

Hertfordshire ASA
Minutes of the Management Board Meeting
15th October 2014 – Chairman's house

Present: Mrs Jean Cook (JC) Chairman

Board members
Mrs Deborah Huggett (DH)
Mr Graham Huggett (GH)
Mr Ian Mackenzie (IM)
Mrs Sheila Mackenzie (SM) Association Secretary
Mrs Catherine Manthorpe (CM)
Mr Bryan Thompson (BT)

President
Mrs Ann Quinn (AQ)

Apologies received: Mr Grant Chivers (GC) Finance Officer
Mr Mark Horrod (MH)
Mrs Karen Lawson (KL)

14/58 Welcome

14/58.1 JC welcomed everyone to her home. The meeting was booked for Welwyn Civic Centre, but the Centre was locked. The meeting commenced at 8.25pm.

14/59 Apologies

14/59.1 Apologies were received as shown above.

14/60 Declaration of conflict of interest

14/60.1 JC reminded everyone of the need to declare any conflict of interest. None was declared at this point.

14/61 Minutes of the meeting on 15th July 2014

14/61.1 The minutes were accepted as a true record of the meeting.

14/62 Matters arising from the minutes

14/62.1 Actions from the previous minutes are complete, or as shown below.

14/62.2 Minute 14/46.2 (Minute 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

No proposal was formulated for the Annual Council Meeting

The matter was discussed and a process identified for contacting the clubs and the membership, with an invitation to apply to become a Management Board member. SM will write to the club secretaries, the website and social media will be used, and the invitation will be disseminated at all county events and forums.

Application, from ASA members, would be initially to the Association Secretary. Applicants would not be a representative of their club, but working on behalf of the county. Applicants would complete a minimal application form and would serve for one year until the next Annual Council Meeting.

Clubs still to be contacted.

Minute 14/46.4 (Minute 14/38.3)

Diving committee 8.4.14

Minute 14/21 County..... JC checked with the committee regarding the submission of costings for the proposed open synchro competition to be held at Luton pool.... AB confirmed that... the costings for this event had been sent to Grant Chivers. *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.*

JC to establish with the diving committee whether the competition is still being considered, and, if so, what the current situation is regarding the costs.

SM

JC

14/62.4	Minute 14/54.1 Medals and shirts – IM advised that county age-group and championship medals to cover the competitions for the next two to three years had been received, as had £2,000 worth of officials and competitor shirts.	
14/63	Ratification of items agreed, via email, since the last Board meeting	
14/63.1	None	
14/64	Correspondence	
14/64.1	SM is still receiving correspondence from RLSS, despite writing to break the link with the county.	
14/64.2	The ASA East Region newsletters sent regularly to clubs are also received by SM.	
14/64.3	SM advised that notice of suspension of an ASA member within the county had been received.	
14/64.4	IM said that an enquiry had been received regarding possible funding streams to support the refurbishment of a primary school's outdoor pool.	
14/65	Finance Officer's report	
14/65.1	The balance sheet for all accounts as at 28.9.14 was received.	
14/65.2	In GC's absence IM reported that the balance was healthy, and that there was still a dearth of applicants for funding. A suggestion for the funding was considered later in the meeting.	
14/66	Management Board Advisory Group	
14/66.1	The Management Board Advisory Group has not met since the last Board meeting.	
14/67	The Way Forward	
14/67.1	There were discussions on issues concerning the Workforce Development committee, and the disciplines of synchronised swimming and water polo.	
14/67.2	Workforce Development committee: The suggestion of changing the name of the committee to better reflect its current remit was raised at the last meeting of the Management Board. It will now be known as the Club Development Group (CDG). SMM will amend the website, posting a statement to explain the change, as well as sending an email to the clubs. The constitution will be amended and annotated – 'Approved by the Management Board, and subject to ratification at the Annual Council Meeting 2015'. KL has agreed to take on the responsibility for the management of the Group, as CDG manager. The membership of the Group will be discussed at the scheduled meeting on November 5th, and the attendees at the club forum scheduled for 19th November will be advised of the changes and asked for their support. The idea of holding a club forum for disciplines other than swimming, was discussed. The clubs would have to be specially invited.	SM
14/67.3	Synchronised swimming manager: Amy Bryant has advised that she is planning to take a break from synchronised swimming for an indefinite period. In these circumstances she would step down from her role as the county synchronised swimming manager, having already resigned from the role of ASA East Region synchronised swimming manager in July. Amy will update the county of her current position when the way forward for her is established. The county still has a representative on the ASA East Region synchronised swimming committee, and so the county's athletes will continue to benefit from competitions and development arranged through the region. In the absence of a synchronised swimming manager, SMM will write to all the clubs informing them of the situation and asking them to contact the county for any assistance they require.	SM
14/67.4	Water polo The water polo manager, Steve Cook (SC), has expressed concern over the lack of support he is receiving from the water polo fraternity in the county. SC has overseen huge progress in the development of the discipline over the past year, but needs to have more support. He is also concerned over the non-quorate committee meetings which have taken place. SMM has urged SC to continue, despite the poor support and the difficulties with attendees for the meetings, so that athletes can benefit from the work which is being done, and the discipline can move forward. SC has been advised that the Management Board will assist wherever possible, so that progress can be made. SC has reported that successful water polo sessions are being run by the pool provider at Harpenden pool.	
14/67.5	There were discussions on an idea of having a paid county administrator, and also on the use of Twitter.	CM

CM will formulate some ideas for further discussion.

14/68 Minutes of the Standing Committees

- 14/68.1 Disability committee 13.10.14 Minutes not yet available. IM advised that there were still difficulties in booking presenters for the Saturday and for the Sunday, as both the people invited were not available now that the date had been confirmed by Herts. Sports Partnership. As in previous years, Saturday would offer CPDs and presentations of general interest, whilst on Sunday the focus would be on disability within swimming and diving.
- 14/68.2 Diving committee – no meetings since April, July meeting cancelled, and yesterday's meeting postponed till 25th November. It was noted that there are still no results on the website. JC will challenge the committee about this lack of information. **JC**
- 14/68.3 Swimming committee 11.9.14 Notes from the non-quorate meeting are not yet available.
- BT reported that the committee had discussed an idea of trying to establish a working partnership with the pool best suited to the county swimming championships. The facilities available at other pools were considered, as well as those at the pool used most for county events. The cost of hire, the state of the facilities available, and the spectator accommodation, all had to be considered. It is proposed that the pool operators will be approached as to their interest in working with the county, to enhance the facility for the benefit of athletes and clubs within the county. A meeting is to be set up. BT GC and IM will attend. **BT**
GC
IM
- 14/68.4 Water polo committee 23.6.14 The notes from the conference call are still not available. Three people only were on the call, so it was not quorate. Equipment and upcoming competitions were discussed, and an update was provided on the league. No decisions were taken.
- 14/68.5 Water polo committee 23.9.14 The meeting was not quorate. No notes are available.
- 14/68.6 Workforce Development committee No meeting has taken place since January 2014.

14/69 **Representatives to ASA East Region committees and Hertfordshire ASA appointments**

- 14/69.1 The following appointments should have been covered in July Management Board meeting following the ACM.

The following appointments were confirmed:-

Custodians: Ian Mackenzie

Emergency committee: Grant Chivers, Jean Cook, Ian Mackenzie and Sheila Mackenzie

President Elect: Janet Gardiner

Representatives to the ASA East Region

Management Board : Sheila Mackenzie

Disability Swimming committee: Janet Warrington

Diving committee: Roger Page

Masters Swimming committee: Graham Huggett

Open Water Swimming committee: Bryan Thompson

Swimming committee: Mark Horrod

Swimming Officials Group: Marilyn Hughes

Synchronised Swimming committee: Wendy Atkins

Water Polo committee: Steve Cook

Management Board Advisory Group: Grant Chivers, Jean Cook, Ian Mackenzie, and Sheila Mackenzie

Representatives to the ASA East Region Annual Council Meeting 2014: Mark Horrod and Sheila Mackenzie

14/70 Open Water Swimming Championships

- 14/70.1 The Hertfordshire ASA Open Water Swimming Championships were held at Whitlingham Country Park, Norwich on 20th July, within the ASA East Region Championships. A violent storm forced the abandonment of the 1.5km race part way through, and the 5km race scheduled to follow this could not be swum either. Some swimmers in the 1.5k event did not have the opportunity to complete the race. Medals, regional and county, were presented to those athletes who completed the 1.5km race, but the decision on who would receive medals has been challenged. It was discussed by the regional committee, and the decision was upheld.

14/71 Swimming Competition Review

- 14/71.1 The following changes, resulting from the review, have an impact on athletes and the administration of swimming in the county:-

From 2016 the designated window for county championships to take place is between week two and week nine.

NB For 2015 Hertfordshire County Championship will still take place in March, as in previous years. For the county championships in 2016, it will probably be necessary to have a shorter run-in time from the closing date for entries, because the championships will take place earlier in the year. Also in 2016 it will be necessary to have finals for 50m and 100m events in the county championships.

April –May will be the qualifying period for British Championships.

Regional Championships/Competitions will take place in April/May in 2016.

The age at date for the county, regional and national competitions will be 31st December in the year of competition.

14/72 Report from the county's representative to ASA East Region

- 14/72.1 Hertfordshire ASA's Open Water Championships took place within the ASA East Region Open Water Championships at Whitlingham Country Park, Norwich on 20th July. There was a good entry from Hertfordshire athletes, several being regional medal and trophy winners too.
- 14/72.2 The ASA East Region Annual Council Meeting took place on 13th September. No clubs from Hertfordshire sent representatives. Derek Beaumont (Beaumont Diving Academy) and Janet Warrington (Hoddesdon SC) were regional Aquaforce Award winners.
- 14/72.3 The ASA East Region Management Board met on 13th September 2014. No minutes are available yet.
- 14/72.4 A coaches forum was held during the day on 9th October. Coaches from Hertfordshire clubs attended

14/73 Any other business

- 14/73.1 AQ asked whether training for the operation of electronic timing and for HyTek meet management could be provided. IM said that HyTek training had been part of the county conference in 2014, and that the two topics AQ had requested could be offered on the 2015 conference weekend.
- 14/73.2 SM reported that Steve Cook (SC), the water polo manager, had written to advise the county that he had received the first few of several boxes of minutes etc from Mary Watson, which Ian Watson had stored over many years. There was county history here, but there was an issue of where to store the documents. SC and SM had no space available. CM will investigate possible options for the documents, by contacting agencies and historians.
- 14/73.3 IM provided the list of county meetings booked for 2015. The Management Board meetings will take place at The Parish Centre, Welwyn.

CM

14/74 Next meeting

- 14/74.1 The next meeting of the Hertfordshire ASA Management Board will take place on Monday 19th January 2015.