

Hertfordshire ASA
Minutes of the Management Board Meeting
20th October 2016 – Welwyn Parish Centre

Present:

Board members

Mr Mark Horrod(MH)
Mr Graham Huggett(GH)
Mr Ian Mackenzie (IM) Interim Finance Officer
Mrs Sheila Mackenzie (SM) Association secretary
Mr Bryan Thompson (BT)

President

Mr Murray Devine (MD)

Apologies received:

Mrs Jean Cook (JC) Chairman
Mrs Jackie Harvey (JH)
Mrs Deborah Huggett (DH)
Mrs Karen Lawson(KL)

Also present

Mr Simon Lever (SL)
Mr Jonathan Lowy(JL) Water Polo Manager

16/54 Welcome and introduction

- 16/54.1 Ian Mackenzie took the chair in the absence of the Chairman.
- 16/54.2 Introductions were made for the benefit of Simon Lever, as the incoming Finance Officer, and Jonathan Lowy, Water Polo Manager.

16/55 Apologies

- 16/55.1 Apologies were received as shown above.

16/56 Declaration of conflict of interest

- 16/56.1 No conflict of interest was declared at this point.

16/57 Notes of the meeting on 7th July 2016

- 16/57.1 The notes were accepted as a true record, subject to an amendment in 16/53.1 where there was an error in numbering **SM**

16/58 Matters arising from the notes

- 16/58.1 Actions from the previous meeting's notes are complete, or an agenda item, or as shown below.
- 16/58.2 Minute16/43.2 (Minute 16/05.4, Minute 15/51.7, 15/45.2) Modular scoreboard

BT said that the modular scoreboard had been reconsidered and suggested that a 3 x 3 matrix of television screens would probably better suit the county's requirements. These could also be used as single units. BT estimated that the costs would be around £6,000/£7000

BT gave an update on the progress being made, and there was discussion about the most suitable equipment for use at the County Swimming Championships. There was also a need to have a scoreboard which clubs could use in conjunction with the timing pads hired from the county, and this needed to be addressed in the short term. It was decided that a small, basic display giving lanes and times would be adequate, The scoreboard equipment for the County Swimming Championships would need to provide more detail and various options were discussed.

BT/IM

16/59 Ratification of items agreed, via email, since the last Board meeting

- 16/59.1 Finance Officer - Email agreement had been reached for the appointment of Simon Lever as Hertfordshire ASA Finance Officer. This appointment was ratified.
- 16/59.2 Committees - at the last meeting the appointments to committees etc. could not be ratified as the meeting was not quorate. Email agreement had since been obtained, and the membership of the discipline committees, the appointments for various appointments, and the representative roles were ratified, and are shown below.
- 16/59.2.1 Disability committee
Jackie Harvey - Disability Manager
Ian Mackenzie (Minute secretary), Murray Devine, Carl Cooper (ASA Para England Talent), Janet Warrington (Disability and Special Olympics), Hayley Sage (Specialist), Ros Cramp (Disability Sport Officer for the Herts. Sports Partnership) and Leanne Brace (ASA East Region Club Development Officer)
- 16/59.2.2 Club Development Group
Karen Lawson - Club Development Group Manager
Karen Huckle (Chairman), Jonathan Pope (Swimming Officials Co-ordinator), Nicola Rix, Shirley Burns, Helena Pretious White and Ian Mackenzie
- 16/59.2.3 Diving committee
Alexandra Belson - Diving Manager
Derek Beaumont, Katy McLaren, Ben Roberts and Chris Sage
- 16/59.2.4 Swimming committee:
Bryan Thompson – Swimming Manager
Anna Baker, Mark Horrod, Karen Huckle, Graham Huggett, Deborah Huggett, Ian Mackenzie and Marcello Tontodonati and Dee Ward
- 16/59.2.5 Synchronised Swimming committee
There is no Hertfordshire committee, but Hertfordshire and its clubs are represented on the ASA East Region synchronised swimming committee, and the synchronised swimming clubs throughout the region work together through this committee. Thomas Brennan is the synchronised swimming manager for Hertfordshire.
- 16/59.2.6 Water Polo committee
Jonathan Lowy – Water Polo Manager
Tina Canty, Neil Cook (Training courses), Peter Mole(Fixtures), Edna Scott and Rose Younger(Girls'/Women's water polo)
- 16/59.2.7 Custodian – Ian Mackenzie
- 16/59.2.8 Emergency committee
Jean Cook(Chairman), Sheila Mackenzie(Association Secretary), Simon Lever(Finance Officer) and Ian Mackenzie(Life Vice-President)
- 16/59.2.9 Representative to the ASA East Region Annual Council Meeting 2016
Sheila Mackenzie
- 16/59.2.10 Management Board Advisory Group
Jean Cook(Chairman), Sheila Mackenzie(Association Secretary), Simon Lever(Finance Officer) and Ian Mackenzie(Life Vice-President)
- 16/59,2,11 Representatives to the ASA East Region committees
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|------------------------|----------------------|
| Club Development Group | Karen Lawson |
| Disability | Ian Mackenzie |
| Diving | Alexandra Belson |
| Management Board | Sheila Mackenzie |
| Masters | Graham Huggett |
| Officials | Jonathan Pope |
| Open Water | Marcello Tontodonati |
| Swimming | Marcello Tontodonati |
| Synchronised swimming | Thomas Brennan |
| Water polo | Jonathan Lowy |

SM

16/59.2.12 SM will update the website

16/60 Correspondence

16/60.1 As well as the monthly club update newsletters, SM reported three items of correspondence.

16/60.2 A letter had been received from two clubs regarding the new club Lea Valley. The concern was that yet another club had been set up in a small area of the county, and that there had been no consultation with the existing clubs when the Management Board considered the application.

SM said that the application for affiliation form stated that the club was to be a Learn2Swim club. IM confirmed that there is only one ASA registered member and this member is registered as category three.

The concern of the original clubs probably stems from the fact that the new club has negotiated with the local council to deliver Learn2Swim, with use of pools which would affect the original clubs. Also, one of the clubs has had a learn-to-swim section for many years. There was also concern, it appears, that the new club were moving into competitive swimming – a fact not born out by membership categories.

SM will respond to the letter.

SM

16/60.3 The current list of swim21 accredited clubs was received. Nineteen clubs are accredited and several more are working towards accreditation.

16/60.4 Hertsmere Flyers SC and Potters Bar SC have been working together for a while in respect of training sessions etc, and the county has now been advised, by correspondence from both club chairmen, that the clubs will now work together fully as Potters Bar SC. Hertsmere Flyers SC will no longer exist.

16/61 Finance

16/61.1 A report was received from the Interim Finance Officer giving the bank balances as at 12.10.16. All capitation funds have now been received for 2016

16/61.2 The agreed funding for coaches from all discipline to attend conferences was extended to conferences within the UK.

16/61.3 An extension cable has been purchased to connect to the county's timing equipment, so it can be operated in various locations away from poolside.

16/61.4 Although hire charges for the county electronic timing equipment are in place, the hire charge for the harnesses and for the printers need to be agreed. The swimming committee will deal with this.

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16/62 Capitation fee

16/62.1 The county capitation fee for 2017 was agreed as
Category one £3 Category two £3 Category three £0

16/63 Management Board Advisory Group (MBAG)

16/63.1 The MBAG has not met since April.

16/64 Minutes of the standing committees

16/64.1 Disability committee 13.10.16 Minutes not yet available

16/64.2 Diving committee No meetings have been held this year. July meeting cancelled

16/64.3 Swimming committee 8.9.16 Minutes received and noted Some dates need to be amended and BT will provide an updated version to go to the website.
BT said that a county team will compete in the National Inter-County Team Championship competition in on 23rd October 2016.

BT

16/64.5 Club Development Group 12.9.16 Minutes received and noted. Notes on the ASA East Region CDG meeting were also noted.

16/64.6 Water polo committee 26.6.16 Minutes received and noted

JL gave an update of the discipline in the county. Eleven teams had taken part in the league, a successful,

one-day knock-out competition had been held, and juniors were playing water polo in the county too. JL commented that courses which are necessary for table officials are a challenge to provide water JL also advised that the rules are being revised and will be submitted to the Management Board when complete. BT will provide information to JL about the possibility and viability of live steaming of water polo matches.

BT/JL

Water polo committee 9.10.16 Minutes not yet available

- 16/64.7 Synchronised swimming:
Tom Brennan had provided a report that athletes from county synchronised swimming clubs had taken part in a skills day and also in a regional competition. There had also been a regional committee meeting and the pending change to the skills assessment structure and the impact on clubs. The re-introduction of a regional development squad was also discussed.

16/65 **Trophies**

- 16/65.1 SM, as Trophies Officer, had produced a paper regarding the future for county trophies. The topic was discussed, but it was decided to delegate the matter to the swimming committee to make a recommendation to the Management Board.

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16/66 **Report from the county's representative to ASA East Region**

- 16/66.1 The Hertfordshire ASA Open Water Championships took place on 19th July 2016, within the ASA East Region Open Water Championships, held at Whitlingham Country Park, Norwich. Hertfordshire athletes became regional age-group medallists in various events, and Harrison Lees (Watford SC) became a Regional Junior Champion in the 5K event. Murray Devine, Hertfordshire ASA President 2016 attended the event in support of the county's athletes.
- 16/66.2 The ASA East Region Annual Council Meeting took place on 17th September 2016. There were no Hertfordshire club representatives present and only one club, Welwyn Garden SC, sent apologies. The county had three regional award winners:-
Outstanding Club Contribution – Pam Spratt (Bishops Stortford SC)
Outstanding Contribution at Regional Level – Sheila Mackenzie (Hoddesdon SC)
Excellence in Coaching – Geoff Wood (Berkhamsted SC)
- 16/66.3 The ASA East Region Management Board met on 17th September. There are no matters relating specifically to Hertfordshire.
- 16/66.4 On 9th October the ASA East Region Disability Championships took place at Newmarket Leisure Centre. Two swimmers from Verulam ASC, one swimmer from Hatfield SC and two swimmers from Hoddesdon SC took part from Hertfordshire. JH (ASA East Region Disability Manager) and MD (President of Hertfordshire ASA) attended the competition, Janet Warrington attended as a coach, and IM and SM were officials..
- 16/66.5 The ASA Annual Council Meeting took place on 15th October 2016 in Coventry. The Hertfordshire attendees were IM(ASA Sport Governing Board and ASA Group Board), SM(ASA East Region delegate) and JC(London delegate).
JC was awarded the ASA's Alfred H Turner award for services to the sport
There were workshops on Volunteering, the ASA Strategy document, Governance and Incorporation. (IM informed today's meeting that the ASA were looking to go down the route of incorporation and that at the ASA Council there was support from the regions to follow suite.
There was an open mic. session after the Council meeting, and SM asked a question about the Club Survey, which had been of concern to clubs at the last county club forum.

16/67 **Any other business**

- 16/67.1 GH reported that the Masters trophy had been located and passed on to the 2016 winners – St Albans Masters..
- 16/67.2 JL was advised on the process to obtain re-imburement for the cost of engraving for a water polo trophy.
- 16/67.3 IM said that the Hertfordshire ASA Conference 2017 is taking shape for delivery on 18th/19th February 2017. Hertfordshire Sports Partnership are providing rooms and the pool facilities, and there will be some funding from the ASA East Region.

Minutes subject to approval at the next MB meeting

16/68

Next meeting

- 16/68.1 The date of the next meeting of the Hertfordshire ASA Management Board will be advised as soon as the 2017 dates are booked.