

NORFOLK COUNTY A.S.A.
Executive Committee Meeting –Tuesday 8 December 2015 – Hewett Academy

PRESENT Mrs K Woodhouse (President), Mrs D McRoberts (Secretary), K Belton, (Treasurer), A.Smith (Asst. Secretary), Mrs D Barratt, R Barratt, C Galer, A Lelean, Mrs S Lelean, S Murray, A Moore, Mrs T Spinner

1. APOLOGIES, K Rumsey (Chairman), G Applin, Mrs E Bowen, J Digby, L Harvey, P Kendall, D Peck, Mrs M Tallwin, Mrs D Wright

2. MINUTES OF EXECUTIVE MEETING HELD ON 2 SEPTEMBER 2015

Agreed as a true record.

3. MATTERS ARISING

There were none

4. CORRESPONDENCE

A reply had been sent to an enquiry from Mr L Wells (West Norfolk) about team selection for an inter-counties gala. Other correspondence had been forwarded to the appropriate officers or to the clubs for information.

5. TREASURERS REPORT

The accounts as at 30 November showed income of £2823.10 and expenditure of £304 giving a surplus of £2519.10 on the year to date. Funds totalled £57348.89. The income essentially comprised event entries and gate receipts from the new County Qualifier Gala (the pool hire costs, paid in advance, having fallen into the accounts for the previous financial year). The number of entries for the gala was lower than expected with an estimated loss of some £3000. (This is a matter that should be reviewed at the forthcoming Competitions Sub Committee meeting). It was noted that Suffolk had held a similar gala, but as an open meet, and it had drawn entries from other counties – including Norfolk!

6. CURRENT SWIMMERS' ACHIEVEMENTS

It was reported that Nathan Wells (West Norfolk) had returned from the ASA Summer Championships at Sheffield with three gold medals in his age group (200m & 400m IM and 200m freestyle). It is understood that other Norfolk swimmers, including Natalie Coogans (West Norfolk), had also won medals but no further details were reported to the meeting.

7. MINUTES TO NOTE

- (a) **Co-option of Officers to the Executive Committee** – there were none to be co-opted.
- (b) **Election of Sub Committee Secretaries, Officials & Representatives** – the following posts were not filled at the AGM (apart from Diving & Lifesaving which are both inactive):

Competitions & Team Manager: an appointment is needed urgently to deal with the imminent Three Counties Gala

Child Protection & Welfare Officer: Sally Lelean will approach a previous applicant to see if she is still interested

Press & PR Officer: this post has been vacant for several years and publicity of county events is really needed

County Volunteer Co-ordinator: this newish post has never been filled

County Membership Officer: this post is no longer thought to be necessary following a rule change at the AGM.

- (c) **Membership of Sub Committees** –

<u>Sub Committee</u>	<u>Secretary</u>	<u>Committee</u>
Emergency	C Galer	A Smith, Mrs D McRoberts
Finance	A Smith	G Clark, K Belton
Masters	Mrs S Lelean	A Lelean, Ms C Markwell, Mrs D Mattless

Synchro and Water Polo do not have committees as each discipline only has one active club. The membership of other sub committees is set out in the rules.

8. MINUTES OF COMPETITIONS SUB COMMITTEE – TUESDAY 20 OCTOBER 2015

Minutes noted.

Much concern was expressed about the organisation of the Three Counties Gala which Norfolk is due to host on Sunday 6 March at the UEA Sportspark (50m mode) following the resignation of the Competitions & Team Manager. It was not known if the pool booking has been confirmed and it was thought that no application had been made for a licence (as had been agreed with the other counties). These actions need to be done imminently. Team selection is due to take place at the next sub-committee meeting on Tuesday 12 January. Mrs Spinner agreed to contact the outgoing team manager to establish what had been done and what he might still be able to do pending the appointment of a replacement.

One further matter was that the hotel booking needs to be made (or confirmed?) for the next National Inter Counties Gala at Sheffield in October 2016.

The pools at Wymondham and Thetford are due to be measured by the ASA on 19 & 20 December so that the appropriate licence levels can be granted.

It was noted that the County 400m gala had been moved to Saturday 23 January as the pool had turned down the Sunday booking following the re-opening of the pool after refurbishment. It was suggested that the promoter and the lead referee should visit Wymondham pool with the duty manager present in advance of the gala to carry out a risk assessment in view of the temporary access points and other temporary arrangements pending completion of renovations to the building.

9. REPORTS

Norfolk Junior League. Invitations and details for the 2016 competition have been distributed to clubs.

Facilities. No report.

Officials Examinations. Since the last meeting six JL1, one JL2 and two Starter candidates have successfully completed their courses and nine candidates have successfully participated in a Timekeeper course. A new JL1 course and a parallel Timekeeper course are scheduled to take place at the UEA Sportspark on Saturday 9 January 2016.

Officials Liaison. Thanks to those who officiated at the new County Qualifier Gala.

Masters. The East Region Inter Counties Competition took place at Newmarket on Sunday 15 November and Norfolk finished in 1st place. Nationally Norfolk was 6th out of 28 counties. These were Norfolk's best ever places.

Synchro. The team took part in a routines competition at Stevenage with several medals won. One of the 12&U swimmers achieved national age group standard in Skills 2.

Water Polo. No report.

Open Water. No report.

Disabled Swimming. No report. (Any matters arising from the recent East Region disability committee meeting will be raised at the forthcoming Competitions Sub Committee meeting).

Records. Several new county records have been achieved in the past four months by Nathan Wells, Natalie Coogans and Abigail Whiting (West Norfolk); Jack Utting (UEA City of Norwich); and Nathan Henderson (Great Yarmouth).

Trophies. Orders have been placed for medals for the 2016 county competitions. A specimen black polo shirt with the county badge was shown at the meeting. A stock will be required for the next inter counties gala.

East Region. The Annual Council Meeting took place on Saturday 12 September at Freckenham and Kay McGuire (Essex) was elected as the new East Region President. There is a vacancy for the role of Vice President.

East Region Competitive Swimming. No report.

County Development. No report. (It had been hoped to present an up-dated action plan to the meeting but the Development Secretary had been unable to get to the meeting). Also see proposed rule change 1 in AOB below.

County Website. Details of the forthcoming officials' courses are to be added.

Child Protection & Welfare. No report.

Press & PR. No report.

Membership. No report (but see proposed rule change 2 in AOB below).

County Volunteer Co-ordinator. No report

10. ANY OTHER BUSINESS

A brief explanation was given as to how the numbers of registered swimmers at each club would be recorded in respect of working out the number of voting cards allowed at the AGM now that county affiliation fees were being paid direct to the ASA with East Region and National membership fees. It was also stated that any person applying for membership right up to the end of December would be expected to pay the full fees for that year.

The County Coach had suggested that the vacant post of Team Manager should be filled by someone with good links to one of the larger clubs that provide the majority of the swimmers for inter-county galas (e.g. UEA City of Norwich or West Norfolk). The representatives of those clubs at the meeting said that different team managers are appointed for

different galas and no specific names were put forward to the meeting.. The County Coach also suggested that there should be different chaperones from different clubs at inter-county galas. It was suggested that these matters should be considered at the forthcoming Competitions Sub Committee meeting.

Proposed Rule Changes.

1. Development Sub Committee. It was pointed out that some rule changes relating to the Development Sub Committee, which had belatedly been put forward, had not been discussed at the AGM as had been intended. The Assistant Secretary explained why the proposals had been withheld: in part, it had been felt that the Executive Committee should have the opportunity to see and discuss rule change proposals before they are submitted to the AGM. It is understood that the Development Secretary (who was not present at the meeting) was strongly in favour of the proposed changes to the terms of reference of the Development Sub Committee. The proposed rule re-wording in Appendix A (Sub Committees) was 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.

The Assistant Secretary mentioned that the revised rules did not specifically mention training in any form even though that had been a major part of the present rules - not just monitoring of training but actually arranging training - when the rules had been revised some years earlier. (At that time responsibility for all training had been passed from the, then, Competitions & Training Sub Committee to the Development Sub Committee). He added that the existing rules deliberately allow membership of the sub-committee by representatives of each of the disciplines and this would no longer be the case.

The revision of the rule relating to the responsibilities of the Development Sub Committee was put to a vote. It was proposed by Debbie McRoberts and seconded by Tracey Spinner that the revised wording should be accepted and then submitted to the next AGM for agreement and that, in the meantime, the Development Sub Committee could proceed on the basis of the revised wording. This was agreed on a majority basis.

2. Membership. A further rule change related to the post of Membership Officer which, it was considered, was no longer required following the amended wording of Rule 4 at the recent AGM as responsibility for membership would be carried out by liaison between East Region and Norfolk County ASA. Therefore it was agreed that, in Appendix B, '6. Membership Officer' should be deleted and other posts re-numbered. This rule change will also be submitted to the next AGM for formal approval. In the meantime the vacant post of Membership Officer will not be filled.

The next meeting of the County Executive will take place on **Wednesday 2 March 2016** at Hewett Academy (Room A64).