

Minutes subject to approval at the next MB meeting on 16th November, 2011

Hertfordshire ASA
Minutes of the Management Board Meeting
10th October 2011 – Welwyn Civic Centre

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

Board members

Mrs Jean Cook	
Mr Mark Horrod	
Mr Philip Jackson	
Mr Ian Mackenzie	
Mr Bryan Thompson	Swimming Manager

Also present	Mr Charles Dainton	President
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Apologies received:	Ms Alex Belson	Diving Manager
	Mrs Jane Evans	Board member
	Mr Craig Hunter	Board member

11/70 Welcome

11/70.1 DM welcomed everyone.

11/71 Apologies for absence

11/71.1 Apologies were received as shown above.

11/72 Declaration of conflict of interest

11/72.1 DM reminded everyone of the need to declare any conflict of interest. None was declared at this point.

11/ 73 Minutes of the meeting on 7th September, 2011

11/73.1 The minutes were accepted as a true record of the meeting, subject to an correction to minute 11/56.9, which should read

JC advised that the identification of a nominee for President Elect was being addressed.

11/74 Matters arising from the minutes

11/74.1 Minute 11/56.1(Minute11/40.1, Minute 11/23.1, Minute 11/05.3 and Minute 10/112.6) SM still has to receive written consent from one club secretary – Borehamwood. There has been no contact from Dolphin (Potters Bar), who have no e-mail address, and from Whitemeads which is a swim school. Haberdashers' Aske's School has also not responded, but their office address has been submitted to the website **SM**

11/74.2 Minute 11/56.2, (Minute 11/40.2 and Minute 11/29.1) SM wrote to the diving manager again to state that late entries are not to be accepted for county competitions, and to enquire about unminuted agenda items at the diving committee meeting.

11/74 .3 Minute 11/56.4 (Minute 11/40.4 and Minute 11/31.1) The list of the long service awards recipients is not yet ready to give to CD for presentation. **IM**

11/74.4 Minute 11/56.5 (Minute 11/43) The numbering error in the minute has been corrected.

11/74.5 Minute 11/56.11 (Minute 11/49.7) IM reported that following a direct approach to individuals, mainly on poolside, there were now eighteen young people on the Inspire programme. IM will organise a timekeeper's course, followed by the J1 course next month and the team manager's course subsequently. **IM**

11/74.6 Minute 11/61.1 (Minute D11/34) The hire charge of £50 for the J-pads is being reviewed by the region.

11/74.7	Minute 11/62.6 The review of the remit of the education committee will be continued in the management board advisory group.	MBAG
11/74.8	Minute 11/65 There were nineteen attendees at the Hertfordshire ASA Informal Dinner. JC commented that the response had been disappointing, but the dinner was enjoyed by those who did attend	
11/75	Ratification of items agreed, via e-mail, since the last board meeting	
11/75.1	No items involving the whole board, just the management board advisory group see item 11/ 78.2	
11/76	Correspondence	
11/76.1	SM passed on the thanks of Ian Watson for the card sent to him by the board.	
11/76.2	SM advised the board of correspondence received from the bookings clerk of Welwyn Parish Council regarding invoicing and payments for the hire of the rooms at the Welwyn Civic Centre.	
11/76.3	The subject of late entries to diving competitions was discussed fully, noting that late entries were accepted nationally, according to the website. It was pointed out that late entries were accepted at regional level too. IM had spoken to Andy Gray in the ASA legal department to ask about late entries, and a response is awaited. A masters' event for diving was scheduled for October 9th. There were three issues:- 1 .The diving committee still wanted to accept late entries. 2 .Medals had been requested for the event, and SM had informed the diving manager that only gold medals were presented for county competitions for masters. This was not accepted by the diving committee, and SM was told that there was an intention to present silver and bronze medals too. 3. The diving committee wanted to present masters medals to the 19-24 yrs age- group. Masters, as defined by ASA law for diving, is 25 years plus. SM had provided gold age-group medals for the 19-24 yrs age-group. It was pointed out that for a the county competition, the promoter's conditions are the county conditions, and also that general condition (GC 10) gives the management board powers with respect to the conditions, and also GC 7 gives the board powers with respect to the awards for a competition. The diving committee cancelled the county event because they were unable to accept that, for county competitions, there were to be no late entries, and that gold masters medals only were to be presented, with only athletes aged 25 years and above, being eligible for these medals. The organisers hired the pool and ran a training session instead, with a competition following. To try to address the impasse reached, it was proposed that the diving manager and the chairman of the diving committee will be invited to the next management board meeting to discuss the situation. It was pointed out that the diving manager is always invited to the management board meetings, and that any member of the diving committee could attend anyway, as it is an open meeting. The executive officers will also try to attend the next diving committee to discuss the situation.	SM
11/77	Finance Officer's report	
11/77.1	The balance sheet for all accounts as at 10.10.11 was received.	
11/77.2	A summary of applications for funding from the Hertfordshire ASA Development Fund was received. IM pointed out that, at the last board meeting, £12,500 had been ear-marked for the development of young athletes. GC said that this would be shown as a separate amount in the ring-fenced funding item in the next report.	
11/77.3	The finance officer commented that the refunds for swim21 clubs had still to be paid.	
11/77.4	The report was accepted.	
11/77.5	The capitation fee for the county for 2012 was unanimously agreed as:- Category 1 - £3 Category 2 - £3 Category 3 - £0	
11/78	Notes from the Management Board Advisory Group meeting	
11/78.1	The meeting on 1 st September was postponed, and no new meeting date has been fixed as yet.	
11/78.2	Email correspondence had been received from the water polo manager, Steve Chambers, regarding funding. There is an inter-county water polo competition on 30 th October at Basildon, in which Hertfordshire will be able to enter two teams. The request was for funding to support the 26 young	

athletes, by providing three training sessions, as a team, prior to the competition. IM said that the funding could be taken from the £12,500, referred to in minute 11/77.2 above. GC had checked that the teams included members of other clubs besides Watford. The £780 requested was unanimously agreed.

11/79 Minutes of the Standing Committees

11/79.1 Diving committee 4.10.11 –Minutes not available

Previous minutes

Minute 11/28 Information on the discipline is now on the website.

Minute D11/34 GC confirmed that the diving budget plans had now been received.

11/79.2 Education committee 8.9.11 – minutes received and noted.

11/79.3 Swimming committee 20.9.11 – notes from the meeting, which was not quorate, were received and noted.

Flora Hanson's 200m backstroke records were ratified.

11/79.4 Water polo committee 27.9.11 - meeting cancelled.

11/79.5 Disability group 12.9.11 - minutes received and noted.

IM reported that Grace Harvey had recently received the Disability Athlete of the Year - Hertfordshire award.

11/80 Club forum feedback

11/80.1 IM had produced a feedback paper from the group discussions which had taken place at the club forum on 12th September. There were 18 attendees from 14 different clubs.

Four questions were considered –

'Is the county needed?'

'What do clubs get from the county?'

'What else is needed?'

'How can the vacancies on the management board and committees be filled?'

11/80.2 IM commented briefly on the responses and said that consideration needs to be given to the points raised. This will be done initially at the management board advisory group meeting, and then the matters will be considered by the board.

11/80.3 A chairman's forum has been booked for 14th November.

11/80.4 IM said that a lot of work had been done to provide training etc., for officials. The numbers attending the officials' forum on 26th September were disappointingly low, and some clubs did not seem to consider that the training of officials was important.

11/81 ASA Conference

11/81.1 The ASA Conference will take place on 22nd October at the Crown Plaza, Nottingham.

IM reported that the original requirement for each region to take five 15-24yr olds to the conference had proved too difficult to organise.

11/82 Website – update on progress

11/82.1 DM reported that the minutes were on the website. Originally, PJ 's name did not appear as a management board member, and that had been corrected. There were no diving or water polo minutes on the site at present. DM also pointed out that the president's profile was not on the website.

11/82.2 A user's manual will be available shortly for the up-loading of data.

11/83 Report of the county's representative to the ASA East Region

11/83.1 The ASA East Region Annual Council Meeting was held on 10th September 2011. DM and MH attended as county delegates. SM attended as the association secretary and county representative, and IM, as regional chairman, chaired the meeting. Amy Bryant, Aqualina Synchro (Stevenage), attended as the

regional synchronised swimming manager No Hertfordshire clubs sent representatives.

- 11/83.2 SM is the Hertfordshire representative on the ASA East Region Board, and will be a regional delegate to the ASA Annual Council Meeting.
- 11/83.3 Lydia Backhaus (Ware) is the regional winner of the Aquaforce Award in the Young Volunteer U18 category. Her nomination will now go forward for consideration by the national panel.
- 11/83.4 At the Annual Council Meeting, IM received a gold pin for six years plus, of service to the regional board.
- 11/83.5 At the regional board meeting on 10th September four Hertfordshire clubs featured in the report on swim21. The new swim21 accreditations for Hemel Hempstead SC (Skill Development) and Beaumont Diving Academy (Teaching) have been recommended to the national panel. Verulam ASC (Teaching) re-accredited. Buntingford SC declined to re-validate.
- 11/83.6 There was disappointing support from Hertfordshire athletes at the ASA East Region Masters competition on 1st October in Newmarket.
- 11/83.7 At the regional disability gala on 9.10.11, Grace Harvey and Charlotte (Lottie) Mills established regional records.

11/84 Any other business

- 11/84.1 The Wilkinson Sword is awarded by the county, but the recipient does not physically keep the sword, as there are issues of safety. It was decided that, in future, a detachable plaque will be engraved with the recipient's name.

SM

11/85 Next meeting

- 11/85.1 The next meeting of the Hertfordshire Management Board will take place on Wednesday 16th November 2011 at Welwyn Civic Centre at 8pm.