

Hertfordshire ASA
Minutes of the Management Board Meeting
11th July 2011 – Welwyn Civic Centre

Present: Mr Derek Milton Chairman
Mrs Sheila Mackenzie Association Secretary

Board members
Mrs Jean Cook
Mrs Jane Evans
Mr Philip Jackson
Mr Mark Horrod
Mr Ian Mackenzie

Apologies received: Mr Craig Hunter
Mr Bryan Thompson Swimming Manager

11/36 Welcome

11/36.1 DM welcomed everyone, and reminded members of the need for impartiality in discussions, to ensure the good governance of the association.

11/37 Apologies for absence

11/37.1 Apologies were received as shown above.

11/38 Declaration of conflict of interest

11/38.1 DM reminded everyone of the need to declare any conflict of interest. None was declared at this point.

11/ 39 Minutes of the meeting on 23rd May, 2011

11/39.1 The minutes were accepted as a true record of the meeting.

11/40 Matters arising from the minutes

11/40.1 Minute 11/23.1 (Minute 11/05.3 and Minute 10/112.6) SM still has to receive written consent from some club secretaries and other relevant persons for the holding of data, and for contact e-mail addresses to be published on the website. **SM**

11/40.2 Minute 11/29.1 Diving committee minute D11/05 - SM has written to the diving committee regarding the management board decision that late entries will not be accepted at the county competitions. **Diving cttee**

JC informed the board that the ASA and British Swimming had accepted late entries 'on an unofficial basis' over many years.

IM said that a paper had been presented to the ASA Board on bribery and corruption and outcomes from this would be interesting.

11/40.3 Minute 11/29.2.2 Diving committee minute D11/22 The diving committee has been asked about the status of two officials Hayley Sage and Natalie Philips. Clarification of the theory and practical examination process was also awaited from the diving committee. JC said that Hayley Sage has officiated nationally. **Diving cttee**

11/40.4 Minute 11/31.1 IM has followed up on the long service awards, and has a list of those who qualify. Charles Dainton will be asked to pass them to the awardees. **IM**

11/41 Ratification of items agreed, via e-mail, since the last board meeting

11/41.1 No items

11/42 Correspondence

11/42.1 SM has received contact data spreadsheets from about a third of the clubs.

11/42.2	Middlesex County ASA has written regarding a possible long course competition between neighbouring counties. BT has been passed the information.	
11/43	Finance Officer's report	
11/43.1	The balance sheet for all accounts as at 5.7.11 was received.	
11/43.2	A summary of applications for funding from the Hertfordshire ASA Development Fund was received.	
11/43.3	In the absence of the Finance Officer there were no questions raised. The report was accepted.	
11/43.4	IM said that only £7,025, of the £25,000 set aside for project funding, had been requested over a 15 month period.. It seems that clubs do not require the £1 for £1 funding support. IM suggested that a sum of money was withdrawn from the fund for the development of younger athletes. The coaches involved in the development camp in June will meet in September for a de-brief and to try to decide on how to progress athlete development for those younger age-bands. At the recent coaches forum it had been suggested that development meet winners could be offered a camp of some kind, as should the athletes who received certificates for the county time they achieved at the development meet. IM confirmed to JC that development opportunities should be available to all disciplines.	
11/43.5	IM proposed that up to £12,500 should be available for this development over a two-year period. There was unanimous agreement.	
11/44	Notes from the Management Board Advisory Group meeting	
11/44.1	The notes of the meeting on 17.6.11 were received and noted.	
11/44.2	Item 5b DM pointed out that the discipline budgets indicate a potential shortfall. However, historically, the actual spends are below the budget figures shown on the plans.	
11/44.3	JC asked that SM's name is spelt correctly in the MBAG minutes.	GC
11/45	Minutes of the Standing Committees	
11/45.1	Swimming committee 13.6.11 DM asked that the apologies which he had given be added to the minutes Minute S11/75 IM said that the county championships for next year had been fully discussed at the coaches forum, and the dates had been changed to 11th March, 17th/18th March and 24th/25th March, with no Friday evening sessions, three sessions on Saturday, and two sessions on Sunday Minute S11/77 DM said that it had been a pleasure to be present when Hertfordshire re-gained the regional inter-county trophy on 3rd July. Minute S11/79 IM said that county swimmers are now using the Olympic White Water Centre in Waltham Abbey on Saturday mornings for open water training. There had been 25 swimmers on the first morning and 31 and 37 on the two subsequent Saturdays. Unfortunately the Centre is closed for the next three weeks, but HASA training will resume in mid-August. Each athlete pays £5 per session. IM said that marker buoys will probably have to be purchased. IM said that the county's open water conditions will have to be reviewed as they do not match the ASA East Region conditions. Constitutionally the Management Board makes the decision on the medals to be presented at the county championships. It was agreed that the -1 rule would not be applied for this year at the county's open water championships being held on Sunday 17th July alongside the ASA East Region Championships. A gold medal only will be presented for Masters, in line with other county competitions. Corrections to S11/87 of Daniel instead of David and LTAD instead of LCAD will be requested. The records were accepted, and Katy Ambridge's achievement was especially acknowledged.	SM SM
11/45.2	Education committee 15.6.11 – Minutes received and noted	
11/45.3	Disability group 17.6.11 – Minutes received and noted	SM
	An amendment to the date of the minutes will be requested.	

11/46 Annual Council Meeting

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| 11/46.1 | The minutes of the Annual Council Meeting were noted, and can now be published on the website. | DM |
| 11/46.2 | It was noted that there are still 5 vacancies for Management Board members. DM will seek advice from CH on the quorum for the current board. | DM |
| 11/46.3 | Past President Fred Strong had highlighted a discrepancy in the water polo report, specifically with the club names of Harlow and Hatfield. SM has contacted the water polo committee to seek clarification of the correct text. | SM |
| 11/46.4 | JC expressed disappointment in the number of attendees. It was suggested that a comment about this lack of support could be posted on the website. | |

11/47 Terms of office and ratification of appointments

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|-----------------------|--|--------------|------------------|-----------|--------------|-----------|----------------|-----------------------|---|----------------------|--|-------------|
| 11/47.1 | DM said that the terms of office for posts was not always clear in the constitution, and there were also issues that needed to be addressed regarding the process of appointment. DM asked the board to consider the posts in the order they appear in the constitution. | | | | | | | | | | | |
| 11/47.2 | 8.7.2.2 and 16.5.5 Custodians: This is a lifetime appointment, and Ian Mackenzie and Ian Watson are currently appointed. This is a Council or Management Board appointment. | | | | | | | | | | | |
| 11/47.3 | 12.1 Emergency committee: The Executive Officers(DM, GC and SM) and at least on other member of the Management Board, appointed at the first meeting after the Annual Council Meeting. IM and CH are appointed to this committee, with the Executive Officers. | | | | | | | | | | | |
| 11/47.4 | 16.5.2 President Elect: There is currently no President Elect. This must be addressed by the next meeting of the board. This is a Council or Management Board appointment | Board | | | | | | | | | | |
| 11/47.5 | 16.5.7 County Welfare Officer: Barbara Scorer is the current post-holder. There is no term of office defined. This is a Council or Management Board appointment | MBAG | | | | | | | | | | |
| 11/47.6 | 16.5.8 Trophies Officer: Sheila Mackenzie is in post. There is no term of office defined. This is a Council or Management Board appointment | MBAG | | | | | | | | | | |
| 11/47.7 | 21.1.9 Representative to the Council and the Management Board of ASA East Region: This is an annual appointment by the Management Board. Sheila Mackenzie was appointed.

Other representatives to ASA East Region committees were appointed, as follows, for a year:-
<table border="0" style="margin-left: 20px;"> <tr> <td>Water polo</td> <td>Steve Chambers</td> </tr> <tr> <td>Diving</td> <td>Roger Page</td> </tr> <tr> <td>Officials</td> <td>Marilyn Hughes</td> </tr> <tr> <td>Synchronised Swimming</td> <td>Amy Bryant</td> </tr> <tr> <td>Masters</td> <td>Richard Sumner</td> </tr> </table> | Water polo | Steve Chambers | Diving | Roger Page | Officials | Marilyn Hughes | Synchronised Swimming | Amy Bryant | Masters | Richard Sumner | |
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| Masters | Richard Sumner | | | | | | | | | | | |
| 11/47.8 | 16.6 Life Vice-President Elected at Council on the recommendation of the Management Board. | | | | | | | | | | | |
| 11/47.9 | Discipline managers: The following are in post:
<table border="0" style="margin-left: 20px;"> <tr> <td>Diving</td> <td>Alexandra Belson</td> </tr> <tr> <td>Education</td> <td>Derek Milton</td> </tr> <tr> <td>Swimming</td> <td>Bryan Thompson</td> </tr> </table> <p>The managers for Education, Diving and Swimming were elected this year at the Annual Council Meeting, and should serve for a three-year term, as in constitutional rule 24.</p> <table border="0" style="margin-left: 20px;"> <tr> <td>Disability' manager'</td> <td>Sandra Hagley-King oversees the work of the disability group.</td> </tr> <tr> <td>Open water 'manager'</td> <td>Su Tysoe oversees the open water discipline.</td> </tr> </table> | Diving | Alexandra Belson | Education | Derek Milton | Swimming | Bryan Thompson | Disability' manager' | Sandra Hagley-King oversees the work of the disability group. | Open water 'manager' | Su Tysoe oversees the open water discipline. | MBAG |
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| Open water 'manager' | Su Tysoe oversees the open water discipline. | | | | | | | | | | | |
| 11/47.10 | 21.1.9 Hertfordshire ASA is entitled to two delegates, apart from the Association Secretary, to attend the ASA East Region Annual Council Meeting on 10 th September 2011. DM and MH were appointed - an annual appointment by the Management Board. | | | | | | | | | | | |

11/47.11	21.1.9 DM was appointed as the representative to the Hertfordshire branch of the Royal Life-Saving Society - an annual appointment by the Management Board.	
11/47.12	21.1.12 The Management Board Advisory Group (MBAG) currently has Derek Milton, Grant Chivers Sheila Mackenzie and Ian Mackenzie as its appointed members. There is no term of office defined.	MBAG
11/47.13	24 Appointments of committees The original appointments were made on 15.1.08 to serve for three years.	
	24.2.1 Diving committee: The manager, plus a maximum of five other members, to serve for a three year period. The diving manager has been asked to provide the names of the members, but this information is not yet available.	Diving mgr.
	24.2.2 Swimming committee: The manager, plus a maximum of ten other members, to serve for a three year period. The members appointed are:- Caroline Holt, Mark Horrod, Karen Huckle, Derek Hughes, Marilyn Hughes, Ian Mackenzie, Barbara Scorer, Richard Sumner and Su Tysoe.	
	24.2.3 Synchronised Swimming committee: The manager, plus a maximum of five other members, to serve for a three year period.. There is no Synchronised swimming committee at present.	
	24.2.4 Water Polo committee: The manager, plus a maximum of five other members, to serve for a three year period. There is a vacancy for the manager, and there has been no response from the committee regarding the other members.	Water Polo cttee
	24.3 Education committee The manager, the county welfare officer and a maximum of five other members, to serve for a three year period. The members appointed are:- Philip Jackson and Karen Huckle	
11/47.14	SM explained the structure of the Disability group which is not, at present, a constituted committee. Disability requires that outside organisations are included in a 'committee', so that funding and specialist knowledge can be used for the benefit of the athletes.	
11/47.15	There are several processes which need to be established for appointments and awards, and some terms of service need to be established too. Amendments are required to the wording of the constitution document. The MBAG will discuss the relevant issues and provide recommendations to the November board.	MBAG
11/48	Website	
11/48.1	IM has been in correspondence with Alan Doyle, the designer. The website is ready to go live. Alan has contacted each discipline to provide content for the site.	
11/48.2	Alan Doyle will oversee the site at first, and will eventually cascade the responsibilities out.	
11/49	Report of the county's representative to the ASA East Region Board	
11/49.1	There was a meeting of the ASA East Region Board on 19h June.	
11/49.2	Clubs are to be reminded of the benefits of being swim21 accredited. Clubs are to be advised that no voucher will be available if re-validation is late. The three-month grace period for re-accreditation is no longer in place either. Clubs are to be reminded that British Gas funding of £1,000 is available to be applied for each quarter.	
11/49.3	Olympic tickets have been made available for purchase within the region, and tickets for the Paralympics will shortly be available from the region too.	
11/49.4	Hertfordshire regained the trophy at the regional inter-county gala on 3 rd July.	
11/49.5	At the regional BAGCATs Championships, in June, in seven out of eighty-eight finals there was one or more finalist from a club in Hertfordshire. George Kent attended and presented medals and trophies.	
11/49.6	There is a 5% increase in the regional fees. These are now set at:- Category 1 and 2 £3.15 Category 3 £0	

Organisations £35

11/49.7 The Inspire programme, which aims to encourage young people in the 15-25 years age groups to be involved as the 2012 Olympics approach, includes a team managers course, as well as the Young Aquatic Organiser's Award and the judge Level 1 qualification. The team manager's course is now available as IM and Carina Quayle have been trained as presenters. Clubs have been advised of the availability of the courses, and applications must be received by the end of August.

IM

IM said that there is £1,000 available from the ASA, to the county, for the Inspire programme.

11/49.8 The date for Big Splash has been altered to 28th/29th April. This has impacted on the dates for the county Swimming Championships - see 11/44.1 above. Licensed meets already booked for those dates can go ahead.

11/50 Any other business

11/50.1 JC is endeavouring to organise an informal county dinner on Friday 7th October. Confirmation from the hotel is awaited.

JC

11/50.2 IM said that the county had been offered £1,000 for the work of the coaches forum.

11/51 Next meeting

11/51.1 The next meeting of the Hertfordshire Management Board will take place on Wednesday, 7th September at Welwyn Civic Centre at 8pm.