

Hertfordshire ASA
Minutes of the Management Board Meeting
16th January 2013 – Welwyn Civic Centre

Present: Mr Derek Milton Chairman

Board members
Mr Grant Chivers President and Finance Officer
Mrs Jean Cook
Mr Mark Horrod
Mr Ian Mackenzie
Mrs Sheila Mackenzie Association Secretary
Mr Bryan Thompson Swimming Manager

Apologies received: Mr Philip Jackson

13/01 Welcome

13/01.1 DM welcomed everyone, and clarified the paperwork which had been sent out.

13/02 Apologies

13/02.1 Apologies were received as shown above.

13/03 Declaration of conflict of interest

13/03.1 DM reminded everyone of the need to declare any conflict of interest. None was declared at this point.

13/04 Minutes of the meeting on 5th December

13/04.1 The minutes were accepted as a true record of the meeting.

13/05 Matters arising from the minutes

13/05.1 Minute 12/81.1 (Minute 12/68.1, Minute 12/56.3) GC will write to clubs regarding re-application for funding, and also remind all clubs that this funding is available. On-going – email from GC to be distributed via SM

GC

13/05.2 Minute 12/81.2 (Minute 12/68.2, Minute 12/56.5) GC will prepare a budget for the county, and BT will provide a budget for swimming. On-going

GC/BT

13/05.3 Minute 12/81.4 (Minute 12/70.2) Broxbourne Council produce a directory of local organisations and Hertfordshire ASA has been asked if details of the Association can be included in a book and on a website. No further action required

13/05.4 Minute 12/81.5 (Minute 12/75.1) Arrangements for a county dinner - JC reported that only five positive responses had been received, so no further action was taken.

13/05.5 Minute 12/81.6 (Minute 12/75.3) The recognition of those people from the county who had been involved in the Olympics and Paralympics - It was decided that a letter and certificate would be sent. The certificates and letters have been prepared. The memento and letter for Adam Brown are also ready. There has not yet been an opportunity for the certificates and memento to be presented.

GC

13/05.6 Minute 12/84.4 The Development funding to Harpenden SC, shown as outstanding, still has to be checked. GC will re-check and BT will check with the Harpenden treasurer.

GC/BT

13/05.7 Minute 12/85.2 Item 7 The case for the storage of the radios has been purchased.

13/05.8 Minute 12/85.2 Item 10 Safeguarding courses - DM is awaiting a response from Bob Horne

DM

13/05.9 Minute 12/87.2 County representative to ASA East Region Technical Swimming Committee – Mark Horrod was confirmed.

13/05.10 Minute 12/87.4 DM will write to Bob Horne to invite him to the Workforce Development Committee to report back as the county representative on the ASA East Region Club Development Group.

DM

13/05.11 Minute 12/88.1 Long service awards - IM will arrange for those due, to be presented at a suitable event.

IM

	Minute 12/88.2	Past President's badge:-These are being supplied by Toye Kenning Spencer.	IM
13/05.12 13/05.13	Minute 12/90.1	Poolside branding for county events There was discussion on the quality and suitability of the products, and the quality required for the printing. A budget of £500 was agreed. BT will order appropriately. A standing banner will also purchased, for use at events and forums, and as a background for photographs .	BT
13/06	Ratification of items agreed, via e-mail, since the last board meeting		
13/06.1	None		
13/07	Correspondence		
13/07.1	SM advised the Board that David Barnes, the President of ASA London Region, had died on 14 th December, 2012. David had been actively involved in Middlesex and in Southern Counties District and ASA London Region. He had served for many years on judicial panels for the ASA.		
13/07.2	The county had been copied in to various correspondence from the region and the ASA, the most significant being the advice from the ASA on fees, which were:-		
	Category 1 £7.60	Category 2 £25.20	Category 3 £4.25
13/08	Finance Officer’s report		
13/08.1	The balance sheet for all accounts as at 6 th January 2013 was received.		
13/08 .2	GC commented that no invoice had been received for pool hire for the Daplyn competition.		
13/08.3	IM asked that, in item 5 of the Financial Report, CC2013 was clarified as County Championships 2013.		
13/08.4	GC reported further monies had been received from the ASA in respect of capitation fees for 2012.		
13/09	Management Board Advisory Group		
13/09.1	The scheduled Management Board Advisory Group meeting had been cancelled.		
13/09.2	IM advised the board that Leanne Brace has been appointed as the Club Development Officer for ASA East Region, as from 14 th January, 2013. LB will be contacting the county to arrange a meeting to identify the requirements of the county and its clubs. The ASA will also be appointing Club Development Officers in due course.		
13/10	Minutes of the Standing Committees		
13/10.1	Diving committee 13.11.12	Minutes received	
	Minute D12/47 Masters Event	The diving committee wishes to make changes to this event, and the therefore new competition conditions need to be produced.	Diving cttee
	Minute D12/52	Use of Inspire Luton Sports Village for the synchro events – The board felt that venues for county events should be within county where possible. The facilities available at a venue, and the lack of suitable facilities within the county, as well as the cost of hire, must be taken into account.	
	Minute D12/54	and subsequent contravening of ASA rules... should read...and subsequent contravening of Hertfordshire ASA rules.	Diving cttee
	Minute D12/55	The committee wish to inform the management board that a mistake was made by both the club and the county, and that no action would be taken against the diver concerned regarding the medal awarded. The Management Board accepts that it was an administrative error, and supports the decision of the diving committee regarding the medal awarded.	
	Minute D12/57	A recommendation is put to the management board by the committee, that Rule No. 222.1, regarding registration with the ASA, be changed to “having registration with the ASA 60 days before the date of competition”, instead of as 1 st January in the year of competition, in line with national rules. This is to apply to Age Groups, Novice events and Championships. There was discussion about the registration date, and it was decided that all disciplines were affected. Amended conditions for all disciplines will be drawn up, with a sixty day period requirement.	IM
13/10.2	Swimming committee 26.11.12	Notes of the meeting (non-quorate) were received. The open water report in S12/64 was also received.	

13/10.3	Swimming committee 10.1.13	Minutes not yet available	
13/10.4	Disability group 9.1.13	Minutes not yet available	
13/10.5	Water Polo GC reported on work being done with Steve Cook, the water polo manager. Water polo clubs have been contacted to establish their size, their activity and their plans. Feedback is awaited, and this should indicate the current picture of water polo in the county. Changes are planned for the league, Hitchin pool has indicated willingness to provide water time for the development of the discipline, and provisional ways forward have been formulated, with the emphasis on working with youth, and in co-operation with ASA East Region. It is hoped that an informal meeting can be set up once the feedback is received, so that the discipline can move forward, A more formal committee structure will be put in place as the discipline is developed.		
13/11	President Elect		
13/11.1	JC reported that the person suggested was not able to agree to be nominated at present. JC will approach other suggested nominees.		JC
13/12	Open Water		
13/12.1	A report was received about the problems with the Open Water Championships trophies. On the day, three of the trophies were presented to the wrong swimmers. No report or detailed paperwork had been received by the trophy trustee, apart from a list of names of those who actually received a trophy, and this despite repeated requests over the last months. A request to the organiser, for the trophies to be returned so that they could be correctly presented, has also been ignored. The trophies were presented incorrectly because of a misconception, on the part of the organiser on the day, about Championships.		
13/12.2	As it is now six months since the event, it was reluctantly decided, that, although the trophies were not with the correct recipients, the trophies should remain as presented, and that no engraving would be made on their return later in the year.		
13/12.3	DM felt that the Championship conditions were not explicit enough, and IM and BT will look at this in the swimming committee.		IM/BT
13/13	Report from the county's representative to ASA East Region		
13/13.1	There has been no meeting of the ASA East Region Board since November 2012.		
13/13.2	Leanne Brace has been appointed as the ASA East Region Club Development Officer.		
13/13.3	The ASA East Region Senior Men's Water Polo Inter-County Championships will take place at Inspire Luton Sports Village on 10th February 2013.		
13/14	Any other business		
13/14.1	SM, as Trophy Trustee, requested that action was taken in accordance with the county constitution, in respect of returned Championships trophies, which are unacceptably dirty. Last year a significant number of trophies were affected. The board agreed to impose a fine of £10 on the trophy holder, and that non-payment of the imposed fine would result in the athlete being excluded from the Championships until the fine was paid. SM will advise all trophy holders of this decision when the trophies' return is requested.		SM
13/14.2	DM congratulated IM on receiving a Lifetime Achievement Award at the Hertfordshire Service to Sport Awards presentation evening. Also placed were:- Watford Water Polo Club – Best Newcomer Club - third Andrew Farrow (Hemel Hempstead SC) – Community Volunteer of the Year - third Hayley Warrington (Hoddesdon SC) – Young Volunteer of the Year - third		
13/15	Next meeting		
13/15.1	The next meeting of the Hertfordshire ASA Management Board will take place on 15th April 2013 at Welwyn Civic Centre at 8pm.		