

Hertfordshire ASA
Minutes of the Management Board Meeting
7th March 2012 – Welwyn Civic Centre

Present:	Mr Derek Milton	Chairman
	<u>Board members</u>	
	Mr Grant Chivers	Finance Officer
	Mrs Jean Cook	
	Mrs Jane Evans	
	Mr Mark Horrod	
	Mr Philip Jackson	
	Mr Ian Mackenzie	
	Mrs Sheila Mackenzie	Association Secretary
	Ms Alex Belson	Diving Manager
Also present:	Mr Charles Dainton	President
Apologies received:	Mr Craig Hunter	
	Mr Bryan Thompson	Swimming Manager
Also present:	Mr Derek Beaumont	Diving committee member
	Mr Roger Page	Chairman - Diving committee

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- 12/17 Welcome**
- 12/17.1 DM welcomed the members of the diving committee, and said that the matters to be discussed regarding diving, which were in agenda item 10, Governance, would be taken after the agenda item 4.
- 12/18 Apologies**
- 12/18.1 Apologies were received as shown above.
- 12/19 Declaration of conflict of interest**
- 12/19.1 DM reminded everyone of the need to declare any conflict of interest. None was declared at this point.
- 12/20 Minutes of the meeting on 30th January 2012**
- 12/20.1 The minutes were accepted as a true record of the meeting.
- 12/21 Matters arising from the minutes**
- 12/21.1 Minute 12/08.2 The statement about rebates, shown on the website, has been correctly amended.
- 12/21.2 Minute 12/11.2 IM reported that there had been a negative response from Nikki Baker for names of people willing to assist on the water polo committee.
- 12/21.3 Minute 12/15.1 DM has yet to receive any development plans from the disciplines.
- 12/22 Governance**
- 12/22.1 To accommodate the members of the diving committee who were present, part of item 10 on the agenda relating to diving, was taken at this point.
- 12/22.2 On behalf of the diving committee, RP presented the committee's proposals to the board, and explained the rationale behind them. The proposals were as follows:-
- Proposal 1:- No dive changes to be accepted after 30 minutes before the start of the session in which the diving event is being held.**
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This addition to the county diving rules and conditions allows time for the recorders to prepare for the event.

Proposal 1 was agreed.

Proposal 2:- Entries are to be received 7 days before the date of the diving competition. Late entries may be accepted at the discretion of the event manager. A late entry penalty fee of £5 will be applied.

There was discussion regarding the acceptance of late entries. RP pointed out that the county's divers were being prepared for national events, and that late entries were accepted nationally. IM informed that meeting that the ASA had been considering the issue of late entries, and evidence from some other sports had been obtained that late entries were accepted. The Management Board were concerned that accepting late entries for diving could create difficulties with other disciplines, as late entries for competitive swimming, for example, would be completely untenable. The diving committee pointed out that the numbers of divers was small in comparison.

The following amended proposal was accepted:-

Amended proposal:- Entries are to be received 7 days before the date of the diving competition. Late entries may be accepted at the discretion of the event manager, if numbers allow. A late entry penalty fee will be applied, as agreed by the Management Board

This amended proposal was agreed.

Proposal 3:- To award gold, silver and bronze medals to the first, second and third placed divers in each event, at all diving competitions, including masters.

IM explained that the county only had gold masters' medals which had been specially made for the county, and that silver and bronze medals were not available for masters. Past experience with masters' events was that the masters did not collect their medals and, when certificates were offered, there was not much take-up either. The diving committee felt that the provision of medals for second and third place would encourage participation.

The following amended proposal was agreed:-

Amended proposal:- Gold, silver and bronze medals will be awarded to the first, second and third placed divers in each event, at all diving competitions. For masters' events, subject to the diving committee submitting the masters' conditions to the Management Board, gold, silver and bronze medals will also be awarded, but these medals will not be specific masters' medals.

This amended proposal was agreed.

Proposal 4:- The diving committee wished to use the following age-groups for the masters' competition:-

19-29 years: 30-49 years: 50+ years

IM pointed out that under ASA law (410.3.2) a diver had to be 25 years old to be a master. The diving committee were advised that in open water and competitive swimming there was a pre-masters age-group for the athletes aged 19-24 years.

The proposal was referred back to the diving committee for reconsideration.

12/23	Ratification of items agreed, via e-mail, since the last board meeting
12/23.1	None
12/24	Correspondence
12/24.1	SM reported correspondence with Steve Chambers about water polo fixtures meeting booked for 4 th March, but SM had received a late request to change the date and then a chaser request. The booking was changed, but SC then made arrangements to hold the meeting at Woodside Leisure Centre.
12/24.2	SM informed the board that bookings for the water polo committee meetings had not been cancelled as decided at the last board, and it was agreed that the room would be cancelled just before the meetings were scheduled in case a committee meeting was convened.

SM

Minutes subject to approval at the next MB meeting on 2nd May 2012

12/25 Finance Officer's report

12/25.1 The balance sheet for all accounts as at 1.3.12 was received.

12/25.3 The report was accepted.

12/25.4 JC asked whether the token of thanks to Martin Taylor and Alan Doyle had been organised. The matter was in hand.

GC/DM
SM

12/26 Notes from the Management Board Advisory Group meeting

12/26.1 Management Board Advisory Group meeting on 1.3.12 – Notes received and noted

The following recommendations were agreed:-

No changes to the amounts funded for courses will be made for this current financial year end 31st March 2012

From 1st April 2012, the county will continue to fund "officials" courses, with no change

*The funding of all other courses is suspended, until further notice, with the exception of those CPDs required to obtain **and maintain** swim21 status. (The two words in bold were added)*

There was discussion as to whether the 25% contribution to the joint ASA East Region/Hertfordshire ASA finding for courses will continue, since the region has suspended funding. It was decided that the county percentage would still be paid until 31.3.12. No county funding for courses would be available after 1.4.12, until a review of the sustainability of county's funding is conducted to establish the way forward. CPDs will still be supported.

The region will refer any application to DM, and the applicant club can claim from DM. If the criteria for funding are met, and it is agreed before 31.3.12, then the 25% funding will be available.

DM

DM will advise the clubs.

12/27 Minutes of the Standing Committees

12/27.1 Swimming committee 23.1.12 – Minutes received and noted

Minute S12/5 Full identification is required for RS(Richard Sumner) and JG(Janet Gardiner).

Action plan: DM asked that an extra column was included to show actual spend against the budget.

BT

12/27.2 Disability Group meeting 21.1.12 – Minutes received and noted

12/27.3 Diving committee meeting 7.2.12 – Minutes received and noted

Minute 12/04 DM said that there had been comment, as recorded in the Management Board minutes.

Minute 12/02 JC reminded the members of the diving committee that the Management Board require to be informed before any official is removed from the county list.

12/28 Governance

12/28.1 Water polo - There was insufficient time in this meeting for discussion.

12/29 Website

12/29.1 DM reported that the document on in-putting to the website was not yet available, however Alan Doyle was very prompt in uploading items he was sent.

12/29.2 DM said that the minutes of the swimming committee should be on the website.

BT

12/29.3 The board was informed that the website had crashed because of extensive use and this had been rectified by increasing the band-width available. This had involved an extra cost of £3 per annum.

12/30 Report from the county's representative to ASA East Region

12/30.1 The ASA East Region Management Board met on 19th February. Budgets had been discussed.

12/30.2 SM confirmed that funding for all courses for swim21 clubs was suspended because the current level of funding was unsustainable.

12/30.3 The ASA East Region Regional Director, Kevin Wray, had written to all the counties in the region suggesting the setting up of forums. Hertfordshire already has these in place. He had also offered funding and organisational support for a county conference.

12/31 Any other business

12/31.1 IM informed the board that there had been a very successful Youth Forum, organised and fronted by Leanne Brace, the Aquatic Officer for Hertfordshire. Positive feedback had been received. IM was working to address the matters raised by the group.

12/31.2 IM said that nine young people from the Inspire group will be involved with an event at the Aquatic Centre.

12/31.3 PJ acknowledged the tremendous assistance which Leanne Brace had provided to his club in their recent swim21 accreditation.

12/32 Next meeting

12/32.1 The next meeting of the Hertfordshire ASA Management Board will take place on Wednesday 2nd May 2012 at Welwyn Civic Centre at 8pm.