

Hertfordshire ASA
Minutes of the Management Board Meeting
14th April 2014 – Welwyn Civic Centre

Present:	Mrs Jean Cook (JC)	Chairman
	<u>Board members</u>	
	Mr Grant Chivers (GC)	Finance Officer
	Mr Ian Mackenzie (IM)	
	Mrs Sheila Mackenzie (SM)	Association Secretary
	Mr Bryan Thompson (BT)	Swimming Manager
Apologies received:	Mr Mark Horrod (MH)	
	Mr Chris Sage (CS)	President

14/23

- 14/23.1 Apologies were received as shown above.

14/24 Declaration of conflict of interest

- 14/24.1 JC reminded everyone of the need to declare any conflict of interest. None was declared at this point.

14/25 Minutes of the meeting on 15th January 2014

- 14/25.1 The minutes were accepted as a true record of the meeting.

14/26 Matters arising from the minutes

- 14/26.1 Minute14/06.2(Minute13/53.2, Minute13/38.2, Minute13/20.5, Minute13/05.13, Minute12/90.1) Poolside branding for county events. *Two standing banners purchased.*
- 14/26.2 Minute 14/06.3 (Minute 13/53.4, Minute 13/38.6, Minute 13/28.1) *The presentation slides used at the county conference 2013 have now been distributed.*
- 14/26.3 Minute 14/12.1 Disability Swimming - IM will try to establish at the ASA Sport Governing Board whether the title of the discipline needs to be changed in line with the national format – Para-Swimming. *IM reported that Para-Swimming relates to British Swimming and that Disability Swimming should continue to be the title used for the discipline.*

14/27 Minutes of the meeting on 20th March 2014

- 14/27.1 The minutes were accepted as a true record of the meeting.

14/28 Matters arising from the minutes

- 14/28.1 Minute14/19.2 JC wrote to Derek Milton.
- 14/28.2 Minute 14/19.3 and Minute 14/20.3 *Paperwork and items have been collected from Derek Milton.*
- 14/28.3 Minute 14/21.2 Fines: *The Swimming committee will provide a suggested process for fines, and this will be considered by the Management Board at a future meeting.*

**Swim.
cttee**

14/29 Minutes of a confidential meeting of the Management Board on 10th March 2014

- 14/29.1 The minutes were accepted as a true record of the meeting.

14/30 Ratification of items agreed, via email, since the last Board meeting

- 14/30.1 Diving Synchro conditions: The Board approved these in principle.

SM

14/31 Correspondence

- 14/31.1 The website has been updated following the resignation of Derek Milton.
- 14/31.2 Clubs have been sent information regarding the National Volunteer Forum.
- 14/31.3 The ASA insurance certificate for the county has been received.
- 14/31.4 Dacorum Borough Swim Squad has ceased as from 1st April 2014.

Minutes subject to approval at the next MB meeting

14/32 Finance Officer's report

- 14/32.1 The balance sheet for all accounts as at 13th April 2014 was received.
- 14/32.2 GC reported on the accounts. Capitation fees of £14,300 have been received, to date, from the ASA.
- 14/32.3 IM provided a draft financial report for the County Swimming Championships in March 2014.
- 14/32.4 GC advised that the end of year accounts have still to be completed.

14/33 Management Board Advisory Group

- 14/33.1 The Management Board Advisory Group has not met since 8th January 2014.
- 14/33.2 The next meeting was arranged for 14th May 2014 at 2pm.

14/34 President

- 14/34.1 JC reported that Ann Quinn (Hatfield SC) had agreed to be President 2014-15. Janet Gardiner (Verulam ASC) had agreed to be President Elect 2014-15, and then President 2015-16. SM has written to them advising them of the protocol.

14/35 County Swimming Championship issues

- 14/35.1 BT advised that following the investigations of the circumstances behind the Hatfield B team change for the Women's freestyle relay event, the Hatfield B team had been disqualified. The club has been informed and Watford and Potters Bar have been advised of the amended result. The trophy and medals will now be provided by SM. **SM**
- 14/35.2 GC will try to contact the originator of the complaint, which gave rise to events being swum under protest, to resolve the payment of the fine due to the county. **GC**

The trophies and medals for the events swum under protest are still to be presented. **SM**
- 14/35.3 The swimming committee will discuss the county conditions and bring any proposals for amendments, deemed to be necessary, to the Management Board.

14/36 Development plans and budgets 2014-2017

- 14/36.1 All development plans and budgets are not yet available and complete. The Management Board Advisory Group will work on the plans and budgets, so that an overall budget can be established for the county. **MBAG**

14/37 Annual Council Meeting

- 14/37.1 Clubs are being advised of vacancies for the Management Board, and the need to submit nominations by 31st May 2014. This will also be on the website. **SM**
- 14/37.2 Clubs are also being advised of the need to submit any nominations for the Roy Rogers Memorial Trophy award by 31st May 2014. This will also be on the website. **SM**
- 14/37.3 Discipline managers will be asked to submit any nominations for the Roy Rogers Memorial Trophy and the Wilkinson Sword by 31st May 2014. **SM**
- 14/37.4 Submissions for the Annual Report should be required by 31st May 2014. **SM**
- 14/37.5 SM asked that all Management Board members looked at the county constitution to identify any changes which might be required for the Annual Council Meeting. **All**
- 14/37.6 The vacancies on the Management Board were discussed, and it was decided to formulate a proposal to the Annual Council Meeting to involve the county's club members in the filling of those vacancies. **MBAG**

14/38 Minutes of the Standing Committees

- 14/38.1 Disability Swimming committee 31,3,14 Minutes received and noted

Minute 14/24 The expenses issue has been resolved.

14/38.2	Diving committee 28.1.14 Minutes and development plan received and noted Minute 14/10 The diving committee's proposal of the criterion for county colours for diving was noted. The proposal was – A medal at National Age Groups, or above, in an individual event. The Management Board agreed this criterion for diving. County colours have still to be presented to Phoenix Page.	IM/SM
14/38.3	Diving committee 8.4.14 Minutes and development plan received and noted Minute 14/21 County..... JC checked with the committee regarding the submission of costings for the proposed open synchro competiion to be held at Luton pool.... AB confirmed that... the costings for this event had been sent to Grant Chivers. <i>It was felt that the minutes should show the costings which were discussed by the committee, and specifically the hire cost of Luton pool, as this was of concern to the Management Board. GC will investigate. No decision can be made until the pool cost is agreed by the Management Board.</i> Minute 14/32 DB raised the question of whether County Colours, following previous approval by Management Board had in fact been awarded to Phoenix Page. <i>The colours have yet to be presented</i> Development plan: There was concern that the development plan showed no costs. The plan cannot be agreed with no costs shown. SM will write to Alex Belson, the diving manager.	GC SM
14/38.4	Swimming committee 5.3.14 Minutes received and noted IM advised that Janet Warrington had arranged for the White Water Centre, Waltham Abbey, to be available to athletes from the county for open water training on Tuesday evenings.	
14/38.5	Water polo committee 11.2.14 Minutes receive and noted. There was an intention for the water polo manager, Steve Cook, to send a flyer to all county clubs, offering water polo sessions.	
14/38.6	Workforce development committee 22.1.14 Minutes and development plan received and noted Minute 14/9 It was agreed to suggest to the Management Board that the funding for UKCC courses be continued for the 2014/15 financial year, with a further allocation of up to £500 per swim21 club. <i>This was agreed, subject to the clubs being swim21 accredited at the completion of the course, or by 31.3.15.</i> IM will write to the two recent applicants regarding the funding that was available to them up to 31.3.14. The development plan will be considered at the meeting of the Management Board Advisory Group. IM provided a financial report on the county conference 2014.	IM MBAG
14/39	Report from the county's representative to ASA East Region	
14/39.1	The ASA East Region Management Board met on 2nd February at Culford School. Discipline budgets and development plans were discussed and budgets agreed. The Regional Strategy 2014-2017 document was considered. This has been on the regional website so that counties and clubs could provide feedback and comment, prior to its agreement. There was agreement for the region to go ahead with seeking to gain Approved Centre Status in order to run coaching courses.	
14/39.2	Guidance has been issued regarding county representatives to regional discipline committees.	
14/39.3	Hertfordshire swimmers competed in the Zonal Meet on 25 th /26 th January 2014 at Corby International pool.	
14/39.4	A regional Stage 3 Talent Camp was held at Culford School on 2 nd February. Hertfordshire athletes took part, and Janet Warrington and Samir Ahmed were coaches, assisting Kevin Ayers, who was the coach in charge of the day	

- 14/39.5 The ASA East Region Junior Inter-County Water Polo Championships took place on 1st March at Basildon. Hertfordshire had a women's and a men's team taking part.
- 14/39.6 The ASA East Region Senior Inter-County Water Polo Championships took place on March 9th at Basildon. Two boys' teams and a girls' team from Hertfordshire took part.
- 14/39.7 A regional coaches forum took place, during the day, at Freckenham on Thursday 13th March. Coaches from Hertfordshire clubs attended.
- 14/39.8 An ASA East Region Synchronised Swimming competition took place at Stevenage pool on 29th March. Amy Bryant, Hertfordshire and ASA East Region Synchronised Swimming Manager, organised the event, and it was well attended by athletes from all over the region, including Hertfordshire.

1440 Any other business

- 14/40.1 IM advised that club conferences are being organised by the ASA at various locations throughout the country. The conference in our area is on 5th July 2014 in Cambridge. Workshops and CPDs are being offered, but there is a cost to the participant. Clubs have received information about the conferences.

14/41 Next meeting

- 14/41.1 The next meeting of the Hertfordshire ASA Management Board will take place on Thursday 10th July 2014 at Welwyn Civic Centre, at 8pm.