

Berkshire & South Buckinghamshire ASA
(A sub-region of ASA South East Region)

MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON 12 JULY 2007 AT THE WINDSOR LEISURE CENTRE, STOVELL ROAD, WINDSOR, COMMENCING AT 2000HRS.

Present: Mrs J Hopkins (President), R F Penfold (Hon Secretary), Mrs M M Felmingham (Hon Treasurer), Mrs E M Adams, K H Adams, N J R Brand, Mrs D Dart, Mrs J A Dawkins, Mrs S D Green, Mrs L M Harrison, Miss S M Harrison, Mrs J Hulbert, R G Prior, G Shields, Mrs M Stalker, Mrs A Straughan, P M Tiley, F W Timms, Ms S Topchik, H H V Wilkinson.

Apologies for absence were received from Mrs B I Coker, Ms N Cunningham, D Hotten, Mrs P A Jack, E J Lyne, Mrs M S Lyne, Mrs R Large, G Morrison, Miss E Swain, Mrs L Tilson.

49 MINUTES

The minutes of the meeting held on 25 April 2007 were agreed and signed by the President as a correct record.

50 MATTERS ARISING ON THE MINUTES

42.16 The Hon Secretary reported that Miss S M Harrison and Mr R G Prior had completed their investigation of the complaint by Tilehurst SC concerning the Girls' 100m breaststroke Championships in March 2007. They had concluded that there had been an error in the compilation of the final for the event, and that, given the equal times of the swimmers in question, the final should have been swum with 7, rather than 8, competitors, under Championships Condition 18. In addition, the referee for the session should have been consulted on the enquiry made on behalf of one of the swimmers.

Miss Harrison and Mr Prior had recommended that an apology be made to Tilehurst SC, the swimmer and her parents, which the Hon Secretary had conveyed. They had also made some procedural recommendations, which had been referred to the Swimming Committee.

42.22 It was reported that Langley Manor SC had re-affiliated to ASA South East Region. The Region had deemed a number of schools and the Thames Valley Junior League to be inactive, as they had failed to re-affiliate.

42.29 Attendees reported on the training day for sub-regions and regional discipline groups, arranged by ASA South East Region. Many ideas had been exchanged, which would be incorporated in a report to be published later in the year.

42.32 The President welcomed Ms S Topchik to the Committee.

51 CORRESPONDENCE

	Date	To/From	Subject
1	26.04.07	Regional Office & Finance Administrator	Coaches Workshop, Loughborough, 19.05.07
2	30.04.07	Regional Director, ASA South	Regional Support to Sub-Regions, 2007/8

East Region

3	03.05.07	Regional Education Officer, ASA South East Region	Voice Protection & Projection Course, Newport, IoW, 21.10.07
4	03.05.07	Regional Education Officer, ASA South East Region	ASA/SCUK Safeguarding and Protecting Children Course, Woking, 24.06.07
5	04.05.07	Regional Education Officer, ASA South East Region	Team managers' course, Bracknell, 15.05.07
6	04.05.07	Bucks & Milton Keynes Sports Partnership	May E-News
7	09.05.07	Regional Education Officer, ASA South East Region	Category 1, CPD course, Introduction to backstroke, Tandridge, 30.09.07
8	18.05.07	Regional Education Officer, ASA South East Region	Flip- n Fun, IOS CPD seminar, Maidstone, 03.06.07
9	18.05.07	Regional Education Officer, ASA South East Region	Voice Protection & Projection Course, Basingstoke, 16.06.07, Chalfont, 17.06.07, Crawley, 15.07.07
10	21.05.07	Events Officer, ASA	Invitation to 2007 National County Team Championships, Sheffield, 21.10.07

Passed to the Hon Secretary, Swimming Committee

11	21.05.07	Mr D A Gimson	Enquires about the arrangements for the South East Region Inter-County Masters event, in the event that this Association's Master Secretary has moved away from the Area
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The Hon Secretary, Masters Committee reported that the infrastructure for the event was organised. Although she was moving away, she offered to return for the event, if necessary.

12	23.05.07	Regional Education Officer, ASA South East Region	ASA/SCUK Safeguarding and Protecting Children Course, Walton on Thames, 26.06.07, Voice Protection & Projection Course, Faversham, 14.07.07 (Cancelled)
13	23.05.07	Bucks & Milton Keynes Sports Partnership	June coach education and training workshops
14	29.05.07	Regional Director, ASA South East Region	Enquires whether Association intends to apply a sub-regional levy for 2008

It was agreed that the Association would not impose a sub-regional levy for 2008.

15	31.05.07	Regional Education Officer, ASA South East Region	National Plan Teaching Swimming Update, 30.05.07
16	31.05.07	Regional Education Officer, ASA South East Region	ASA/SCUK Safeguarding and Protecting Children Courses, Winchester, 23.06.07, Chichester, 03.09.07, Brighton, 04.09.07, Crowborough, 18.09.07
17	05.07	Regional Director, ASA South	Gives advance notice of Regional Annual

East Region

Council Meeting, Bracknell, 08.09.07, associated closing dates and details of dinner.

It was agreed to authorise the Officers of the Association to give notice to the Region of any issues to be raised that the ACM of ASA South East Region. Mrs EM Adams, Mr K H Adams and Mr H H V Wilkinson were appointed as the Association's representatives at the meeting.

18	04.06.07	Regional Education Officer, ASA South East Region	ASA/UKCC Level 1 Coaching course, High Wycombe, June/July
19	04.06.07	Regional Education Officer, ASA South East Region	ASA/SCUK Safeguarding and Protecting Children Course, Winchester, 29.07.07
20	05.06.07	Regional Education Officer, ASA South East Region	ASA/UKCC Level 1 Coaching Swimming, Sevenoaks, August
21	07.06.07	Regional Education Officer, ASA South East Region	Advertises full time volunteering opportunities for Young Officials Development Officer
22	07.06.07	Bucks & Milton Keynes Sports Partnership	June E-News
23	10.06.07	Regional Director, ASA South East Region	Gives details of the Region's Key Partners consultation events, to be held in July, Bisham Abbey, Crawley, Southampton
24	11.06.07	Regional Development Officer, ASA South East Region	Draws attention to ASA welcome pack for new clubs, and enquires whether Association wishes to include information in the pack

It was agreed to prepare a brief document about the Association, for inclusion in the pack.

25	11.06.07	Regional Education Officer, ASA South East Region	Flip n Fun CPD course, Basingstoke, 17.07.07
26	12.06.07	Regional Education Officer, ASA South East Region	ASA/UKCC Level 1 Coaching Synchronised Swimming, Cobham Hall, 24-28.08.07
27	12.06.07	Regional Education Officer, ASA South East Region	ASA/SCUK Safeguarding and Protecting Children Course, Faversham, 15.09.07
28	16.06.07	Regional Education Officer, ASA South East Region	ASA/UKCC Level 1 Coaching Swimming, Langton Green, August
29	22.06.07	Regional Director, ASA South East Region	Advises that Regional Management Board has decided not to pursue the combination of B&SB and Oxon & North Bucks, to form a sub-region

The Committee was pleased to note this decision.

30	02.07.07	Regional Education Officer, ASA South East Region	ASA/SCUK Safeguarding and Protecting Children Course, Sevenoaks, 14.09.07
31	05.07.07	Regional Education Officer, ASA South East Region	ASA/UKCC Level 1 Coaching Diving, Guildford, September
32	05.07.07	Regional Education Officer, ASA South East Region	ASA/SCUK Safeguarding and Protecting Children Course, Guildford, 02.10.07

33 11.07.07 Bucks & Milton Keynes Sports July E-News
Partnership

52 HON TREASURER'S REPORT

The Hon Treasurer reported that the Association had funds of £63,000, of which £9,000 was in a deposit account: she was exploring alternative accounts for the deposit sum. She reported further that the [speed swimming] Championships and the No Frills Meet had each generated a surplus.

53 REPORTS OF COMMITTEES

1 General Purposes

There had been no meeting since the last meeting of the Executive Committee.

2 Synchronised Swimming

The Minutes of the meeting of the Committee held on 5 June 2007 were received, and the proposals set out in Minute 4(2) concerning County Championships and the disposition of trophies endorsed.

The Hon Secretary of the Synchronised Swimming Committee reported that the Novice Competition, held on 16 June 2007, had been enlivened by the presence of a presenter from a CBBC programme. The programme material then filmed was expected to be broadcast later in July 2007.

3 Diving

No report.

4 Masters

The Hon Secretary of the Masters Committee reported that Mr R Moore (Bracknell & Wokingham SC) had agreed to accept entries for the Open Meet on 20 October 2007, where he would also undertake computing duties and assist with the operation of the AOE.

The pool had been booked for the short-course event at Eton in April 2008, and the Committee Secretary enquired whether the Wycombe pool should be booked for the long course meet in January 2008. The Committee agreed that a booking should be made, for the time being.

As Mrs J A Dawkins was moving from the area, the Committee thanked her, with applause, for her service as Masters Secretary for the past 2 years.

5 Swimming

The Minutes of the meetings of the Swimming Committee held on 6 June and 11 July 2007 were received.

The Hon Secretary of the Swimming Committee advised that letters had been sent to the squad from which the team for the national Inter-County event would be selected. She enquired whether the Association would support the proposed team training sessions. The Committee agreed that, if additional pool time had to be hired for this purpose, the Association would meet that cost.

54 REPORTS OF OFFICE HOLDERS

1 Swimming Officials' Organiser

The Swimming Officials' Organiser reported that she would be attending a meeting about the referee's course, the examinations and the associated work books. She had been advised of 2 candidates for the referee's examination in 2008. The period for taking practical tests for those who had already passed theory examinations under the "old" regime had been extended to September 2008.

2 Hon Trophies' Secretary

No report.

3 Water Polo Manager

No report.

4 Public Relations Officer (*and County Volunteer Organiser*)

No report.

55 SUB-REGIONAL DEVELOPMENT PLAN

The Committee considered a report, circulated with the agenda, concerning the Development Plan. The Committee, on the recommendation of the Development Group, approved

- 1 the organisation of a survey of the needs of clubs in terms of volunteer development;
- 2 the provision of induction sessions for all new club officers
- 3 the creation of networks, real or virtual, for club chairmen, secretaries, treasurers, welfare officers, membership officers and the like.

It was also agreed to add the County Volunteer Organiser to the membership of the Development Group.

56 ASA SOUTH EAST REGION

The Hon Secretary reported briefly on decisions of the ASA South East Region Management Board at its meetings on 17 April, 16 May, 14 June and 11 July 2007.

57 RATIFICATION OF COUNTY RECORDS

No claims for County records had been submitted, although it was reported that some records had been broken during the County Championships.

58 ANY OTHER BUSINESS

- A The Hon Secretary reminded the Committee that the Annual Council Meeting was arranged for 13 September 2007, and that the closing date for motions and nominations was 31 July 2007.
- B The Committee was reminded of its decision to purchase a banner for County teams. Mr K H Adams undertook to liaise with the Public Relations Officer about this.
- C It was reported that Albatross DC was likely to be the first diving-only club in the country to receive Swim21 accreditation.

There being no further business, the meeting closed at 2130 hrs.