



# Swim England Hertfordshire

(County Association of Swim England East Region)

President Mrs Janet Warrington

## Minutes of the Management Board Meeting

11<sup>th</sup> October 2018 – Welwyn Parish Centre

### Present:

#### Board members

Mrs Jean Cook (JC)	Chairman
Mr Murray Devine (MD)	
Mrs Jackie Harvey (JH)	
Mr Graham Huggett (GH)	
Mr Simon Lever (SL)	Finance Officer
Mr Ian Mackenzie (IM)	
Mrs Sheila Mackenzie (SM)	Association Secretary
Mr Jonn Sandon (JW)	
Mr Bryan Thompson (BT)	

#### Apologies

Mrs Janet Warrington (JW) President

### 18/57 Welcome and introduction

18/57.1 The Chairman welcomed Jonn Sandon, as a new member of the Management Board, following his election at the Annual Council Meeting.

### 18/58 Apologies

18/58.1 As above

18/58.2 JC reported that Deborah Huggett had resigned from the Management Board. JC will write to Deborah. **JC**

### 18/59 Declaration of conflict of interest

18/59.1 No conflict of interest was declared at this point.

### 18/60 Minutes of the meeting on 5th July 2018

18/60.1 The minutes were accepted as a true record, subject to amendments to typos. **SM**

### 18/61 Matters arising from the minutes

18/61.1 Actions are completed, or an agenda item, or as shown below.

18/61.2 Minute 18/41.2 (Minute 18/22.2, Minute 18/05.1 and Minute 17/59.5 (CDG Minute 17/27.3) ) Backstroke ledges – recommendation from the swimming committee) – *On-going*. **Sw.cttee**

18/61.3 Minute 18/41.5 (Minute 18/30.1) Audit for GDPR – who needs data, and for what reason. Policies to be put in place about information collected and the length of time the information is retained - *On-going* **MBAG**

18/61.4 Minute 18/43.2 Information regarding the roles of members of the Management Board and committee members will be provided on the website - *awaiting new website* **SM**

18/61.5 Minute 18/44.3 Annual accounts will be sent to the Financial Examiner – *On-going* **SL**

18/61.6 Minute 18/46.3 Committee members as Annual Council Meeting (ACM) delegates *IM has worked on the constitution to update it with Swim England changes. IM stated that committee members can already attend the ACM as delegates from their club.*

18/61.7 Minute 18/46.5 The possibility of setting up a county synchronised swimming committee - *On-going* **SM**

**18/62 Ratification of items agreed, via email, since the last Board meeting**

18/62.1 No items agreed

**18/63 Correspondence**

18/63.1 SM had received emails regarding the details of the funeral arrangements for Bob Fouracres, Past President of Hertfordshire ASA, who had died on October 25<sup>th</sup> 2018.

18/63.2 Jonathan Pope had written to JC asking if he could join the Management Board. It was decided that he would be co-opted until the ACM in July 2019.

18/63.3 There had been issues with the age-groups for the Open Water Championships in July. The county mirrors the regional conditions for the championships.

Following the publication of the results, a question was asked about the age-groups for Event 1. The results were published in line with the event conditions, but the age-groups differed from those in an earlier website announcement and agreed committee minutes. The Swim England East Region Open Water Manager agreed that the regional results should be republished with 13/14 and 15/16 age-groups instead of the 13-16 age-group. Counties were to make their own decision about any extra medals which would be necessary.

Only one Hertfordshire swimmer was affected, and she was given a county medal.

18/63.4 In September, clubs in Hertfordshire were sent the Swim England Club Survey.

18/63.5 Tom Baster, Swim England East Region Swimming Manager, had congratulated the county on winning the Swim England East Region Inter-County Competition, and informed everyone that there had been a small chlorine gas leak in the plant room at the pool during the competition, but that no-one, poolside, had been exposed to the gas.

18/63.6 Enquiries had been received from Team Unify and from someone providing athlete development workshops, as to whether the county would be interested in these services. SM had replied, declining.

18/63.7 SM had received an email from Alex Belson, the county diving manager, on the day before the scheduled meeting of the county diving committee in July. This was to advise that the meeting was cancelled. No paperwork /agenda had been circulated, and at that stage it was too late to cancel the room booking. The email advised that 'we do not feel we have anything to discuss to make it worthwhile holding a meeting'.

SM reported that Alex, as county representative to the Swim England East Region diving committee, had sent apologies to the regional diving committee meeting in September. She had advised the committee that she had moved to Buckinghamshire.

Concern was expressed that no county diving meetings had been held since January, and there was also concern about the pre-event administration of the county competition which had been held.

It was requested that SM should send a letter expressing the concerns of the Management Board about the lack of meetings. The situation regarding medals held/used also needs to be established, and spare medals returned to SM – this should happen anyway after a competition. It was also necessary to know if there was a vacancy for the county representative to the regional diving committee, as the county had not been informed officially that Alex had moved out of the county. The position of Alex as the county diving manager was also unclear.

SM

**18/64 Finance**

18/64.1 A report was received, giving a summary of bank balances as at 27.9.18.

18/64.2 SL said that £5,000 had been transferred to the Hertfordshire Aquatics account.

SL will invoice Swim England for the funds available for travel and accommodation costs relating to the Inter-County National Team Championships.

SL

18/64.3 The Annual Accounts for the year to 31<sup>st</sup> March 2018 will be sent to the Financial Examiner.

SL

18/64.4 Capitation fees 2019: Although this had been discussed at the July meeting, further consideration was given to the increase to be made. When the pool project was announced at the Annual Council Meeting in July, clubs were invited to donate to the county funds as a buy-in to kick-start the project. Only a minimal number of clubs had responded. Increases in the county capitation fees had been proposed to help to fund the feasibility study for the 50m pool project.



**18/69 Shirts and hats**

- 18/69.1 New stocks are required for white polo shirts for officials, as well as blue polo shirts and hats for competitors representing the county. The new stock needs to have the new county name and logo on it. **BT/IM**
- 18/69.2 It was decided to write-off the current low stocks. **SL**
- 18/69.3 There was discussion on the numbers of shirts to be provided to officials officiating at the County Swimming Championships. Two shirts will be provided to officials who are working for more than one session on each of two consecutive days. Officials would be asked to wear the new shirts, rather than the old polo shirts with the old name and logo.
- 18/69.4 IM reported that Swim England will provide the artwork for the county re-branding.
- 18/69.5 After discussion, it was agreed that the county name (Swim England Hertfordshire) would be on the front, on one side of the shirt, and the hart logo would be on the front, on the other side. Unlike the present stock, the back of the competitors' shirts would be plain.

**18/70 Hertfordshire Aquatics Group**

- 18/70.1 There had been questions from a group of clubs regarding specific details of the project, and the responses given had been in general terms only.
- 18/70.2 BT reported that two meetings have been held after the summer. S & P architects are working with the project group. They are very experienced, professional architects, who are giving their services free, with the idea that the Hertfordshire project can be used as a model, in the future, for the whole country.
- 18/70.3 The facilities to be provided, and the layout, has been discussed in detail. Ideally it would be a 10-lane, 50m pool, with a 6-lane 25m pool as a swim-down facility.
- 18/70.4 There will be a three-storey limit on the height of the building, so the diving facilities will have to be considered carefully. The cost also increases as the pool depth increases. Consideration is on-going to find the best, workable, financially-viable scenario.
- 18/70.5 The day-to-day management of the facility has been considered, and areas of management responsibilities for cleaning the facility and for the employment of pool staff, for example, have been identified for the county and for the partner in the project.
- 18/70.6 Discussions with the site partner remain extremely positive, and it is hoped that a Memorandum of Understanding will be in place very soon, Details of the location of the project will then be released.
- 18/70.7 IM said that, during the summer, another possible site for a 50m pool project has also been identified in the county.

**18/71 County constitution**

- 18/71.1 Copies of an updated county constitution, edited by IM, were distributed. Changes were required because of the change of name of the county, and the opportunity had been taken to update the document in general. Feedback on the document was asked for. **All**

**18/72 County colours**

- 18/72.1 A report was received from MD. IM and MD had met to discuss designs for the pins and certificates.
- 18/72.2 The following recommendations were agreed:-  
  
Full colours: A framed, dated certificate, citing the discipline, and signed by the President.  
Plus, a pin badge, similar to the current pin badge, but with the new logo (Hertfordshire replacing Herts ASA, under the stag), and on a blue background.  
  
Half colours: A pin badge, as for full colours, but on a green background. Plus, a simple card certificate, signed by the President and dated.
- 18/72.3 It was noted that MD will be responsible for the administration of county colours. **MD**

Minutes subject to approval at the next MB meeting

**18/73 Long service awards**

18/73.1 IM reported that Jonathan Pope (JP) has taken on the responsibility for the administration of long service awards. IM said that spreadsheets and pins had been passed to JP.

**JP**

**18/74 Website**

18/74.1 Work is in progress with the new website. The date for going live is to be established, taking into consideration the County Swimming Championships and the need to ensure that entries are not affected if there are issues in the early days after going live.

**18/75 Report from the Swim England East Region Representative**

18/75.1 The Swim England East Region Annual Council Meeting (ACM) had taken place on 15<sup>th</sup> September. No Hertfordshire clubs had sent representatives.  
Derek Beaumont (Beaumont Diving Academy) received the Jeff Cook Salver, for significant contribution to sport of swimming within the region.  
Eleanor Short (Hoddesdon SC) received the Young Volunteer of the Year award  
Silver pin awards were made to Charles Dainton (Berkhamsted SC) and to Roger Page (Dacorum DC).

18/75.2 The Management Board had met following the ACM, but there was nothing of significance to be brought to the attention of the county, other than the guidelines on the roles of the county representatives to the various regional committees.

**18/76 Any other business**

18/76.1 None

**18/77 Next meeting**

18/77.1 The next meeting of the Swim England Hertfordshire Management Board will be in January 2019. Bookings for the county meetings in 2019 cannot yet be made with Welwyn Parish Council.