs. The proposed increase was discussed at length.

Chris Robinson, Finance Officer proposed the affiliation fees as recommended by the Finance Group (above). This was seconded by Roger Downing. The Board voted 4 in favour, 1 against and 1 abstained.

#### .2 Other proposals

Support for swim21 clubs. The Region would give an award of £100 to clubs when they accredit. This award would be given when the club initially accredits and when they go through their full accreditation once every four years. Each club would only be awarded one lot of £100 every four years for swim21, this would not be one for each level/discipline accredited. Based on the current amount of clubs affiliated to the Region, 151 this would cost £15,100 across four years. This would show the Region's support for clubs and good practice.

Chris Robinson, Finance Officer proposed this support. This was seconded by Roger Downing. The Board voted and this was agreed unanimously.

### 55 Chairman's Report

There was no report supplied for this meeting however the Chairman reports that he is actively engaged with the Region, Jackie, Alison Usher and the rest of the team. There will be a report for the meeting in July.

### 56 ASA Sport Board Report

Robert Margetts report is attached as Appendix 3.

### 57 Regional Strategy Update

The Regional Strategy needs to be revisited to look at who is going to deliver what. Alison Usher previously supplied a report showing which elements of the strategy the team could help the Region to achieve; the Chairman will circulate a copy of Alison's report to the Board. The Chairman will also ask Alison Usher and Emily Taylor to attend the first hour of the July meeting to discuss the support they can offer. The Regional Strategy will be discussed further at the July meeting.

### 57 Annual Report Update

It was agreed that the Annual Report would be printed in A5. 200 copies are required.

**58 AOB**

Chris Robinson requested a volunteer to attend the Regional Finance Officers meeting on 15<sup>th</sup> July at Loughborough in her place. Gerry Griffin agreed to attend the meeting.

**59 Date of Next Meeting**

Wednesday 9<sup>th</sup> July commencing at 6.30pm at the Regional Office, Wellington.

The Chairman thanked the Board for their attendance and the meeting closed at 9.30pm.

## Report of Awards working group following meeting at ASA South West Regional Office on April 23rd 2014.

### Members:

Mr John Bird, Mrs Sue Dors, Mr Chris Elliott, Dr Gerry Griffin, Mrs Chris Tremellen, Mrs Kate Veale. All were present

### Terms of Reference:

To make recommendations to the ASA South West Region Management Board for the:

- i. Duties / responsibilities of the Trophy Steward
- ii. Procurement, engraving and maintenance of the various Regional awards.
- iii. Presentation of awards
- iv. Swimmer of the year – nomination and awarding.

The Group used the Terms of Reference as a basis for its discussions.

### *i) Duties and responsibilities of the Trophy Steward:*

It was felt that going forward the role was one more of co-ordination and the following description is recommended

“To liaise on a regular basis (at least annually) with all Disciplines to co-ordinate what awards each requires and keep track of all ASA South West Region perpetual trophies and awards, ensuring they are engraved up to date and fit for purpose, advising the Region’s Management Board of any repairs or replacements required.”

### *ii) Procurement, engraving and maintenance of the various Regional awards.*

#### *Medals and Plaques*

Examples of awards used during the past twelve months were handed round. Sue Dors explained how it had been a transition period with old stock being adapted and utilised where possible and new items being introduced. The old stock is now virtually exhausted with sufficient old style medals for the swimming relay event and enough wooden plaques for the swimming sprint meet. The group agreed that the cost and quality of the award should reflect the level of competition and this should where possible be simulated across all disciplines. Sue Dors agreed to contact each discipline to ascertain the levels of competition. It was thought an example of a new style of medal would be appropriate for competition below Regional Age Group and Championships. The Group recommends that the style of awards is reviewed every three years.

#### *Perpetual Trophies*

Sue Dors reported that she now had in her possession all the Regional Diving perpetual trophies. These had not been engraved for the past ten years or longer. One was missing and had been for some years whilst another did not match the description given in the Regional handbook. They also need to be photographed.

The Swimming perpetual trophies are currently at the Regional Office, the majority have been photographed and are held on file at the Regional Office. Sue Dors is currently working through them to ensure they are engraved following the 2013 Regional Championships. She reported that some are in a poor state and need repairing or replacing. The Alex Smith Trophy was shown as an example – it was out of shape and had not been engraved since 2009 as there no room left on the existing base. The Group felt the Regional Management Board should be asked whether an amount could be set aside in the Annual budget for the repair, refurbishment and replacement of Perpetual Trophies. The Group agreed that the Alex Smith trophy should be repaired, polished and updated with a new band/base in order to ascertain what level of cost could be involved.

Sue Dors agreed to liaise with the other disciplines regarding their perpetual trophies.

### *iii) Presentation of awards*

Chris Tremellen explained the rationale for the Swimming Committee’s decision to present a token Championship trophy and not allow the winners to take away the trophy they had won. The majority of the group whilst understanding the reason for the decision felt that a swimmer whose home was in the Region should have the opportunity to make a request to have the trophy and therefore take responsibility for ensuring its safe return to the Regional Office one month before the following year’s competition. However the group acknowledged that there was also the issue of ensuring the trophies were correctly and uniformly engraved. It recommends the following procedure for Regional Swimming Championship events:

1. Token trophies are presented on the days of the Championships
2. If there is a trophy for the event and the winner's permanent address is within the ASA South West Region the winner or parent/carer of the winner can complete a form requesting to have the Trophy.
3. The Trophy is engraved by the Region and the winner is then contacted and asked to collect the trophy normally from the Regional Office.
4. The winner or parent/carer of the winner would have to provide full contact details and sign to say the Trophy had been received and that it will be returned to the Regional Office one month prior to the following year's Championships.
5. The trophy holder will be liable for a fine of £250.00 if the trophy is not returned by the date specified.
6. Clubs would no longer have the responsibility of ensuring Trophies are returned.

It was agreed that a long term aim should be to put on the Regional website details of each trophy with the previous holders and if possible a brief history.

#### ***iv) Swimmer of the year – nomination and awarding***

John Bird suggested that the Swimmer of the Year should be broadened so that each discipline selects a winner who must be a member of a club within the South West Region. Each Discipline winner would receive a 'Past President's shield' and the Members' Forum would then decide from those winners the overall Regional Swimmer of the Year. It was hoped that this would encourage more nominations. The shields would be paid for by donations from Past Presidents of the Region – John has already floated the idea to several who had responded positively.

The Swimmer of the Year trophy is currently being engraved. Chris Elliott offered to speak to Jonathan Fox's parents to ascertain when Jonathan was next in the Region and then liaise with the Regional President regarding presentation.

#### **Other Matters Raised**

Glass plaque for the 2013 Master's decathlon has been ordered. The Perpetual Trophy needs to be returned by 2012 winner (Sue Haig?)

How does the Region recognise an ASA President from the South West – is something given?

For consideration in the future - Certificates of Merit/Thanks, Regional Badges.

Next Meeting to be held before the end of the year

### **Discussion paper on the structure of the ASA South West Region:**

let me say at the start that this paper it is not aimed at criticising individuals but the way we are now operating.

At the last ASA SWR Board meeting I questioned the value of the Forum meeting, due to have been held in February and postponed until March, where, I think, the only decision made was to elect the "Swimmer of the Year", and was asked by the Board to write a paper on the subject. Once I started on the paper I realised that this was perhaps an opportunity to look at our entire committee and management structure.

If we look back over the previous 10 years, in 2004 we were governed by an Executive committee, consisting of the present members of the Forum and assisted in many ways by RDOs [Regional Development Officers]. In 2006 the ASA changed from 5 areas to 8 Regions, this did not affect the South West to any great extent other than gaining and losing a hand full of clubs, so we did not have to create a new system of governance as most other Region's had to do, however we did move to a Management Board to have governance over the day to day running of the Association and devolved more powers to the sub-committees to run the activities with their discipline. In the last 8 years the emphasise from the ASA has been GPS [Get People Swimming] mainly due to financial pressure from Sport England and as a result the staff employed by the ASA have become more focussed on increasing participation at all levels rather than traditional Regional activities. I must however emphasise that the partnership we have with our ASA staff is far superior to that in any other Region.

**Annual Council meeting:** This is a necessary "evil", but what can we do to encourage greater club participation? Lunch, aquaforce awards and morning presentations have all helped but once we get in to the agenda many of the representatives have gone.

Should we be asking sub-committees to outline their activities for the next 12 months and be questioned on their previous 12 months in more detail than appears in the annual report?

**Forum:** Number entitled to attend: Officers [5], Board [7] County Officers [12] County Representatives [16] and Sub Committee Secretaries [5] Total = 45 plus Past President. Possible expenses, these are not important to the discussion as we are looking for good governance.

Question, is this level of governance still required and if so in what format? Yes and no! I believe that type of body needs to make the informed decisions that are necessary e.g. ASA President, Regional Officers nominations rather than leaving to the ACM where the question is sometimes asked "Who are they!" But do they need to meet twice a year when I think some of their business and information could be conducted by modern technology.

**Board and sub-committees:** I have put these together as I believe there is only question. Are they fit for purpose? Having actively sat on all these committees over the past [too] many years some are yes and others are no. My main concern is: what is a County representatives? I believe that they should 1. Bring ideas from their Counties, 2. Report back to their Counties on the SWR activities and 3. Play an active role in SWR activities other than just attending the meetings they are elected to attend.

**Conclusions and suggested way forward:** I am not looking for revolution but evolution and suggest that discussion should take place over the next 12 months with any changes proposed go to the 2015 ACM. I think that the ASA SWR Board should appoint a small panel to lead the discussions and that they should be with the relevant groups' one at a time so that each can tell them what they want and decide what is feasible.

Suggested groups:

Past Presidents

Sub-committee secretaries

Agenda item for Board and all sub-committees: "Has the committee served the ASA SWR well in the past 8 years, and how could its membership be improved in the future to serve the Region better?"

Robert Margetts

16/05/2014

## **Report from ASA Board held May 16/17**

**Membership:** The Board is to review the membership structure during the next year, at present they raise £2.5M each year and any changes would need to raise a similar sum.  
Fees for next year: Cat 1 £8.50, Cat 2 £25.50 and Cat 3 £5.00

**Incorporation:** Members of the Group Board raised incorporation at their first meeting. A paper outlining advantages and disadvantages to be produced before it is taken any further.

**Child Protection Officer:** Keith Oddy has been appointed to succeed Barbara Barrett.

**Competition review:** Still open for comments until end of May, next meeting in Manchester and final document not likely until early July. Provisionally – Counties in January/February, Regionals – 3 weekends in April/May, no BAGCATS and Age Groups and Youth either split or together.

**Club conference:** PANIC very few booking and a very small %age of emails to clubs with the flyer have been opened. CDOs charged to make 50 call each to clubs to encourage participation.

**Annual Council:** As Kellogg's are withdrawn from Swimtastic event and presentations, the presentations will be made in the morning of Council with a buffet lunch. Aquaforce presentations will also be included. Suggested that regions should come up with three "burning issues" that can be discussed after lunch with a report going to Council.

**Officials training:** Neil Booth to look at all disciplines to ensure that all "required elements" are included.

**Ian Wilson:** Has withdrawn from the SGB as he is hoping for a BS paid post which would preclude him from standing.

**Fern/Turner Awards:** Much simpler requirements in line with awards recently made. Closing date is 15 July for this year's nominations.

**Training day for Club Officers:** To be held on same date as next Board 4/5 July.

**New ASA CEO:** Chris Bostock and Neil Booth to be the SGB members on the interviewing panel.

Not raised at Board, but discussed with Anne Clarke, the Dorset Synchro problem, it would appear that the Synchro Committee are aware of the problem and will discuss in the near future.

Full minutes should be available shortly.

Robert Margetts  
ASA Board Member  
17/05/14