

**NORFOLK COUNTY AMATEUR SWIMMING ASSOCIATION**  
**MINUTES OF THE ANNUAL GENERAL MEETING**  
**HELD ON TUESDAY 23 NOVEMBER 2016 AT HEWETT ACADEMY, NORWICH**

**PRESENT**

**OFFICERS:** Mrs K Woodhouse (President), K Belton (Treasurer), Mrs D McRoberts (Secretary), A Smith (Asst. Secretary), Mrs J Thompson (President Elect).

**PAST PRESIDENTS:** Mrs D Barrett (Trophies), R Barrett (County Records & Colours), Mrs B Belson, R Belson, C Galer (Emergency Committee), A Lelean (Website), Mrs S Lelean (Masters), P Kendall (Open Water), S Murray (East Region Rep).

**OTHER ATTENDEES:** G Applin (Officials Liaison), Mrs J Banham (Great Yarmouth), Mrs E Bowen (County Junior League), Mrs S Carter (Norwich Swan), J Dickson (Water Polo), J Digby (County Coach), K Hall (Water Polo), C Maloney (Norwich Swan), A Moore (Disability Swimming), Mrs P Moore (Great Yarmouth), Mrs T Spinner (UEA City of Norwich), Mrs N Warnes (West Norfolk), N. West (Water Polo).

In the absence of the Chairman, C Galer was invited to chair the meeting.

**1. APOLOGIES:** K Rumsey (Chairman), G Clark (Auditor/Past President), Mrs C Fasey (Thetford), G Garner (Past President), D Peck (Development), J Peggall (Facilities), Mrs C Rose (Competitions/Team Manager), Miss K Starling (Past President), Mrs M Tallowin (Synchro), J Toll (Past President).

**2. MINUTES OF 2015 AGM**

It was proposed by G Applin, seconded by P Kendall and agreed unanimously that the minutes be accepted as a true record.

**3. ANNUAL REPORTS**

**President** Karen Woodhouse said that she had had an incredible year following in the footsteps of both of her parents who had been County Presidents in 1982 and 1991 respectively. There were many highlights, especially the National Inter Counties Championships at Sheffield, but she mentioned other enjoyable and interesting events that she had attended. She said that she had been supported by a great band of people. She mentioned the sad loss of Warwick Thompson who had been President Elect for the year but was pleased that a forthcoming county gala will bear his name as will a trophy to be awarded to the top overall club at the East Region Long Course Championships.

**Hon. Secretary** There had been four Executive Committee meetings plus four Competitions Sub Committee meetings. The annual Finance Sub Committee Meeting had had to be incorporated within an Executive Committee meeting due to a lack of suitable alternative dates.

**Facilities** Nothing to report.

**Competitions Secretary & Team Manager/County Coach** Norfolk had finished in 3rd place in the Three Counties Gala held long course at the UEA Sportspark in March 2016, in 5th place at the closely fought East Region Inter Counties Championships at the UEA Sportspark in July 2016, in 8th place at our inaugural entry into a Junior Inter Counties Gala at Luton in September, and in an improved 12th place in the Division 2 gala at the Inter Counties Championships in Sheffield in October 2016. A revised team selection policy was agreed during the year.

**Championship Secretary** In the County Championships & Age Groups, Suffolk had again joined Norfolk at the UEA Sportspark for the 800m and 1500m events. The County had also held a separate 400m gala at Wymondham. The main galas were again held at Thetford. The County Relay Gala, held in July on this occasion, had been well supported and had been attended by some of the Past Presidents. The County Challenge galas at Dereham had again run well. An additional gala, called the County Qualifier Gala, took place at Thetford at the end of November 2015 but it was later decided not to make this a permanent fixture.

**County Records & County Colours** Individual county records were broken on 13 occasions by 6 swimmers.

**Trophies, Gala Helpers & Stock** Trophies have been supplied for championship, age group, challenge, masters and open water galas. New black and gold polo shirts looked very distinctive. Thanks to all those who helped at the galas.

**Norfolk Junior League** Ten teams had participated in 2016 including two 'B' teams. UEA City of Norwich 'A' had won the Copeman Cup. Thetford Dolphins had won the Christine Clark Cup.

**Masters Swimming** The Norfolk Masters Championships & Open Meet had again taken place successfully at the UEA in May but, for the first time, it was held as a full day long course event. Norfolk swimmers had performed well at the GB Long Course Championships in April and the ASA National Short Course Masters Championships in Sheffield in October. Earlier this month, Norfolk had again finished in 1st place in the East Region heat of the National Masters Inter Counties competition in Newmarket.

**Synchronised Swimming** Membership of the only synchro club in Norfolk remains at full capacity. The synchro swimmers have been actively involved in several competitions around the East Region and have attended skills assessment days and lifeguarding courses.

**Water Polo** The junior squad has grown and now has its own training slot, and more competitive swimmers are encouraged to look at water polo as an alternative to giving up swimming. The senior section has been competing in the Eastern Summer League and is currently in second place in the league table, and it has also entered the Eastern Winter League. Both sections are based at Wymondham Leisure Centre but the spiralling pool hire costs are a matter of concern.

**Open Water** The East Region Open Water Championships, incorporating the Norfolk County Championships, took place at Whitlingham Broad in July. Of the 74 Norfolk competitors, 12 qualified to fill some of the East Region's 42 places at the National Age Group Championships where they performed well. County open water training again took place regularly during the summer months at Fritton Lake, partly funded by the County, with swimmers from several of the Norfolk clubs attending. Swimmers from other clubs are invited to join. There is always a requirement for new officials.

**Disability Swimming** There have been some very notable performances by Norfolk's disability swimmers and special mention was made of the achievements of Jessica Jane Applegate who had won three medals at the Paralympic Games in Rio de Janeiro. However, representation at the East Region Disability Championships was disappointing. The County once again supported a Swimability Gala for severe physically and mentally disabled swimmers at Riverside Pool in July.

**County Website** The most popular content is the live results from county galas. The website now broadly covers the content of the now discontinued county handbook.

**Officials Liaison** This has been a busy year for technical officials and, apart from the County Masters gala, there has been excellent attendance by licensed officials at all of the county meets. Thanks to all those who attended and to those who organise the training for new officials. However the number of Norfolk officials who currently volunteer to help with the East Region galas, particularly when they are held at the UEA Sportspark, is very disappointing.

**Officials Examinations.** Congratulations to Bernie Whitbourn for having passed the Referee exam during 2016. Two Starter courses took place in Wymondham and Downham Market, two JL2 (Stroke & Finish Judging) courses took place in Norwich and at Easton College, two JL1 (Timekeeping and Turn Judging) courses took place, both in Norwich, and three JL1 'completion' courses took place in Norwich, Kings Lynn and Thetford for those who had previously attended just a timekeeper course. Three Starter candidates, eleven JL2 candidates and thirteen JL1 candidates passed their final assessments during the year. Thanks to Chris Galer, Keith Belton, Stewart Murray, Kevin Rumsey, Jo Banham and Darren Peck for assisting with courses and assessments. In addition a Contemporary Issues course (now also available on-line) took place at Easton College in November 2016.

**Development.** Development group members have been visiting all the clubs to find out their requirements. A County Development Day took place in November 2016 at Easton College embracing a number of different topics and courses, some better attended than others.

**Child Protection & Welfare** No report.

**East Region** There have been five Board meetings and a number of diverse subjects were discussed. There have been a variety of courses and development days held covering the various disciplines. Regional fees will remain unchanged. The Jeff Cook Salver was presented to Norfolk's Tony Smith during the Annual Council Meeting.

**Emergency** Although a couple of matters were dealt with by correspondence, no Emergency Committee meetings were needed this year.

**Press & PR** This post still remains unfilled, so press reports on county swimming remained largely non-existent.

**County Volunteer Co-ordinator** This post also remains vacant.

The officers were thanked for the preparation of their reports. The adoption of the reports was proposed by Karen Woodhouse, seconded by Tracey Spinner and accepted unanimously by those present.

#### **4.BALANCE SHEET**

The Hon. Treasurer presented the annual report. Income for the year totalled £47885.43 against expenditure of £44423.32. After taking into account stock purchases and sales, the Balance Sheet showed a surplus/deficit of £3462.11. Current assets, including stock, had increased to £58889.90. The Treasurer clarified a couple of items and confirmed that expenditure relating to the recent County Development Day was not included in the accounts. He thanked the auditor, Tony Smith, for his work at the end of the year and sent good wishes to the other auditor, Geoff Clark, who had not been well enough to attend on this occasion.

The adoption of the accounts was proposed by Gary Applin, seconded by Adam Lelean and agreed unanimously.

## **5. AFFILIATION FEES**

The Hon. Treasurer said that it was proposed to keep the affiliation fee at £1.30 per member. This proposal was agreed unanimously.

## **6. JOB DESCRIPTIONS & RULE CHANGES**

Three job descriptions had been circulated with the agenda for consideration and, hopefully, so that they could be filled. The jobs were Assistant Secretary (about to be vacated but not previously defined), Press & Public Relations Officer (which had been vacant for several years) and County Volunteer Coordinator (a post created relatively recently by the ASA but not yet filled in Norfolk).

The Executive Committee then proposed changes to several rules and these changes had been sent out with the agenda. The changes, which were, explained, discussed and agreed, are set out below:

**1. Development Sub Committee.** To reflect the position as agreed by the Executive Committee after the last AGM, reword Development Sub Committee in Appendix A (Sub Committees) as follows:

### **Development**

The Secretary shall be known as the County Development Officer.

Membership shall consist of the County Development Officer and three other nominated members all of whom have voting rights.

Officers of the Association may attend and take part in meetings but do not have voting rights.

The sub-committee will be quorate if 50% of those entitled to vote are present.

Duties:

- a) To prepare a development plan and present it to the Executive for approval.
- b) To implement the approved plan and report progress on it to the Executive.
- c) To update the plan as necessary and seek further approval if appropriate.
- d) To represent Norfolk County ASA at East Region Club Development Group meetings, etc.

**2. Membership Officer.** The responsibilities are now carried out in conjunction with ASA East Region, so the post is not required. In Appendix B, delete '6. Membership Officer' and re-number other posts.

**3. Competitions Sub Committee.** Two additional posts, overlooked at the last AGM, need to be automatically co-opted to the Competitions Sub Committee, i.e. County Development Officer and Officials Examinations Officer.

**4. Championship Rules – Swimming.** The current wording of Para 1 is

To be eligible a competitor must be:

- a. an amateur
- b. registered as a swimmer with the A.S.A
- c. a member of a club affiliated to the Norfolk A.S.A

An eligible competitor must also comply with at least one of the following conditions:

- d. was born within the county of Norfolk
- e. have resided within the county of Norfolk for at least three months immediately prior to the date of closing of entries.
- f. have been a member for a continuous period of at least six months immediately prior to the date of closing of entries of a club affiliated to Norfolk ASA

It is proposed that these rules should be simplified and should read:

To be eligible a competitor must be a member of a club affiliated to Norfolk County ASA at the time their entry is made and must remain a member of a club affiliated to Norfolk County ASA until they have completed their last swim in the Championship. There are no restrictions on changing clubs between making the entry and the last swim but there must not be a break in membership between the clubs concerned.

The rule changes were proposed by Jo Banham, seconded by Debbie McRoberts, and agreed unanimously.

## **7. DECLARATION OF PRESIDENT FOR 2017**

Jean Thompson of Norwich Swan SC was welcomed as the new County President. She thanked Karen Woodhouse for all her work during the past year and presented her with a Past Presidents' badge. She also thanked everyone for their support during what had been for her a most difficult year.

## **8. ELECTION OF OFFICERS**

|                      |                   |
|----------------------|-------------------|
| President Elect      | Jo Banham         |
| Hon. Chairman        | Kevin Rumsey      |
| Hon. Secretary       | Debbie McRoberts  |
| Hon. Asst. Secretary | Tracey Spinner    |
| Hon. Treasurer       | Keith Belton      |
| Hon. Auditor         | Kathryn Curtis    |
| Hon. Solicitor       | Bruce Faulkner    |
| Hon. Medical Officer | Dr Martin Roberts |

These appointments were proposed by Adam Lelean, seconded by Sally Lelean, and approved unanimously.

## **9. ELECTION OF SUB COMMITTEE SECRETARIES**

|                       |           |                   |
|-----------------------|-----------|-------------------|
| Competitions          | Secretary | Cheryl Rose       |
| Masters               | Secretary | Sally Lelean      |
| Synchro Swimming      | Secretary | Madeline Tallowin |
| Water Polo            | Secretary | John Dickson      |
| Finance               | Secretary | Keith Belton      |
| Norfolk Junior League | Secretary | Elaine Bowen      |
| Facilities            | Secretary | John Peggall      |
| Emergency             | Secretary | Chris Galer       |
| Development           | Secretary | Darren Peck       |
| Diving (inactive)     |           |                   |

These appointments were proposed by Jo Banham, seconded by Tony Moore, and approved unanimously.

## **10. ELECTION OF OTHER OFFICIALS AND COUNTY REPRESENTATIVES**

|                                     |                |
|-------------------------------------|----------------|
| Trophies                            | Dianne Barrett |
| Records & County Colours            | Robin Barrett  |
| Officials Liaison                   | Gary Applin    |
| Officials Examinations              | Tony Smith     |
| Child Protection & Welfare          | Nikki Miller   |
| East Region                         | Stewart Murray |
| Championship Secretary              | Liam Harvey    |
| Gala Helper Liaison                 | Dianne Barrett |
| Team Manager                        | Cheryl Rose    |
| Press & PR                          | (vacant)       |
| Disabled Liaison                    | Tony Moore     |
| County Coach                        | John Digby     |
| Open Water                          | Paul Kendall   |
| County Website                      | Adam Lelean    |
| East Region Swimming Committee Rep. | Elaine Bowen   |
| County Volunteer Co-ordinator       | (vacant)       |
| Lifesaving (inactive)               |                |

These appointments were proposed by Debbie McRoberts, seconded by Sally Lelean, and approved unanimously.

Posts that remained unfilled will be referred to the incoming Executive Committee at the December meeting.

## **CLOSING REMARKS**

Executive Committee meetings during the coming year will take place on Tuesday 6 December 2016 and on Wednesday 1 March, Tuesday 6 June, and Wednesday 6 September 2017 provisionally all in Room A17 at the Hewett Academy at 7.30 pm. The date for the AGM in 2017 was set for Wednesday 29 November.

The acting chairman then closed the meeting.