

**NORFOLK COUNTY A.S.A.**  
**Executive Committee Meeting –Wednesday 2 September 2015 – Hewett Academy**

**PRESENT** P Kendall (President), K Belton, (Treasurer), A.Smith (Asst. Secretary), Mrs K Woodhouse (President Elect), G Applin, C Galer, L Harvey, A Lelean, Mrs S Lelean, S Murray, A Moore, Mrs M Tallowin

**29. APOLOGIES** Mrs D McRoberts (Secretary), Mrs D Barratt, R Barratt, Mrs E Bowen, J Digby, James Macdonald, Darren Peck, J. Peggall and G Smith plus G Clark (re: item 32)

**30. MINUTES OF EXECUTIVE MEETING HELD ON 2 JUNE 2015**

Agreed as a true record.

**31. MATTERS ARISING**

**22. Election of Officers & Representatives:** Press & PR Officer and County Volunteer Co-ordinator posts remain unfilled.

**28.Three Counties Gala:** After consultations with Suffolk and Cambridgeshire it had been agreed to continue with this annual gala. However it was agreed to move the gala, which would normally have been held in December 2015, to Sunday 6 March 2016 with Norfolk hosting it at the UEA Sportspark in 50m mode.

**32. FINANCE SUB COMMITTEE MEETING**

As it had not been possible to arrange a separate meeting (normally held in August), it had been agreed to incorporate it into the September Executive Meeting on this occasion.

- (a) **Review of accounts for 2014/2015 to date** The treasurer outlined the accounts as at present and the likely out-turn for the financial year which ends on 31 October. Most of the significant events had taken place. However some costs such as those relating to the National Inter Counties Championships in October were yet to come and there may be some advanced costs relating to the new County Qualifying Gala which takes place in November. An estimated surplus of around £4620 (compared with a budgeted deficit of £1690) might be the outcome.
- (b) **Budget for year up to 31 October 2016** The Treasurer produced a draft budget for 2015/2016. This took into account the new County Qualifying Gala, the additional Junior Inter Counties Gala at Luton and the hosting of the Three Counties Gala. After discussion, the sum for trophies was increased. The Treasurer explained that the particularly high figure for development costs is based on the submitted Development Plan. No changes were proposed for gala entry costs or gala admission charges. The end result would be a budget deficit of £7890. The budget was agreed.
- (c) **Review of Affiliation Fee for 2016** It was proposed and agreed by all those present that the affiliation fee should remain at £1.30. This will be recommended at the AGM.

**33. CORRESPONDENCE**

The Secretary had submitted no formal report but the Assistant Secretary took the opportunity to record the recent death of Past President and former ASA Referee Ian McKenzie.

Reference was made to three emails recently received:

The first email asked why no open water records were published. The Open Water Secretary explained that times would not be meaningful as each venue is different as are the outdoor conditions which can be quite unpredictable.

The second email was a complaint from a parent that an earlier email submitted by their swimmer had not been answered. However no one seemed to have received it. The original email had asked why county championship galas were held across the half term school holidays when swimmers might be on holiday (in this case a ski-ing holiday). The explanation was that the county had been forced by the ASA to squeeze all the county championship galas into a narrow window and there were no alternative dates available that did not clash with other events. It was also mentioned that not all school half term dates (e.g. state v. private schools) are the same.

The third email queried the whole purpose of county galas. As this seemed to be a personal view and not a formal request from an affiliated club, it was not discussed.

**34. TREASURERS REPORT**

The accounts as at 31 August showed income of £43623.42 and expenditure of £35832.99 giving a surplus of £7790.43 on the year to date. Funds totalled £63137.42.

### **34. CURRENT SWIMMERS' ACHIEVEMENTS**

Congratulations to Jessica Jane Applegate who had won the gold medal in the S14 category 100m backstroke and silver medals in the 200m IM and 200m freestyle at the IPC World Championships in Glasgow in July. She had also set an IPC SM14 world record during the 400m IM event at the British Summer Championships. (See also the Records report below).

### **36. MINUTES TO NOTE**

#### **Competitions Sub Committee: Tuesday 21 July**

Minutes noted. Entry forms have been distributed for the inaugural County Qualifying Gala but, due to an error, corrected qualifying times have since been distributed.

### **37. REPORTS**

**Norfolk Junior League.** The League AGM took place during the July Competitions Sub Committee Meeting. A draw was made for the first round galas to be held on Saturday 19 March 2016 at Wymondham and Dereham.

**Facilities.** No report.

**Officials Examinations.** Congratulations to Sarah Bowling on having passed the Referees Exam. Since the last meeting two candidates have successfully completed the JL1 course, one has successfully completed the JL2 course and two have successfully completed the JL2S starter course. Further JL1, JL2 and JL2S courses all commenced in June. Contemporary Issues and FINA Rules Update Courses also took place in June. Also one candidate successfully completed the Open Water Judge Level 1 course during the National Open Water Championships in Sheffield.

**Officials Liaison.** Officials will be sought shortly for the new County Qualifying Gala.

**Masters.** Three Norfolk swimmers had competed at the World Masters Championships in Kazan, Russia. An East Region Masters Development Day is due to take place at Culford School on Saturday 20 September. The Regional Age Group gala takes place at Newmarket on Saturday 3 October. The Inter Counties Competition takes place at Newmarket on Sunday 15 November.

**Synchro.** Some of the swimmers had entered a competition in Derbyshire. Some also took part in the Lord Mayor's procession in Norwich in July. An East Region Synchro Development Day is taking place on Sunday 6 September. One of the coaches ran a taster session for Leiston SC in the hope that synchro swimming might be resurrected in Suffolk. A 2-hour swimming slot at Hellesdon School pool has been withdrawn after 25 years as the club and the school could not agree revised times to accommodate the booking of another organisation. It was suggested that the Synchro Secretary escalate the matter quickly to the Headmaster pointing out the effect that this will have on synchro swimming for the whole of Norfolk. No alternative suitable deep water space has been identified.

**Water Polo.** No report.

**Open Water.** The East Region Championships (incorporating the Norfolk Championships) successfully took place at Whitlingham Broad on Sunday 19 July. Thanks were expressed to those who volunteered or came along to support the event. The county open water training, subsidised by Norfolk ASA, has just completed a second season at Fritton Lake and, on the basis of the results achieved at recent open water events, it has clearly been a great success. It is hoped to run the training again in 2016.

**Disabled Swimming.** A successful Swimability Gala had taken place at Norwich Riverside Pool on Saturday 4 July. It was agreed that the county should support the running of the gala again next year on Saturday 2 July.

**Records.** Two new county senior long course records were achieved at Sheffield by West Norfolk swimmers: Nathan Wells in the 200m IM and Natalie Coogans in the 200m breast.

**Trophies.** No report.

**East Region.** It had been agreed that the regional affiliation fees will remain unaltered. The Annual Council Meeting will take place on Saturday 12 September at Freckenham

**East Region Competitive Swimming.** The East Region Winter Championship galas will take place on 6 – 8 November at Luton.

**County Development**. No report. It is understood that an informal meeting of appropriate officers will be taking place shortly to update the plan with a view to it being presented at the AGM. An Active Norfolk representative and the ASA Club Development Officer have both asked to attend the informal meeting.

**County Handbook**. A proposal was made to discontinue the paper-based handbook as most of the information is now available from the website which will always be much more up-to-date. Where necessary, information could still be made available to clubs on request. The proposal was agreed and the post of County Handbook Secretary will be discontinued.

**County Website**. The website has recently been updated including the latest records and future fixtures. Any handbook items not currently on the website will be added where appropriate.

**Child Protection & Welfare**. No report.

**Press & PR**. No report.

**Membership**. No report.

**County Volunteer Co-ordinator**. No report

### **38. ARRANGEMENTS FOR AGM 2015**

It has become necessary to move the AGM from the originally announced date due to the clash with the inaugural County Qualifying Gala. It had not been possible to identify an alternative Sunday afternoon date in the period due to clashes with other swimming events. Therefore an evening AGM was proposed and the favoured date was **Tuesday 24 November at 7.30 pm at Hewett School**. Voting cards will be sent to clubs in accordance with the number of members at the time of 2015 affiliation. Invitations and voting cards are not sent to individual members. The Secretary and Assistant Secretary will liaise over documentation. Nominations for officers need to be submitted to the Secretary by one week before the meeting. Written reports from officers should also be with the Secretary one week before the meeting to go into the Annual Report pack please. Any proposed motions for debate or rule changes need to be submitted to the Secretary by 1 October at the latest.

#### **Proposed Rule Changes**

A number of rule changes had already been proposed or were proposed during this meeting. These were discussed by those present and, with one exception, it was agreed that the Executive Committee should propose them at the AGM. **The proposed rule changes that were agreed, in the order that they occur in the rules and with an explanation, are set out at the end of these minutes for ease of reference.**

A further proposal was made, following the changes relating to the later collection of affiliation fees, to deal with the circumstances that might occur if a club is suspended for non-payment of affiliation fees by 31st March. The proposed wording was as follows:

‘Where a Championship event is held within the period 1 January to 31 March it is possible for a club to be suspended by the ASA for non-payment of affiliation fees after the event has taken place. In these circumstances the club would also be suspended by the County. If this happens all competitors from the club concerned will be deemed to have been ineligible and removed from the results. The trophies and medals will be re-awarded to what were initially lower placed competitors?’

There was a lengthy discussion about this proposal. Whilst the logic of the proposal was not doubted, considerable difficulties were foreseen in carrying out the penalty, in particular who would retrieve the trophies and medals from distressed swimmers and what would happen to the times that they achieved in respect of the rankings or county records. In the end, no agreement seemed likely to be reached at the meeting and the proposal was finally withdrawn. However it does leave a major problem that would have to be overcome if such a situation did arise.

### **39. DATES FOR EXECUTIVE COMMITTEE MEETINGS**

It was agreed to continue alternating the quarterly meetings on Tuesdays and Wednesdays. The following dates were proposed and agreed: Tuesday 8 December 2015, Wednesday 2 March 2016, Tuesday 7 June 2016 and Wednesday 7 September 2016. The 2016 AGM date will be agreed nearer the time. Those present were satisfied with the new room offered by Hewett Academy following the moth-balling of the Lower School building. The Assistant Secretary will book the room for the dates agreed.

### **40. ANY OTHER BUSINESS**

Concern was again expressed that no club representatives had been present at this meeting.

The next meeting of the County Executive will take place on **Tuesday 8 December 2015** at Hewett Academy (Room A64).

## **RULE CHANGES AGREED BY THE EXECUTIVE COMMITTEE TO BE PROPOSED AT THE AGM**

### **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 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.

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 County Handbook, therefore:  
Delete the County Handbook sub-committee and its duties