

**NORFOLK COUNTY AMATEUR SWIMMING ASSOCIATION**  
**MINUTES OF THE ANNUAL GENERAL MEETING**  
**HELD ON TUESDAY 24 NOVEMBER 2015 AT HEWETT ACADEMY, NORWICH**

**PRESENT**

**OFFICERS:** P Kendall (President/Open Water), K Rumsey (Chairman), K Belton (Treasurer), Mrs D McRoberts (Secretary), A Smith (Asst. Secretary), Mrs K Woodhouse (President Elect)

**PAST PRESIDENTS:** Mrs D Barrett (Trophies), R Barrett (County Records & Colours), Mrs B Belson, R Belson, C Galer (Emergency Committee), A Lelean (Handbook/Website), Mrs S Lelean (Masters), S Murray (East Region Rep), Mrs M Tallowin (Synchro)

**OTHER ATTENDEES:** G Applin (Officials Liaison), A Bird (Dereham), A Moore (Disability Swimming), Mrs P Moore (Great Yarmouth), A Pinniger (UEA City of Norwich), Mrs T Spinner (UEA City of Norwich)

**1. APOLOGIES:** Mrs J Andrews (Past President), Geoff Clark (Auditor/Past President), J Digby (County Coach), L Harvey (Championships), D Peck (Development), J Peggall (Facilities), R Proctor (Past President), Ms A Sear (Loddon White Dolphins), G Smith (Competitions/Team Manager), Kay Starling (Past President), John Toll (Past President)

**2. MINUTES OF 2014 AGM**

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

**3. ANNUAL REPORTS**

**President** Paul Kendall said that he was surprised and honoured to have been elected as President for 2015. He had enjoyed his term of office and learnt so much about swimming across the county. He mentioned a number of events attended and there had been some particularly busy periods but regretted that a few events had been missed due to other commitments. He thanked all those involved in swimming in Norfolk.

**Hon. Secretary** There had been four Executive Committee meetings plus five Competitions Sub Committee meetings and one Development Sub Committee meeting plus one Finance Sub Committee Meeting that 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 4th place at the East Region Inter Counties Championships at Borehamwood in July 2015 and in 14th place in the Division 2 gala at the Inter Counties Championships in Sheffield in October 2015: both positions were an improvement on the previous year. Sadly the Three Counties Gala, scheduled to have been held in Cambridge in December 2014, was cancelled by the host county at short notice and it had not been possible to arrange a gala in 2015. It is hoped to resurrect this gala in 2016.

**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 had been well supported and had been attended by a number of the Past Presidents. The County Challenge galas at Dereham had again run well. An additional gala, called the County Qualifier Gala, is due to take place at Thetford at the end of November 2015.

**County Records & County Colours** Several swimmers (named during the meeting) had set new records (on 11 occasions) and others have achieved county colours.

**Trophies, Gala Helpers & Stock** Trophies have been supplied for championship, age group, challenge, masters and open water galas. Thanks to all those who helped at the galas this year.

**Norfolk Junior League** Ten teams had participated in 2015 including two 'B' teams. UEA City of Norwich 'A' had won the Copeman Cup. Dereham Otters had won the Christine Clark Cup.

**Masters Swimming** The Norfolk Masters Championships & Open Meet had again taken place successfully at the UEA in May. Thanks to all those who helped. A good representation of Norfolk masters attended the GB Long Course Championships in Manchester in June with lots of medals won. Four Norfolk masters attended the World Masters in Kazan, Russia, and all brought home top ten medals. Swimmers also attended the British National Masters in Sheffield with some successes reported. Earlier this month, Norfolk had finished in 1st place in the East Region heat of the National Masters competition in Newmarket, and 6th out of 28 counties nationally. These were Norfolk's best ever places.

**Synchronised Swimming** There is still only one synchro club in Norfolk and membership remains high. It had been another busy year with attendances at a regional skills assessment day and a regional development day as well as several competitions. Several swimmers were selected for the East Region Talent Development Squad.

**Water Polo** No report.

**Open Water** The East Region Open Water Championships, again incorporating the Norfolk County Championships, took place at Whitlingham Broad in July. There had been a significantly higher entry from Norfolk and medals had been awarded by the County to the top Norfolk swimmers. County open water training once again took place regularly during the summer months at Fritton Lake, partly funded by the County.

**Disability Swimming** Disabled swimmers competed successfully at various competitions during the year and special mention was made of the achievements of Jessica Jane Applegate and Katie Nesbitt. The County once again supported a Swimability Gala for severe physically and mentally disabled swimmers at Riverside Pool in July.

**County Handbook** Handbooks were produced and distributed to officers and clubs in March but, as there had been a significant decline in the number of books ordered, it had since been decided to discontinue the paper-based handbook as most of the information is now kept up-to-date on the County Website.

**County Website** The results from the County Championship and County Challenge galas were again quickly available on the website. Swimming-related news items can be added to the website: thanks to those who already do this.

**Officials Liaison** It has been a busier than usual year with the imminent additional County Qualifier Gala. Thanks to Graham Garner for a smooth handover of the job. And thanks to all those who are involved in bringing forward new officials. More qualified and licensed officials are now needed if licensed meets are to be run legally and successfully.

**Officials Examinations**. Congratulations to Darren Peck and Sarah Bowling for having passed the Referee exam during 2015. In June a Starter course took place at Wymondham, and JL2 (Stroke & Finish Judging) and JL1 (Timekeeping and Turn Judging) courses took place in Norwich. Four Starter candidates, five JL2 candidates and fourteen JL1 candidates passed their final assessments during the year. Thanks to Chris Galer, Keith Belton, Stewart Murray, Kevin Rumsey and Jo Banham for assisting with courses and assessments. In addition further Contemporary Issues and FINA Rules Update courses took place in Norwich in June 2015 and both were well attended.

**Development**. A new Action Plan was drafted in May. There are plans to run a County Development Day in conjunction with Active Norfolk but a date has yet to be set. Several requests for Coach Level 2 funding were received.

**Child Protection & Welfare** Nothing to report.

**East Region** There had been five Board Meetings covering a range of subjects (some covered in the other county reports). There had been an improved number of courses offered this year. Events have included a Water Polo Development Camp, a Synchro Swimming Development Day, a Masters Development Day and a Coaches Development Day. Two Norfolk candidates are currently in training to become tutors. Regional fees will remain unchanged for 2016.

**Emergency** No Emergency Committee meetings were needed this year.

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

**County Volunteer Co-ordinator** The post remains vacant.

**Membership** Long Stratton Sharks SC closed down. A new club, Harleston Stingrays, registered with the ASA.

The Chairman thanked the officers for the preparation of their reports. The adoption of the reports was proposed by Karen Woodhouse, seconded by Debbie McRoberts, and accepted unanimously by those present.

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

The Hon. Treasurer presented the annual report. Income for the year totalled £44297.22 against expenditure of £45257.42. After taking into account stock purchases and sales, the Balance Sheet showed a deficit of £960.20. Current assets, including stock, had decreased to £ 55427.79. A large donation related to the takeover of residual funds from the defunct Long Stratton club which had requested that it should be ring-fenced for disadvantaged swimmers with Olympic (or, presumably, Paralympic) potential. The deficit had been caused by the need to pay pool hire in advance for the imminent County Qualifier Gala whilst the event entry and gate fees would not be added to the accounts until the next financial 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 Chris Galer, seconded by Andrew Bird 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. RULE CHANGES**

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

### **4. Membership**

The change is intended to simplify the membership rules.

Delete the present rules entirely and replace with:

‘A club that is affiliated to the ASA East Region and whose principle location is within Norfolk shall automatically be affiliated to the County and shall be liable for any affiliation fee set by the County.

‘The ASA East Region will consult with the County as part of its process for deciding whether to grant affiliation’.

### **5. Subscription**

Bringing the County Championships forward in 2016 means that some of the swimming will have taken place and all of the entries will have been submitted before the current County affiliation deadline of 31st January. Most counties allow the ASA to collect their fees along with regional and national fees but Norfolk originally decided to collect its fees separately and by the earlier date to ensure that all entrants were affiliated in the year. This is now not possible (unless fees are collected by, say, the end of December – but this is not considered to be feasible). It is therefore proposed to let the ASA collect the county fees and then pay them on to the county.

Delete 5a and replace with:

‘The subscription of each club shall be an amount per member as decided by the AGM of the Association. The subscription will be collected by the ASA on behalf of the County as part of its renewal system. The subscriptions shall become due annually on January 1st and must be remitted to the ASA by March 31st’.

In 5b, replace ‘remit’ with ‘refund’. In 5c, replace ‘January’ with ‘March’.

### **6. Officers**

To clarify that all officers must currently be members of Norfolk ASA affiliated clubs:

Delete the present rule entirely and replace with: ‘The Officers of the Association, all of whom are to be members of a club affiliated to Norfolk ASA, shall be (a) President, (b) President Elect, (c) Past Presidents, (d) Hon. Secretary, (e) Hon. Assistant Secretary, (f) Hon. Treasurer, and (g) Hon. Chairman.

### **8. Annual and Special General Meeting**

To remove the requirement that a President Elect has to have served on the Executive Committee for two years prior to being nominated to allow for the appointment of eminently suitable individuals who have served the Norfolk ASA but not necessarily on the committee:

Delete the first sentence of the note after sub-paragraphs (a) and (b) which sets out this requirement.

### **9. Representation at General Meetings**

To clarify the source of data used to determine the number of representatives entitled to vote at a General Meeting: Add at the end of sub paragraph (b):

‘The number of club members will be taken from the financial statements given to the County by the ASA during the previous calendar year’.

### **13. Withdrawal**

To clarify the situation following the changes made in regard to affiliation:

Delete the present rule and replace it with:

‘Clubs may only withdraw from affiliation by ceasing to have their principle location in Norfolk or ceasing to be affiliated to the ASA East Region’.

### **Appendix A – Competitions Sub Committee**

A proposal had been made at the Competitions Sub Committee on 20 January 2015 that additional officers should automatically be members of the sub-committee to avoid the need to co-opt these officers every year. Amend the opening paragraph to read:

‘Membership shall consist of the Officers of the Association and representatives of affiliated clubs, but only one representative of each club shall be entitled to vote. The County Coach, the Competitions Secretary and the Championship Secretary shall also be members and entitled to vote. In addition the following post-holders may also attend sub-committee meetings and be entitled to vote: Records & County Colours, Trophies, County Junior League, Officials Liaison, Masters, Open Water, Disabled Liaison and Press & PR.

### **Appendix A – County Handbook Sub Committee**

It was agreed at the County Executive on 2 September to discontinue the paper-based County Handbook as most of the contents are now available on the County Website. Therefore:

Delete the County Handbook sub-committee and its duties together with the post of County Handbook Secretary.

The rule changes were proposed by Tony Moore, seconded by Karen Woodhouse, and agreed with one abstention.

## **7. DECLARATION OF PRESIDENT FOR 2016**

Karen Woodhouse of Norwich Swan SC was welcomed as the new County President. She thanked Paul Kendall for all his work during the past year and presented him with a Past Presidents' badge.

## **8. ELECTION OF OFFICERS**

President Elect	Warwick Thompson
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 Sally Lelean, seconded by Paul Kendall, and approved unanimously.

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

Competitions	Secretary	(vacant)
Masters	Secretary	Sally Lelean
Synchro Swimming	Secretary	Madeline Tallowin
Water Polo	Secretary	Kevin Hall
Finance	Secretary	Tony Smith
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 Andrew Bird, seconded by Gary Applin, 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	(vacant)
East Region	Stewart Murray
Championship Secretary	Liam Harvey
Gala Helper Liaison	Dianne Barrett
Team Manager	(vacant)
Press & PR	(vacant)
Disabled Liaison	Tony Moore
County Coach	John Digby
County Membership Officer	(vacant)
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 Chris Galer, 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 8 December 2015 and on Wednesday 2 March, Tuesday 7 June, and Wednesday 7 September 2016 provisionally all in Room A64 at the Hewett Academy at 7.30 pm.

The date for the AGM in 2016 was left to be decided by the Executive Committee.

The Chairman then closed the meeting.