

Hertfordshire ASA
Minutes of the Management Board Meeting
28th February 2011 – Welwyn Civic Centre

Present:	Mr Derek Milton	Chairman
	Mrs Sheila Mackenzie	Association Secretary
	Mr Grant Chivers	Finance Officer

Board members

Mrs Jean Cook	
Mrs Jane Evans	
Mr Philip Jackson	
Mr Mark Horrod	
Mr Craig Hunter	
Mr Ian Mackenzie	
Mr Bryan Thompson	Swimming Manager

Apologies received:	Ms Alex Belson	Diving Manager
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Also present:	Mr George Kent	President
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11/01 Welcome

11/01.1 DM welcomed everyone to the first board meeting of the year.

11/02 Apologies for absence

11/02.1 Apologies were received as shown above.

11/03 Declaration of conflict of interest

11/03.1 DM reminded everyone of the need to declare any conflict of interest. None was declared at this point.

11/04 Minutes of the meeting on 22nd November, 2010

11/04.1 The minutes were accepted as a true record of the meeting.

11/05 Matters arising from the minutes

11/05.1 Minute 10/107.4 DM said that the budgets submitted by the discipline managers, using the template provided by GC, would be discussed at the April Board meeting.

11/05.2 Minute 10/108.3 The asset list is being processed.

11/05.3 Minute 10/112.6 SM still has to receive written consent from club secretaries and other relevant persons for the holding of data, and for the publication of contact e-mail addresses to be published on the website.

SM

11/05.4 Minute 10/115.1 DM asked about the progress made on re-starting the Swimming Action Group (SAG). IM said that he had had a meeting with John O'Callaghan of Herts. Sports Partnership, and the coaching development officer, and that there is slow progress.

11/06 Ratification of items agreed, via e-mail, since the last board meeting

11/06.1 The agreement to the purchase of a lap-top, with necessary software, to assist the Finance Officer in managing the county's finances – this was ratified.

11/07 Correspondence

11/07.1 SM reported that Nell Stinton, Past President, had sent Christmas greetings from her home in France to all those in the county who remembered her. JC said that she had recently received similar greetings, from Israel, from Stan Freeman, Past President.

- 11/07.2 SM said that a thank you letter had been received from Kim Stevens in appreciation of the support and kind wishes she had received from Hertfordshire during her seven year's work as ASA East Region swim21 co-ordinator.
- 11/07.3 A letter had been received from Charles Dainton, President Elect, with regard to personal circumstances which he felt might have a detrimental impact on him being able to perform to the high standard he would wish, the role of President for 2011-12. He offered to withdraw if the Board so wished. SM will contact him to establish whether he was still willing to take up the role, and to clarify the position regarding attendance at meetings, which was not obligatory. The willingness of the county to pay travelling expenses would also be clarified. **SM**
- 11/07.4 A letter had been received regarding the decision to remove the finals for BAGCATs in the County Championships. A reply had been sent, by return, explaining the situation.
- 11/08 Finance Officer's report**
- 11/08.1 The balance sheet for all accounts as at 31.1.11 was received.
- 11/08.2 GC commented that since 31.1.11 British Gas funding towards the County Championships had been received, and also, since that date, the laptop had been bought.
- 11/09 Notes from the Management Advisory Group meeting**
- 11/09.2 Item 1g The advice received was that social networking sites such as Facebook and Twitter should not be used on the county website.
- 11/09.3 Item 3c The budgets for all disciplines should include room hire and expenses. **BT**
- 11/09.4 Item 7 The date of the next meeting should read 21st March 2011.
- 11/10 Minutes of the Standing Committees**
- 11/10.1 Diving 21.9.10 This meeting did not take place.
- 11/10.2 Diving 16.11.10 Minutes available at today's board meeting.
- Minute D10/48 County project funding for trampolining courses has not progressed as yet.
- Minute D10/60 The long-standing practice of accepting late entries was discussed. This contravenes county rules and conditions which require entries to be submitted at least 14 days before the competitions. SM will write to the diving manager to point this out and to ask her to bring the matter to the next diving committee. **SM**
- 11/10.3 Education 26.1.11 Minutes received and noted
- Minute 11/03 The Helper course has been discontinued. It is now in a different format and known as the Aquatic Organisers' Award.
- Minute 11/04 DM sought board support for the decision to provide funding without the club re-applying. Support was given.
- Minute 11/05 DM clarified the position and asked if any board member had any objections to the decision made. There were no objections.
- 11/10.4 Swimming 24.11.10 Minutes received and noted.
- The board was reminded that if the minutes are accepted, then the records are automatically accepted. The records are ratified by the swimming committee.
- The county masters' team is congratulated on winning the regional heat of the ASA National Masters Inter-County Masters' Competition.
- 11/10.5 Swimming 24.1.11 Minutes received and noted.

BT said that the decision had been taken not to have finals for the BAGCATs Competition in the forthcoming County Championships. This would give more time at the sessions and more entries could be accepted. Long-Term Athlete Development (LTAD) guidelines had no finals for BAGCATs anyway.

Minute S11/04 CH remarked that great care must be taken with respect to Health and Safety at open water events. The recommendations on protocol must be followed.

11/10.6 Water Polo 7.12.10 Minutes received and noted.

Minutes WP10/92 and WP10/95 The excellent results reported in these minutes were applauded.

11/10.7 Water Polo 18.1.11 Minutes received and noted.

Minute WP 11/15 IM will process the county colours advised in this minute.

IM

11/10.8 Disability 11.1.11 Minutes received and noted.

11/10.9 DM said that correlation was needed between the budget and the development plan for the discipline.

11/11 Disability Development Day

11/11.1 IM reported a very successful day on 19th February. The day had been held in partnership with ASA East Region, Hertfordshire Sports Partnership (HSP) and Amwell View School. The event had started off the HSP Coaching Week.

11/11.2 30 coaches, 25 teachers and 25 officials had completed CPDs for the discipline. 10 Aquatic Organisers assisted with the event, and 40 young, disabled people took part in the day. Another CPD for teachers is required as this course was over-subscribed.

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11/11.3 A de-briefing meeting is scheduled for 1st March. The financial costs to the county would not be anywhere near the £3,000 budgeted.

11/11.4 A County Athlete Assessment Day (CAAD) had been held a week before the event at St Albans High School. The three athletes who attended were all accepted on to the disability programme. A great outcome as quite often the swimmers attending these assessment days are not of the required quality. One athlete is linked now with Berkhamsted Sports Centre SC and the other two are with Hoddesdon SC.

11/11.5 The next scheduled disability event will be the Special Olympics.

11/12 Synchronised Swimming

11/12.1 IM reported that there had been two ASA East Region Synchronised Swimming meetings of the three clubs in Hertfordshire, Aqualina Stevenage, Potters Bar and Dacorum Synchro, only Aqualina wanted to be involved. Aqualina met with two clubs from Norfolk for these regional meetings.

11/12.2 Coaches are having difficulty in obtaining qualifications. CH said that, according to the national performance director for synchronised swimming, there was evidence of a ground swell, nationally, of interest in the discipline.

11/12.3 Amy Bryant, Aqualina Stevenage, has been appointed as the Synchronised Swimming Manager for ASA East Region. Amy had presented an action plan and budget to the ASA East Region Board in February.

11/12.4 There is to be a development day in the region to which all clubs in Hertfordshire will be invited. An age-group competition will be held regionally in October. IM asked for the board's agreement to 'buy in' to the regional day and hold county competitions alongside the regional ones, as had been done for open water. This would be at a cost to the county of £25. The board unanimously agreed.

11/13 Coaches Forum and Club Forum

11/13.1 Both the Coaches Forum on 19th January and the Club Forum on 14th February had been very positive meetings with reasonable support. At the Club Forum there was a great interest in swim21 topics, with lots of questions to the Aquatic Officer, Leanne Brace, who was present.

11/13.2 Thanks are recorded to IM for his work in facilitating these Forums for the benefit of the athletes in Hertfordshire. They are providing a good link between the county and the clubs, and between the clubs themselves.

11/14 Website

- 11/14.1 GC has been in discussions with Alan Doyle of Hemel Hempstead SC who will up-date the website. Delays have been caused by the availability of volunteers' time. GC said the current website could still be used, but its value was questionable.

11/15 County calendar

- 11/15.1 This is on-going and up-dates are sent out regularly Once the website is up-and-running the calendar will appear there.

11/16 Report of the county's representative to the ASA East Region Board

- 11/16.1 The regional office has moved to Kentford.
- 11/16.2 Amy Bryant, Aqualina Stevenage SSC, has been appointed as the ASA East Region Synchronised Swimming Manager. Two regional meetings have been held for the discipline – one on 4th December, and one on 12th February.
- 11/16.3 IM attended the regional open water committee meeting on 5th December as the substitute for Su Tysoe.
- 11/16.4 A regional board meeting was held on 8th January, 2011.
- 11/16.5 The regional development and learning day held on 8th/9th January was not well-supported by Hertfordshire. SM said that opportunities had thus been missed by teachers, coaches, clubs and volunteers from clubs in Hertfordshire.
- 11/16.6 The ASA East Region Senior Inter-County Water Polo Championship was held at Woodside, Watford on 12th February.
- 11/16.7 There was a regional swm21 panel on 21st February. Work is progressing on making the swim21 process less paper-based, with less duplication, and also accessible on-line.
- 11/16.8 Leanne Brace, Aquatic Officer for Hertfordshire, will go on maternity leave on 14th April.
- 11/16.9 *Wavelength* has been replaced by a monthly newsletter, sent by e-mail to club secretaries. SM will ensure that clubs are aware of this and that if the club's e-mail address is not registered with the ASA, then this can be rectified by contacting renewals. **SM**

11/17 Any other business

- 11/17.1 GK said that he had purchased, on eBay, a Hertfordshire ASA Past President's medal, dated 1965. He has subsequently also found a sub-standard, never-issued Past President's medal, also for sale on eBay!
- 11/17.2 In response to a question, CH said that he had enjoyed enormously the great experience he had had as Chef de Mission for the Commonwealth Games in Delhi. CH said that it had been the most successful-ever overseas Commonwealth Games, and that this was due to the performances of the athletes.
- 11/17.3 IM advised the meeting that the water polo section of Watford SC were submitting to the ASA an application for funding.

11/18 Next meeting

- 11/18.1 The next meeting of the Hertfordshire Management Board will take place on Wednesday, 6th April 2011 at Welwyn Civic Centre at 8pm.