

ASA SOUTH WEST REGION

President Ben Batley

Minutes of the Management Board meeting held on Wednesday 16th April 2014 at the Regional Office, Wellington.

Present:

D Flack	Chairman
JL Bird	Administration Officer
Mrs C Robinson	Finance Officer
R Margetts	ASA Board Member
Mrs Sue Gabriel	Cornwall
R Downing	Devon
G Griffin	Dorset
K Smith	Gloucester
G Cockill	Somerset
P Dudley	Wilts
Alison Usher (Part)	Divisional Business Manager
Emily Taylor (Part)	Club Development Officer

31 Apologies

- .1 Ben Batley (President), C Elliott (President Elect)

32 Welcome and Notice of AOB

- .1 The Chairman welcomed everyone and in particular to Alison and Emily.
- .2 The Chairman asked for any items to be taken under AOB.

33 Declaration of Interests

- .1 None

34 Board Minutes 15th January 2014

- .1 These were approved as a true record of the meeting.

35 Matters Arising from the meeting on 15th January

- .1 Bursaries Protocol: The Finance Officer reported that the Counties of Cornwall, Devon, Dorset, Somerset and Wilts had agreed the revised procedures and were joining the scheme. Noted that Gloucester County remain outside of the scheme.
- .2 2014 Handbook: John Bird updated members on progress. Bryony Gibbs, Divisional Office Manager, completing the 'conditions' for Diving, Synchro and Water Polo. List of Technical Officials being compiled.

36 Divisional Business Manager's Report

- .1 The joint report from Alison Usher (DBM), Emily Taylor (Club Development Officer) and Jackie Hilleard (Regional Development Organiser) is attached separately as a pdf file.
- .2 Concern was expressed at the lack of a clear pathway into the Beacon Programmes. The Regional Synchro clubs are to be encouraged to form a stronger link with the Bristol Beacon Programme.
- .3 A further 12 clubs have been identified to follow through the Swim21 Programme. All members are asked to bring to either Jackie's or Emily's notice of any club experiencing difficulties with their application as well as any perceived difficulty.
- .4 Disability pathway: A clear pathway from club into the Talent programme needs to be developed. A task for the Swim21 Development Group to give its attention in the near future.
- .5 Rob Margetts raised his concern that a potential sponsor for education matters in Cornwall may have been lost as no time had been found to follow the offer up. Alison Usher offered to find out if the offer was still available and to advise the Chairman of the result of her enquiries.
- .6 The Chairman thanked Alison and Emily for their report. They then left the meeting.

37 Nomination of the ASA Vice President 2014

- .1 The Chairman explained that the procedure for the Region's nomination had been agreed at the Members Forum on 19th March 2014.
- .2 The Chairman asked for any nominations. Sue Gabriel proposed John Bird. John immediately declared he now had an obvious interest and left the meeting.
- .3 As there were no further nominations it was unanimously agreed that the Board would submit the name of John Bird for the Members Forum consideration at its July meeting.
- .4 John returned to the meeting and thanked the Board for their nomination.

38 Finance Officers Report

- .1 The Finance Officer issued the latest Income / expenditure and balance sheets. The Finance Officer advised that the current balance of £226,423 was not the final figure for the year as further invoices are continuing to be presented.
- .2 The Finance Officer presented the finance group proposals for the 2014/15 budget. Following discussion a budget of (£113,120) was unanimously agreed.
- .3 Included in the budget above is a figure of £9,000 which was agreed for a Regional Development fund (Cluster Clubs). The Finance Group to meet and set the criteria for accessing this fund and report back to the July Board meeting.
- .4 Thanks were expressed to the Finance Officer for all the work she has carried during the year in managing the Region's finances and preparing the guidelines for setting the 2014/15 budget.

39 Chairman's Report

- .1 The chairman reported he has held several meeting with Alison Usher, Divisional Business Manager(DBM)in recent weeks and a wide range of issues were discussed. Following a request from the Members Forum for information on the roles and responsibilities of regional and ASA staff. The Chair and DBM agreed to produce a document which clearly sets out the role of staff.
- .2 The chair had met with Paul Davis ASA Director of Partnership in Bristol who was meeting with all regional Chairman on a rotational basis. The meeting was constructive and allowed for a number of areas to be discussed which both parties found extremely useful.
- .3 The chair had met with Mel Gregory and Jackie Hilleard from Wesport to discuss the annual review and role of Jackie as the Regional Club Development Co-ordinator for the ensuing year. It was agreed that Jackie would continue to perform her role supporting the region, county and clubs, particularly in the areas of swim21, managing the regional Young volunteers programme. This is a key role within the region and hopeful demonstrated the board commitment to ensuring that clubs are fully supported through the swim21 process. Jackie would no longer have responsibilities for the Networks, but would continue to work closely with the ASA staff.
- .4 The chairman reported that he had now received confirmation that following a review of the annual Clubs Conference which is usual held as part of the ASA Annual Council Meeting in October, the format had been changed from a central location to a more region focus which is hoped will make its location more accessible and relevant to club issues. The locations will be changed on a rotational basis to allow for ease of access within the regions. There will be more information both on the regional and ASA websites.
- .5 The Regional Annual report in in the process of collation and production and will be available for the Members Forum in July. The report will see a change in the format and design layout from previous years.

40 ASA Sport Board Report

- .1 Rob Margetts report is attached as Appendix 1

41 Changes to the Swimming Competition Calendar / Events 2015/16

- .1 Chris Tremellen had issued a short paper informing recipients that proposed major changes in the swimming calendar would affect Counties, Regions and National events / championships. It was thought this could take place for 2015 or at the latest 2016. It is unclear who will / has been consulted or on what basis these changes are being made. Rob Margetts has a number of questions which he

wishes to raise on this subject at the next ASA Sport Board meeting. David Flack would also seek clarification of the issues at the May meeting of Regional Chairman and Senior ASA Staff.

42 Region's Strategy Document

- .1 The Chairman advised that the final document was ongoing and should be completed during the next month or so.

43 Matters referred to the Board by the Open Water Committee

- .1 The Board agreed in principle to support a change of rule to allow the Open Water Coach to be a voting member of the Open Water Committee. John Bird to prepare the rule change for consideration by members at the ACM in September.
- .2 Open Water Championship Officials Expenses: The Chairman pointed out the Region already has a policy for the payment of expenses and should be the basis of how all payment are made. Following discussion it was agreed it is appropriate for visiting officials from outside of the south west region to claim mileage allowance based on the South West Region's mileage rate but only where they were acting as experienced officials and their presence was essential due to the non-availability of suitably experienced local officials. Such allowance would not be available to officials attending as part of a training programme or attending purely to gain additional experience. All such payments would have to fit within the appropriate Open Water budget.

44 Future Board Meetings

- .1 Following discussion it was agreed that meetings continue to be held mid week. John Bird to circulate proposed meeting dates for 2015.

45 AOB

- .1 Gerry Griffin raised issues regarding the Young Volunteers Programme and Swim21 Clubs. Following a lengthy discussion it was agreed the chairman seek further clarification of aspects of the programme. This to be further discussed at the Board meeting in May.

Report from ASA Sport Governing Board member

Meeting 21/22 March, minutes are on ASA Web site, items relevant to ASA SWR.

The meeting opened “in committee” and we told of the decision taken that David Sparkes would become the CEO of British Swimming and that the ASA would be advertising for a CEO.

Budget 2014/5 confirmed that Regions would receive £17,500 each, plus £42K for office space, plus Regional delivery of £5K each region. This would be managed by the DBM.

Master's Officer, Sharon Lock, has been appointed and starts in June.

Club conference now separated from ACM and will be held at Worcester, Leeds, Cambridge and Marlow this June/July. Ideas, of interest for delegates, to the ACM required.

Re-licensing of Water Polo officials – looking to see if training similar to swimming should take place, especially in regard to FINA updates.

Rotations of members, to ensure all sitting members do not come up for re-election at the same time 2 members will be elected each year. My initial appointment is for 3 years rather than 4 years.

Disability swimming, noted that we are 1 of 6 regions that has taken on the change of conditions and that EFDS will continue to fund regional competitions. Some concern that the distribution and logging of the disability toolkits was not complete.

Sub-groups, discussion will take place with the present Technical committees as to the best way forward. There will be a new “Club Tactical Group” with a chair appointed by open recruitment.

Noted that the Chairman of the Group Board has established an Office in London.

Robert Margetts
ASA SGB Member
16/4/14