

Minutes subject to approval at the next MB meeting

Hertfordshire ASA
Minutes of the Management Board Meeting
18th January 2016 – Welwyn Parish Centre

Present:

Board members

Mr Grant Chivers (GC)	Finance Officer
Mrs Jean Cook (JC)	Chairman
Mrs Jackie Harvey (JH)	
Mr Graham Huggett (GH)	
Mrs Karen Lawson (KL)	
Mr Ian Mackenzie (IM)	
Mrs Sheila Mackenzie (SM)	Association Secretary
Mr Bryan Thompson (BT)	

President

Mrs Janet Gardiner (JG)

Apologies received:

Mr Mark Horrod (MH)
Mrs Deborah Huggett (DH)

16/01 Welcome

16.01.1 The Chairman welcomed everyone.

16/02 Apologies

16/02.1 Apologies were received as shown above.

16/03 Declaration of conflict of interest

16/03.1 JC reminded everyone of the need to declare any conflict of interest. None was declared at this point.

16/04 Minutes of the meeting on 15th October 2015

16/04.1 The minutes were accepted as a true record. An incorrect title for one of the attendees will be amended. **SM**

16/05 Matters arising from the minutes

16/05.1 Actions from the previous minutes are complete, or as shown below.

16/05.2 Minute 15/51.2 (Minute 15/35.2, Minute 15/18.2, Minute 15/05.5 and Minute 14/67.5) Communications – following Catherine Manthorpe's discussion paper, and the suggestion that a communications strategy was required to engage with the membership, GC made enquiries about the way forward to establish a strategy.

The advice given to GC from personnel in the communication industry is that firstly the county must identify what is it is aiming to achieve, Following this, a strategy can be formulated. It was also suggested that the website ought to be revamped.

GC suggested a small group from the Management Board, plus swimmer and club representatives, to contact clubs by email and via Twitter to identify what the clubs require from Hertfordshire ASA, and the preferred methods of communication.

JC suggested that Alan Doyle (AD), HASA web-master, Grant Chivers and Catherine Manthorpe formed an initial working party to conduct an exercise over six months.

GC will progress this.

GC apologised that this has not yet been addressed.

BT had contacted Catherine Manthorpe, and, because of a change in circumstances, she is now not able to assist the county with this matter, or with maintaining the county swimming records

GC

Minutes subject to approval at the next MB meeting

- 16/05.3 Minute 15/51.4 (Minute 15/35.5 Minute 15/18.5 and Minute 15/10.4) Water polo - County colours - GC was given the county colours for water polo..
- 16/05.4 Minute 15/51.7 (Minute15/45.2) Modular scoreboard BT has contacted Chris Hisgrove, who had given costings for the project. BT provided information on the dimensions of the scoreboard, and there was consideration of the cost of employing a rigger to set the scoreboard up at a competition. Increased insurance would be needed at the storage facility. The need to hire a van for transport of the scoreboard was considered, and the need for training on the use of the equipment, especially as clubs would be able to hire the scoreboard for their events. More details of the specification required, along with detailed costings, would be provided to Management Board members, by email, so that, if the project was agreed fairly soon, then work on the manufacture of the scoreboard could begin as soon as possible.
- There were further discussions on the modular scoreboard - with concerns over the source, and a cheaper option being possible in the UK. The latter would not be available until after the county swimming championships though. There was also a possibility of renting a scoreboard which was for sale, trying it at the championships, and then purchasing it if suitable for the county's requirements.*
- 16/06 Ratification of items agreed, via email, since the last Board meeting**
- 16/06.1 The email agreement to purchase a scoreboard was ratified.
The email agreement to purchase Automatic Timing Equipment was ratified.
- 16/07 Correspondence**
- 16/07.1 SM informed the Board that the required ASA membership return, in respect of the county, had been completed and submitted.
- 16/08 Finance Officer's report**
- 16/08.1 The balance sheet for all accounts as at 11.1.16 was received.
- 16/08.2 GC commented on the accounts:-
The proposed transfer of £10,000 to a National Savings Account has not yet been done.
The purchase of the scoreboard and timing equipment are large items of expenditure, and there will be considerable income from the county swimming championships.
- 16/08.3 The report was accepted.
- 16/09 Budgets and development plans**
- 16/09.1 Budgets and development plans are required for the disciplines and the county, so that an overall budget can be established for the coming financial year. GC will contact the appropriate individuals to request these.
- 16/10 Management Board Advisory Group (MBAG)**
- 16/10.1 The Management Board Advisory Group has not met since April 2015.
- 16/11 Diving**
- 16/11.1 JC said there were still issues between the diving clubs. The Regional Club Support Officer had experienced difficulties at Dacorum when trying to assist with the swim21 process. JC had been informed that divers from Dacorum were being discouraged from entering any competitions run by the county.
- 16/11.2 The county diving committee is now composed of members of only one club, owing to resignations resulting from disagreements.
- 16/11.3 County competitions are now, in reality, club championships
- 16/11.4 There was discussion about how to deal with the issues within the discipline. It was decided that county diving competitions are suspended with immediate effect, until a diving committee with representatives from both clubs is re-established, and there is co-operation between individuals on the committee. The Management Board also require that any future county competitions must involve divers from all the diving clubs in the county. SM will write to the diving manager.

16/12 Water polo

16/12.1 GC had submitted a report to the Board, and this provided a background for a discussion about the governance and delivery of water polo in the county.

16/12.2 GC also reiterated concern about child protection issues when junior players are involved in senior matches. IM said that the welfare officer from the athletes' clubs should be dealing with any issues, supported by the county welfare officer, if necessary. It was pointed out however, that the issues could be resolved if players under the age of 18 were not allowed to compete with senior players. A letter will be sent to the water polo clubs in the county, reminding them of their responsibilities with regard to child protection.

GC/SM

16/12.3 In order to re-establish correct governance of the discipline in the county, it was decided that, until a fully functioning water polo committee is re-established, with a water polo manager in place, then the county competitions – the Hertfordshire & District Water Polo League and the Knockout League - will not take place. SM will write to the county's water polo clubs advising them of the decision of the Management Board that unless the clubs between them nominate a water polo manager and at least five other committee members by the end of February, to form a water polo committee in accordance with the county's constitution, then the county will withdraw all support for senior water polo within Hertfordshire. This includes no longer sanctioning the League and Knock-out tournaments.

GC/SM

16/12.4 The Management Board agreed to continue to facilitate junior water polo within the county. IM said that Rose Younger has taken on the responsibility for the development of Girls water polo. IM will contact Rose Younger with regard to the setting up of a county club, as part of the development of junior water polo.

IM

16/13 Synchronised swimming

16/13.1 The new secretary at Potters Bar Synchronised Swimming Club is keen to progress the discipline, and Tom Brennan (Aqualina SSC) has enquired about the possibility of organising a county synchronised swimming competition.

16/14 Hertfordshire ASA Conference

16/14.1 IM reminded all present that the County Conference will take place on 20th/21st February 2016 at Hertfordshire Sports Village, in conjunction with the Herts. Sports Partnership Coaches Week.

16/14.2 In addition to the courses at the weekend, team manager courses will be delivered on Tuesday 15th February and Thursday 18th February.

16/14.3 The Club Development Group will arrange the required staffing of the reception desk etc.

CDG

16/14.4 IM said that there would be contributions towards the cost of the Conference from Herts. Sports Partnership and from ASA East Region. The courses will be free to members of Hertfordshire ASA clubs.

16/15 President Elect

16/15.1 JC advised the Board that Murray Devine had agreed to be nominated as President Elect for 2015-2016. The Board agreed to this nomination.

16/15.2 A nominee for President Elect for 2016-2017 is yet to be confirmed.

16/16 Welfare Officer

16/16.1 JC had spoken to Barbara Scorer regarding the role she had previously held as county Welfare Officer. Barbara had not stood for re-election at the Annual Council Meeting in July 2015. Although Barbara would be prepared to continue in the role, she is stepping down from her involvement at Hatfield SC in March, and anyway was spending a lot of time in France, with her family.

16/16.2 IM advised the Board that he had spoken to Karen Stephens (Hatfield) as to whether she would be prepared to take on the role of county Welfare Officer. She was prepared to do so. IM said that Karen had plenty of experience of child protection issues through her job, and that Safeguarding and Time to Listen courses could be put in place for her to further enhance her capabilities. The Board agreed to the

Minutes subject to approval at the next MB meeting

appointment of Karen Stephens as the county Welfare Officer, subject to ratification at the Annual Council Meeting in July.

16/16.3 SM will arrange for the website to be updated regarding the new county Welfare Officer.

SM

16/17 Minutes of the Standing Committees

16/17.1 Disability committee 15.10.15 Minutes received and noted.
The records achieved by Grace Harvey were noted. Grace broke GBR records in the 200IM in the ASA Nationals and the Cerebral Palsy World Games. She also broke the 100M record in the ASA East Region Disability Championships. Grace now holds nine GBR records, and is on the World Class Podium Potential programme.

16/17.2 Diving committee 13.10.15 Minutes and development plan received and noted

16/17.3 Diving committee 7.1.16 Minutes not yet available

16/17.4 Swimming committee 10.9.15 Minutes received and noted

16/17.5 Swimming Committee - November 2015 Meeting cancelled

16/17.6 Club Development Group 4.11.15 Minutes received and noted

16/18 Report from the county's representative to ASA East Region

16/18.1 The ASA East Region Management Board met on 22nd November 2015, and had a conference call meeting on 5th January 2016. There were no items, to report to the Board, which directly affected Hertfordshire.

16/18.2 The ASA East Region Winter Swimming Championships were held at Inspire: Luton Sports Village in November. Hertfordshire athletes took part, and were among the finalists, medallists and trophy winners.

16/18.3 The region has dispensed with the services of the webmaster, and licensing is now being managed by Leanne Brace, the Regional Club Development Officer, and by Amy Bryant, the Regional Club Support Officer, together with a panel composed of the Management Committee of the Management Board.

16/18.4 The region is also advertising for a new Regional Licensing Officer, and a regional licensing panel..

16/19 Any other business

16/19.1 The ASA membership 'year' is changing from January to the end of September, to the full calendar year. All new members will be required to pay a full year's membership, even when joining after 1st October. ASA East Region will also be charging the regional capitation fee over a full calendar year. Hertfordshire ASA will continue to waive the capitation fee for new members, joining from 1st October. This will be reviewed in July, for future years.

16/20 Next meeting

16/20.1 The next meeting of the Hertfordshire ASA Management Board will take place on Wednesday, 20th April 2016.