



**SUFFOLK COUNTY AMATEUR SWIMMING ASSOCIATION
(AFFILIATED TO ASA EAST REGION)**

**Minutes of the Executive Meeting of the Suffolk County Amateur Swimming Association held at
The Pavilion, Martlesham Heath on Saturday 12th January 2019**

ATTENDEES:

Ian Cotton	IC	Chairman	Sarah Elmer	SE	Championship Sec
John North	JN	Records Officer	David Robinson	DR	Regional Delegate
Clive Evans	CE	Sudbury	Debbie Roberts	DeR	West Suffolk
Dave Whelan	DW	Hon Life President	Nick Hutton	NHu	Stowmarket
Nick Thompson	NT	Team Manager	Ann Byrne	AB	Disability / Beccles
Chris Bellwood	CB	President	Barry Wolstenholme	BWo	Leiston
Jeremy Duszynski	JD	Past President	Stella Day	SD	Team Ipswich
Chris Cawood	CCa	Water Polo	Peter Elmer	PE	Website
Maggie Wright	MW	LOBSC	Caroline Cofield	CCo	Trophy Sec. / Felistowe
Sarah Tait	ST	Open Water	Nikki Hall	NHa	Deben

1. APOLOGIES

Lesley Beevor	LB	Treasurer	Rob Garry	RG	Mildenhall
Debs Greenhalgh	DG	Asst Team Manager	Chris Vinter	CV	Secretary
Bobbie Wilson	BWi	Welfare Officer	Tim Millett	TM	Developments
Alison Vinter	AV	Past President	Stephen Christian	SC	Officials Coordinator
Emma Howard	EH	Masters	Sue Purchase	SP	St Felix

Item	Action
<p>2. MINUTES OF THE LAST MEETING</p> <p>The minutes of the AGM and last Executive meeting held on 1st December 2018 were agreed with one amendment – date of next AGM needs changing to 30th November 2019 at bottom of AGM minutes.</p>	
<p>3. MATTERS ARISING:</p> <p>IC reported that Management Board had completed a process for appointing President Elect and an invitation has gone out to the relevant candidate. We are awaiting to see if they accept the position. <i>(note: 22 Jan 2019 – Sue Purchase has accepted the invitation)</i></p>	
<p>4. CORRESPONDENCE:</p> <p>CV had received communication from Swim England about it being their 150 Year Anniversary.</p> <p>CV had received confirmation that Andy and Jill Walker will be attending the County Championships on 10th February 2019 as our guests. CV will be attending this day as Regional President.</p>	



<p>5. FINANCIAL UPDATE:</p> <p>As circulated.</p> <p>In the absence of LB, IC stated that the draft accounts had been circulated and we were waiting for these to be signed by the Auditor in the next couple of weeks. A surplus had been made by the County in 2017-18 – some of this has been caused by funding allocated in that year being paid out after the year end.</p> <p>LB had asked for additional information in the future to help track income received from County Championships – SE agreed to provide additional information to assist this process going forward.</p> <p>IC reported that the new funding year was underway and reminded clubs that they have all been allocated £1,000 up until 31st March 2019, when any unallocated funds will go into a pot for clubs to apply for on first come first served basis.</p> <p>DeR asked about applying for funding for land training equipment – IC stated that this can be applied for and will be considered by the Management Board.</p>	
<p>6. OFFICER REPORTS</p>	
<p>a. County Championships</p> <p>As circulated.</p> <p>SE reported that the long distance entries have been processed by Norfolk and we have 110 swimmers taking part. An updated entry file has been circulated to clubs.</p> <p>SE and PE have also been looking at cashless payment options to use on the door. The best option involves an upfront payment of £80 and then a charge of 1.7% per transaction. It was agreed to purchase this provided the Treasurer was happy.</p> <p>The main other discussion was around the presentations. It is likely that the medals will be available for collections but still need to consider best way to make presentation of trophies. SE will give some further thought.</p>	<p>IC</p>
<p>b. Development Meet</p> <p>No report.</p> <p>The aim will be to circulate the QT's asap.</p>	
<p>c. Records</p> <p>As circulated.</p>	
<p>d. Team Managers</p> <p>As circulated.</p>	
<p>e. Trophies</p> <p>No report.</p> <p>CCo reported that all the trophies are with the engravers. There has been an issue with the silver medals on order due to Chinese New Year. It was agreed that CCo could source other options so we have medals to present at the County Championships.</p>	



<p>SD asked about the ongoing issue with trophies being collected and returned each year, and how swimmers do not seem to look after them. After a discussion, it was agreed that swimmers will be given the option after the presentation to take trophy for the year and care for it, or leave it with the Suffolk County ASA. SE will inform clubs of this in the information pack that goes out before the start of the championships.</p> <p>IC will consider storage options for the returned trophies.</p>	<p>IC</p>
<p>f. Leagues</p> <p>As circulated.</p> <p>SE stated that invites to the Junior Summer League will go out once the main work for County Championships is completed.</p> <p>DeR reported that West Suffolk are unlikely to enter the Winter League due to the clash of dates.</p> <p>SE has been discussion some ideas for the Winter League and a number of suggestions have been put forward. It was agreed to arrange a Management Board meeting for these to be discussed.</p> <p>DR asked again for the Winter League table for 2018 to be added to the website – TM would be chased for this.</p>	<p>TM</p>
<p>g. Disability</p> <p>No report.</p> <p>AB has arranged the Swimability Meet for 13th April 2019 in Lowestoft. AB is meeting with the Lions who support the event to make sure improvements are made from last year.</p> <p>AB will liaise with CV to get the entry pack circulated to clubs.</p> <p>AB also reported that the Regional Para-Swimming Championships are taking place on 16th June 2019, and regional training camp has been provisionally arranged in Suffolk for 21/22 September 2019.</p>	<p>CV</p>
<p>h. Masters</p> <p>No report.</p> <p>Suffolk Masters are taking place on 17th February 2019 – Cco has medals in hand.</p>	
<p>i. Open Water</p> <p>As circulated.</p>	
<p>j. Water Polo</p> <p>As circulated.</p> <p>CCa mentioned that trying to organise a Novice competition for local clubs.</p>	
<p>k. Regional</p> <p>Nothing to report since last meeting.</p>	



<p>I. Officials</p> <p>As circulated.</p> <p>SC had asked that all clubs remind parents that we need to provide officials for the long distance events – clubs were asked to feed this back.</p>	
<p>m. Website</p> <p>As circulated.</p>	
<p>n. County Funding Update/Club Development/Funding Update/Education</p> <p>Discussed under Finance.</p>	
<p>7. COUNTY CAMPS</p> <p>As circulated.</p> <p>Finding appropriate dates was causing a challenge but these would be added to the County Calendar asap.</p>	
<p>8. COACHES FORUM</p> <p>Nothing specific to report at this time. Dan Pilbrow has replaced SP on the regional forum as Suffolk representative.</p>	
<p>9. ANY OTHER BUSINESS</p> <p>NHu mentioned that the Swim England East Region are in the process of checking all club constitutions are in line with the latest template from Swim England. DR added that they will be focussing on those clubs that they have not seen copies of constitutions for some time, and so those clubs with SwimMark accreditation would be unlikely to be involved initially.</p> <p>NHu stated that Stowmarket have a new Welfare Officer in place, and whether it would be possible for the county to arrange another discussion for Welfare Officers as had been done in 2018. Several other clubs have new Welfare Officers in place, and so the county will look into hosting this prior to a future Executive meeting.</p> <p>Several clubs would also benefit from Time to Listen course as well. This could be arranged as part of the County Training Day later in the year.</p>	<p>IC</p>
<p>Dates of Next Meetings:</p> <p>Sat 16th March</p> <p>Sat 29th June (at Ipswich Institute)</p> <p>Sat 7th September (including League AGM)</p> <p>Sat 30th November (AGM)</p>	