

NORFOLK COUNTY AMATEUR SWIMMING ASSOCIATION
MINUTES OF THE ANNUAL GENERAL MEETING
HELD ON SUNDAY 24 NOVEMBER 2013 AT HEWETT SCHOOL, NORWICH

PRESENT

OFFICERS: Mrs S Lelean (President), Mrs M Tallowin (President Elect/Synchro), K Rumsey (Chairman), K Belton (Treasurer), Mrs D McRoberts (Secretary), A Smith (Asst. Secretary)

PAST PRESIDENTS: Mrs J Andrews, Mrs D Barrett (Trophies), R Barrett (County Records & Colours), C Galer, G Garner (Officials Liaison), A Lelean (Handbook/Website), S Murray (East Region Rep), J Peggall (Facilities), J Toll

OTHER ATTENDEES: B Banham (Disability Swimming), J Digby (County Coach), K Hall (Water Polo), P Kendall (Open Water), J Macdonald (UEA City of Norwich), N West (Norwich & Thetford Water Polo)

1.APOLOGIES: Mrs J Banham (Great Yarmouth), Mrs B Belson (Past President), R Belson (Past President), Mrs E Bowen (County Junior League), Mrs V Bull (Past President), R Caton (Past President), G Clark (Past President/Auditor), D England (Past President), R Fletcher (Past President), J Harrison (Past President), L Harvey (Championships), Mrs A Martin (EAST/Kingfishers), D Peck (Development), R Proctor (Past President), Miss K Starling (Past President)

2. MINUTES OF 2012 AGM

It was proposed by Paul Kendall, seconded by Ben Banham and agreed unanimously that the minutes be accepted as a true record.

3. ANNUAL REPORTS

President Sally Lelean thanked everyone for inviting her to be President in 2013: she had had a busy and fun year. She set out a long list of events that she had attended both in Norfolk and further afield.

Hon. Secretary Debbie McRoberts hoped that everything had been satisfactorily done following a few early teething problems. A further batch of county documents had been lodged with the Norfolk Record Office.

Facilities John Peggall had no new facilities to report, just a few minor improvements at some of the pools.

Competitions Secretary&Team Manager/County Coach John Digby reported that, disappointingly, Norfolk had finished in 3rd place in the Three Counties Gala at Dereham in December 2012 and in 6th and last place at the East Region Inter Counties Championships at Luton in July. However, the County had finished in a much improved 10th place in the Division 2 gala at the Inter Counties Championships in Sheffield in October.

Championship Secretary Liam Harvey had taken over the post early in the year. 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, for the first time, a 400m gala at Wymondham. The County Championship galas at Thetford had suffered some persistent AOE problems. The County Relay Gala had again been well supported and had been attended by a number of the Past Presidents. The County Challenge galas at Dereham had run well with another big entry.

County Records & County Colours Robin Barrett reported that just 2 individual records were claimed during the year. There had been a change in the county colours with the inclusion of Masters.

Trophies, Gala Helpers & Stock Dianne Barrett reported that getting trophies back in time for presentation at the next year's galas remains a problem and two trophies had 'gone missing': one was eventually found but the other is still missing and will need replacing. Some problems with the Challenge gala trophies may lead to a change back to medals.

Norfolk Junior League Elaine Bowen reported that, once again, twelve teams had entered in 2013 including three 'B' teams. UEA City of Norwich 'A' had won the Copeman Cup. Dereham Otters had won the Christine Clark Cup.

Masters Swimming Sally Lelean reported that the Norfolk Masters Championships & Open Meet had again taken place successfully at the UEA in May. Two of the relay teams had not only won but had broken British records at the GB Masters at Plymouth in June. Then, at the European Masters in Eindhoven, Lynne Meale had won the 200 IM. In October, at the British National Masters in Sheffield, the ladies 160+ relay team had broken the European record in the 4x100m freestyle. Finally, earlier this month, Norfolk had finished in 3rd place in the East Region heat of the National Masters competition in Newmarket.

Synchronised Swimming Madeline Tallowin reported that there is still only one synchro club in Norfolk and it now has a waiting list. The team had participated successfully in East Region events and had hosted an East Region Development Day in Norwich in September. Several swimmers had been selected for the East Region Talent Development Squad.

Water Polo Kevin Hall reported that the water polo club swims on Wednesdays and Sundays at Wymondham and is currently concentrating on the summer league. It had represented Norfolk in the East Region championships finishing in 6th place. Its' immediate priority is to find ways of encouraging younger swimmers of both genders to join the club.

Open Water Paul Kendall reported that the East Region Open Water Championships had again been run successfully at Whitlingham Broad. Medals were awarded by the County to the top Norfolk swimmers (47 swimmers from 7 Norfolk clubs had entered the various age groups and distances). More officials are needed: courses can be brought to clubs.

Disability Swimming Ben Banham reported the continuing interest in disability swimming in the county: far more disability swimmers are now competing at galas. There had been further success from Norfolk's Jessica-Jane Applegate who won gold, silver and bronze medals in S14 events at the IPC World Swimming Championships in Montreal in August. Helen Dolphin (SM4) had broken the British 200m IM long course record during the recent Big Bang gala. Norfolk ASA again took on the organisation and running of the annual Norwich Swimability gala at Riverside Pool, Norwich, in September with Norwich City Council funding the pool hire cost (but, it is understood, for the last time).

County Handbook Adam Lelean reported that 68 handbooks were produced and distributed to clubs. He had suggested some rule updates: these had been discussed by the Executive Committee before being proposed at the AGM (see below).

County Website Adam Lelean reported that a news section has recently been added to the website. The results from the County Championship and County Challenge galas were again quickly available on the website.

Officials Liaison Graham Garner thanked all those officials who had worked at County galas this year. Other than the distance meets, all galas were well staffed.

Officials Examinations. Tony Smith reported that one JL2S (Starter) course had taken place in Wymondham in February 2013. Six JL2S candidates completed their poolside duties and passed the final assessment during the past year. Two JL2 (Stroke & Finish Judging) courses had taken place in Norwich in February and November 2013. Eighteen candidates from these and previous courses have since completed their poolside duties and passed the final assessment. Two JL1 courses (Timekeeping and Turn Judging) had taken place in Norwich in January and November 2013. Fourteen candidates from these and previous courses completed their poolside duties and passed the final assessment. Sadly there has been a huge drop-out rate of JL1 candidates during the mentoring process over the past two years, many attending the courses but few reaching the assessment stage. He thanked Chris Galer, Keith Belton, Stewart Murray, Kevin Rumsey and Jo Banham who had assisted with courses and practical assessments.

Development Darren Peck reported that a County Swimming Conference had taken place at the UEA Sportspark earlier this month with three activity streams (FINA Rules Update, Contemporary Issues, Mentoring & other CPDs/ JL1 and JL2 courses/ Team Manager Level 1 course). Following the development forum held during the lunch interval, a new development plan will be prepared picking up the ideas that were discussed there. Coaching courses, levels 1 and 2, had taken place earlier in the year.

Child Protection & Welfare No report.

East Region Stewart Murray said that it had been a quiet year with a new development plan being prepared. Norfolk now had a representative on the East Region Swimming Committee. Clubs were going through the Swim 21 processes following changes to the format.

Emergency Chris Galer said that no meetings of the committee were needed in 2013.

Press & PR No one had come forward to take on the duties, so press reports on county swimming remained non-existent.

Membership Keith Belton reported that Harleston Piranhas had ceased to exist.

The Chairman thanked the officers for the preparation of their reports. The adoption of the reports was proposed by Kevin Rumsey, seconded by Chris Galer, and accepted unanimously by those present.

4.BALANCE SHEET

The Hon. Treasurer, Keith Belton, had prepared the annual report. Income for the year totalled £44594.35 against expenditure of £34745.41. After taking into account stock purchases and sales, the Balance Sheet showed a surplus of £9848.94. Current assets, including stock, had increased to £50834.62. Funds were provided towards Swim 21 course development with the county providing 25% of the cost. There had been a significant increase in gala entries. Most of the other items were similar to those in the previous year.

The Treasurer thanked the auditors, Geoff Clark and Tony Smith, for their work at the end of the year.

The adoption of the accounts was proposed by Paul Kendall, seconded by Ben Banham and agreed unanimously.

5. AFFILIATION FEES

The Hon. Treasurer said that, in view of the surplus of funds in 2013, it was proposed to keep the affiliation fee at £1.30 per member. This proposal was agreed unanimously. Forms would be going out to clubs after this meeting for 2014 affiliation fees which must be paid to Norfolk ASA by 31 January 2014 latest.

6. RULE CHANGES

The Executive Committee had proposed a number of rule changes and these were sent out with the agenda. The changes sought to clarify the eligibility of Past Presidents to remain Officers of the Association; to avoid the need to co-opt secretaries of sub committees and other County officials to the Executive Committee each year and automatically give them voting rights; to give the Chairman (rather than the President) the casting vote at general meetings; to update the list of sub committees and their duties, and the memberships thereof; to include some recently added county roles; and to update the arrangements for declaring the closing date for entries to county championship galas.

The changes were discussed and agreed apart from one minor clarification suggested by Robert Proctor relating to the need for Past Presidents to be members of Norfolk ASA (not just the ASA) if they are to remain Officers of the Association able to attend meetings and retain voting rights. Most Past Presidents do remain members of their Norfolk ASA clubs, sometimes as life members, but in a handful of cases where this is not possible they have been affiliated to Norfolk County ASA rather than a club. The Secretary and Assistant Secretary will liaise over the current list to see if any Past Presidents are affected by this rule change.

The changes, with the one amendment agreed at the meeting, are set out below. They were proposed by Tony Smith, seconded by Adam Lelean and agreed unanimously.

Rule 6 Officers

Amend (c) to read: 'Past Presidents who are still Norfolk ASA members'

Rule 7 Executive Committee

Membership:

- a). add 'secretaries of sub committees listed in Appendix A' to those managing the affairs of the Association;
- c).ii. delete 'such sub-committee secretaries as are not already members of the Executive and' from the list of those to be co-opted.

Rule 9 Representation at General Meetings

- a. amend 'President' to 'Chairman' (to have the casting vote);
- d. delete 'The Chairman shall have one vote and that shall be the casting vote'.

Appendix A – Sub Committees

Competitions: add 'the Championship Secretary' as an ex-officio member entitled to vote.

Education: delete: (the education duties have been added to the duties of the Development sub-committee)

Development: add: 'g) To promote teaching courses and all other activities which further the knowledge of swimming'.

County Website: add this new sub-committee: Duties 'To produce and maintain the County Website'.

Open Water Swimming: add this new sub-committee: Duties:

- a) To deal with matters relating to Open Water Swimming as may be delegated to it by the Executive Committee;
- b) To make arrangements for holding Open Water Swimming Competitions and Championships;
- c) To select swimmers to represent the County as required.

Additional duties to be added in respect of **Development, Water Polo, Masters, Synchronised Swimming,**

Open Water and Diving:

'To represent Norfolk County ASA in their respective areas at East Region'

Number this duty under each sub committee as appropriate.

Appendix B

Add the following roles to those listed in the appendix:

Membership Officer

Press & PR Officer

Secretary of Norfolk Junior League

County Volunteer Co-ordinator

East Region Competitive Swimming Representative

Championship Rules – Swimming

2e) delete the requirement for the closing date for entries to be 28 clear days before the date of the first gala, so amending the rule to read: 'Declare the closing date(s) for entries'.

7. DECLARATION OF PRESIDENT FOR 2014

Madeline Tallowin of Norwich Synchro SC was welcomed as the new County President. She thanked Sally Lelean for her work during the past year and presented her with a Past Presidents' badge.

8. ELECTION OF OFFICERS

President Elect	Paul Kendall
Hon. Chairman	Kevin Rumsey
Hon. Secretary	Debbie McRoberts
Hon. Asst. Secretary	Tony Smith
Hon. Treasurer	Keith Belton
Hon. Auditors (2)	Geoff Clark & Tony Smith
Hon. Solicitor	Bruce Faulkner
Hon. Medical Officer	Dr Martin Roberts

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

9. ELECTION OF SUB COMMITTEE SECRETARIES

Competitions	Secretary	Gary Smith
Masters	Secretary	Sally Lelean
Synchro Swimming	Secretary	Madeline Tallowin
Water Polo	Secretary	Kevin Hall
Finance	Secretary	Tony Smith
County Handbook	Secretary	Adam Lelean
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 Ben Banham, seconded by Chris Galer, and approved unanimously.

10. ELECTION OF OTHER OFFICIALS AND COUNTY REPRESENTATIVES

Trophies	Dianne Barrett
Records & County Colours	Robin Barrett
Officials Liaison	Graham Garner
Officials Examinations	Tony Smith
Child Protection & Welfare	Lauren Faragher
East Region	Stewart Murray
Championship Secretary	Liam Harvey
Gala Helper Liaison	Dianne Barrett
Team Manager	Gary Smith
Press & PR	(vacant)
Disabled Liaison	Ben Banham
County Coach	John Digby
County Membership Officer	Keith Belton
Open Water	Paul Kendall
County Website	Adam Lelean
East Region Swimming Committee Rep.	Elaine Bowen
Lifesaving (inactive)	
County Volunteer Co-ordinator*	(vacant)

(*This is a new post which all counties have been asked to create but a job description is needed).

These appointments were proposed by James Macdonald, seconded by Stewart Murray, 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 3 December 2013 and on Wednesday 5 March, Tuesday 3 June, and Wednesday 3 September 2014 all in Room A17 at the Hewett School. The AGM for 2014 is due to be held on Sunday 30 November.

The Chairman then closed the meeting.