



President Ian Stuart

Minutes of the Management Board meeting held on Wednesday 10<sup>th</sup> February 2016 at the Regional Office, Wellington.

**Present:**

D C Flack	Chairman
I Stuart	President
S Dors	President Elect
J L Bird	Administration Officer
Mrs C Robinson	Finance Officer
R Margetts	ASA Board Member
R Downing	Devon
A Smart	Dorset
G Cockill	Somerset
J Likeman	Cornwall
Mrs M Britton	Substitute K Smith Gloucestershire
Tessa Downs	Independent Board Member
Laura Nesbitt	Independent Board Member
Non voting	
A Green	ASA Divisonal Business Manager
Mrs C Vickery	Administration support

**1. Welcome, introductions and apologies**

The Chairman welcomed everyone to the meeting with a special welcome to the two new Independent Board members. Everyone introduced themselves. Apologies received from P Robbins (Wiltshire) and K Smith (Gloucestershire) although M Britton attended to represent Gloucestershire.

**2. Notice of AOB**

J Likeman  
R Margetts

### **3. Declaration of Interest**

Finance Section item number 10 on the agenda – D Flack, C Robinson, J Bird, R Margetts, S Dors.

### **4. Confirm appointment of 2 x Independent Board Members**

Tessa Downs and Laura Nesbitt left the room. The Chairman presented an overview of how the above two were approached regarding the posts. They were interviewed at length and both have a wide range of experience in many areas of swimming.

Any questions – none

Move to appoint proposed by J Bird and seconded D Flack – vote unanimous. The Chairman recommends a mentoring programme for both of them of 6 – 12 months which was agreed by all.

### **5. Minutes of previous meeting**

Minutes were confirmed as being accurate. Matters arising from the minutes: page 2 – none, page 3 - West of England team looking at where to go and the price of flights. Leader – Barry Aldrick and Lindsay Powell is the Team Manager. Page 4 – none, Page 5 – number 17 – future meeting dates 15.06.16 needs to be moved and it was agreed to move to 22.06.2016.

### **6. Matters arising not on the agenda**

None

### **7. To note Discipline Committee minutes**

The Chairman is concerned regarding this area. He will reissue guidance notes to all the discipline secretaries in order to try to resolve this issue.

R Margetts informed the Board there had been no meeting activity since November 2015.

The Chairman stated all discipline meeting minutes should be easily found on the website and this is not the case.

Procedure should be the minutes are sent into the office for addition to the website and distribution to the relevant people which will be obtained from the distribution list held by J Bird.

G Cockill – idea might be for the Chairman to meet with the Chairs of all disciplines to reinforce meeting dates plus procedure for minute's distribution. Comments noted and moving forward will look to do.

### **8. Governance – Succession planning across the Region**

The Chairman expressed his concerns regarding being aware of roles of individuals across the Region and how little he is aware of.

Succession planning – proposal of a small working party to look at this. His suggestion was for all Chairs, Secretaries and Finance Officers from all disciplines to produce a timeline of roles and requirements. In the event of someone leaving there is then some documentation to enable replacements to understand the role.

Discussion followed around how this can happen. R Margetts felt we need to look at what can be done by amateurs and what can be done in the office. Aspiration from the Chairman is that we have a filing cabinet containing roles and requirements of each person/ each discipline and timelines of procedures.

C Robinson to try and find old Job Descriptions and if successful will distribute them to the Discipline Secretaries for updating. This would be a good starting point.

Regional Board are in support of this happening. It will take time.

Working party to look at this: Laura Tessa and D Flack. Timescale – 12 months.

## **9. Report from the Divisional Business Manager**

Please see attached report.

J Likeman raised the issues around Cornwall Council selling off pools. A Green aware of this and involved together with the Facilities team.

G Cockill raised concerns regarding Fusion Leisure (Somerset) – A Green agreed to look into this.

R Margetts asked on the progress of Starting Steps for Millfield, Hengrove and Plymouth Life Centre and emphasised the urgency of sorting. A Green stated he is in communications with the relevant people but no progress yet. The Board do not want the ongoing responsibility of maintaining and storing of the said items. Key word is working in partnership with the pools.

Discussion followed around pool facilities, progression from Stage 7 through to Club Level, problems surrounding making swimming available and affordable to all.

## **10. Report from Finance Officer to include Annual Budgets. Backstroke Blocks update**

The Finance Officer provided a detailed breakdown of the regional financial activities and also distributed the 2016/2017 Budget figures to include all disciplines.

Discussion followed around this.

### **Budgets 2016/2017**

Section 1 – Proposed J Bird, seconded R Downing – agreed by vote although 1 vote against in regard to Water Polo.

Section 2 – For the budget heading concerning Secretarial and Clerical Allowances: The Chairman, Finance Officer, ASA Board Member Administration Officer and President Elect left the room. The President took the Chair and the proposal was to review all allowances ensuring they are realistic, for all disciplines plus the Chairman, Finance Officer, and Administration Officer. Proposed and agreed by a unanimous vote.

Discussion on the remaining budget headings resumed with all members present. Final figures proposed by J Bird, seconded A Smart and a unanimous vote.

It was also agreed by all that the website needed working on and updating.

### **Backstroke Ledges update**

This discussion had been discussed during the ASA Divisional Business Manager's update.

The Region runs its swimming Championships at the following venues: Hengrove, Millfield and Plymouth and it would be beneficial to our swimmers if these ledges were available at these venues. The cost would be approximately £20,000

The DBM was asked to contact the Pool operators at these venues to ascertain their position regarding purchase, storage and maintenance of this equipment.

It was proposed the ASA South West Region purchases Backstroke ledges to be donated to Hengrove, Millfield and Plymouth pools to provide use in future ASA South West events. Pool operators are to be responsible for making available, maintaining and storing of these ledges.

Proposed: ?  
2<sup>nd</sup>: A Smart  
Agreed Unanimous vote

## **11. Report from Regional Chairman**

Please see attached report.

## **12. Report from ASA Sports Board Member**

R Margetts unable to attend last meeting, J Bird represented him.

Legal: Regulation 402.3 (Issue of Permits) Responsibility for the issue of a permit now passed to the Regions Licensing Officer. Regulation 403.4: Open meets held in a different Region to which the affiliated organisation is affiliated: The regulation is deleted.

ASA Club conferences – Budget to be devolved to the Regions to deliver the core subjects. Regions would be free to add other subjects to suit local needs. Where and when and how to be decided by the Region. The Regional Club Officers would lead and hold the budget.

Incorporation – The Chief Finance Officer to prepare a paper listing the + and – of a) Incorporation' ; b) Charitable Status and c) do nothing.

ASA Brand Review: The CEO and the Marketing Officer feel there is an opportunity to develop a new identity for the ASA that reflects more appropriately what the Association does. This would probably mean a change of name and strap line but retaining the heraldic seal. Further discussions will take place with the Group Board. The importance of consistency across the country ie public, pool providers etc was stressed. This would happen over a period of time across each of the Regions. The cost to the Region is estimated to be £2000.

2016 National Events Swimming Team Managers and Coaches Passes: There will be a minimum qualification for these passes as detailed below:

Team Manager –

Hold a current DBS through the ASA  
Provide proof of a Safeguarding and Protecting Children Certificate

Provide proof of a Team Manager Training Module 1 Certificate as a minimum.

Coach –

Hold a current DBS through the ASA

Provide proof of a Safeguarding and Protecting Children Certificate

Provide proof of a Teaching/Coaching Qualifications Level1 as a minimum.

**13. ASASW - Swimmer of the Year**

4 nominations received:            James Guy – Swimming  
                                                 Alice Tai – Para Swimming  
                                                 Tonia Couch – Diving  
                                                 Kathy Rogers – Water Polo

Following a ballot James Guy – Swimming was elected.

**14. Annual Report 2015**

Currently being worked on and should be available from July 2016.

Each Discipline Swimmer of the Year to be included together with the overall winner.

**15. AOB and Date of Next Meeting**

R Margetts – 2015 Handbook – will they be issued. Yes it is nearly ready and will go onto the website.

J Likeman – Entries for Counties down by 27% - also at the Distance meet there was a protest made regarding pool temperature being too hot. Discussion re how the other counties entries were from previous years and competition water temperatures.

Date of next meeting: 30 March 2016

Meeting closed 9.50 pm

**ASA Club Development Officer**  
**Regional Management Board Update**  
**02-02-2016**

**Beacons**

Both the synchronised swimming and water polo Beacon programmes continue to operate well. Much of the work with both Beacon programmes focuses on ensuring they are sustainable following March 2017. By creating a one club model at Hengrove Park Leisure Centre we hope it will provide a sustainable club structure to support the performance programmes going forward. I do wonder if there is room for a more “joined up” approach between the Beacon network activity and the regional discipline committees. Sarah Darragh and I are attending the synchro meeting on 13<sup>th</sup> February to investigate this further with Synchro.

**Networks**

I continue to support Aquae Sulis, City of Bristol, Eastern Devon, Plymouth and Swindon club networks. I am in the process of arranging swimmer development days for both the Eastern Devon and Swindon club networks.

I am in the very early stages of supporting the South Wilts club network and the Bristol water polo Beacon network, both of which I have attended meetings with. I also plan to develop a club network around Gloucester City and Bristol Synchro over the coming months.

**Swim21**

I am pleased to say that the following clubs are very close to gaining swim21 accreditation and should hopefully go through at the next panel:

- Crediton
- Launceston
- Dawlish
- North Cornwall Dragons
- Truro

Bridport, St Ives Bay, Newquay, Wroughton and Honiton are all getting close to submission I would hope will go through the next panel in June.

**Online workshops**

We all appreciate that the South West is a geographically a large region and therefore in order to speak to more clubs more often I am using WebEx. I have arranged three workshops to run between February and April:

- Thursday 11<sup>th</sup> February, 7pm – 8pm, Introduction to Workforce in an ASA affiliated club
- Wednesday 16<sup>th</sup> March, 6:30pm – 8:45pm, Swim21 workshop
- Monday 18<sup>th</sup> April, 7pm – 8pm, Writing a Club Development Plan.

**ASA South West Young Volunteer Programme**

I have delivered the Young Aquatic Helper Award for Somerset and have arranged to do the same for the Gloucestershire programme on 20<sup>th</sup> February. In addition I also organised and offered to

deliver the Young Volunteers Programme in Cornwall however later cancelled it due to limited interest (there are now 7 interested so I will look to arrange training later in the year).

## Issues

In addition to the above I have been dealing with a number of large club issues that I feel the RMB should be aware of:

- On 12<sup>th</sup> January we invited all affiliated clubs in Bristol to an information evening to explain the work we are undertaking at Hengrove Park Leisure Centre. There were frustrations and Lindsay Dunn and I have offered to go along and talk to the clubs in North Bristol to explain what support we can offer them. It does need to be emphasised that they have been offered support many times before.
- The Participation team have involved me in conversations with both Tone Leisure and Circadian Leisure Trust who are both seeing their council subsidies being cut. There are likely to be implications for Taunton Deane, Soundwell, Southwold and Severnside Tritons. I see my role very much as ensuring we get the best deal we can for our clubs and ensuring the clubs are kept informed.
- After 6 weeks of very intense conversations with Aquae Sulis and the BSCA, the issues are being resolved. This situation has emphasised the importance of club committees understanding the rules of ASA affiliation, their constitution and the ASA handbook.
- Swim Bournemouth have contacted me because they have some financial concerns. This looks like it may have an impact on the coaches and the BSCA are again involved in a SW club.
- Gloucester City have contacted me about difficulties they are having with GL1. GL1 want to start open meets later in the day and are not looking at replacing their electronic timing system. I have been in touch with Sport England to better understand the conditions linked to the capital investment given to build GL1 and will do what I can to support discussions.

As you are aware, my role is centrally funded to deliver on agreed Sport England targets. As those target continue to grow, the time I have to deal with wider club issues becomes more limited. The Sport England targets to be achieved by March 2017 are going to be challenging and therefore I am going to have to become far more focused on my work programme. I will keep the RMB updated with my progress and if there are evident gaps in provision I will let you know.

Emily Taylor

2-2-16