



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

**Minutes of the Executive Meeting of the Suffolk County Amateur Swimming Association held at  
The Ipswich Institute Library on Saturday 29<sup>th</sup> June 2019**

**ATTENDEES:**

Ian Cotton	IC	Chairman	Ann Byrne	AB	Beccles / Disability
Nick Thompson	NT	Team Manager	Stephen Christian	SC	Officials Coordinator
Chris Deaton	CD	Newmarket	Debbie Roberts	DeR	West Suffolk
Dave Whelan	DW	Hon Life Vice President	Nick Hutton	NHu	Stowmarket
Chris Bellwood	CB	President	Jeremy Duszynski	JD	Past President
Debs Greenhalgh	DG	Asst Team Manager	Stella Day	SD	TeamIpswich
Chris Cawood	CCa	Water Polo	Sarah Tait	ST	Open Water
Kate Willis	KW	Hadleigh			

**1. APOLOGIES**

David Robinson	DR	Regional Delegate	Bobbie Wilson	BWi	Welfare Officer
Lesley Beevor	LB	Treasurer	Sarah Elmer	SE	Championship Sec
Barry Wolstenholme	BWo	Leiston	Peter Elmer	PE	Website
Sue Purchase	SP	St Felix	Chris Vinter	CV	Secretary
John North	JN	Records Officer	Emma Howard	EH	Masters
Alison Vinter	AV	Past President	Rob Garry	RG	Mildenhall
Tim Millett	TM	Developments	Caroline Cofield	CCo	Trophy Sec./ Felixstowe
Clive Evans	CE	Sudbury			

Item	Action
<p><b>2. MINUTES OF THE LAST MEETING</b></p> <p>The minutes of the last Executive meeting held on 16<sup>th</sup> March 2019 were agreed with one amendment – Dave Whelan is Hon Life <b>Vice</b> President.</p>	
<p><b>3. MATTERS ARISING:</b></p> <p>a) The upgrade for the AOE has been installed, and the county has paid for a third of the cost as agreed.</p> <p>b) New county flags, banners and exhibition stand as backdrop for presentations have been purchase for the Development Meet and County Championships.</p> <p>c) Pool Fees – around half the clubs in the county have shared their data to date. IC suggested that this is discussed at future meeting with ‘senior’ club officers and that the data will remain anonymous.</p>	
<p><b>4. CORRESPONDENCE:</b></p> <p>CV</p>	



<p><b>5. FINANCIAL UPDATE:</b></p> <p>No report.</p> <p>It was agreed that the county fees would remain unchanged at £1.50, and that we would offer the 50% reduction from 1<sup>st</sup> October in line with the Regional and Swim England fees.</p> <p>A full update of the Development Meet income and expenses should be available at next meeting.</p>	
<p><b>6. OFFICER REPORTS</b></p>	
<p><b>a. County Championships</b></p> <p>As circulated.</p> <p>The dates of the 2020 Championships will be:</p> <p>18/19 January 2020 – Long Distance at UEA. Subject to agreement with Norfolk</p> <p>25/26 January 2020</p> <p>1/2 February 2020</p> <p>9 February 2020</p> <p>Closing Date 23 December 2019.</p> <p>NHu raised a query about the number of heats for the 1500m – IC confirmed that we are awaiting confirmation from Norfolk but it is likely to be 6 or 7 heats in total.</p>	
<p><b>b. Development Meet</b></p> <p>IC reported that he will be acting as Promoter in the absence of TM. It was also disappointing that the 9 year olds were unable to take part. The meet was taking place this weekend and everything was in place.</p>	
<p><b>c. Records</b></p> <p>As circulated. DW raised a query over the Male Senior 50m Freestyle records as times and date order did not correlate – this will be checked with the Records Officer (Corrected report provided). The remaining records were ratified.</p>	<p>IC</p>
<p><b>d. Team Managers</b></p> <p>As circulated. NT mentioned that they have lost around 20 swimmers for the competition on 7<sup>th</sup> July 2019 but will have a full team in place once the final few swimmers have confirmed.</p> <p>DG also mentioned slight difficulties in booking the hotel for National County Team Championships and that she will need to make payment upfront this time around.</p>	
<p><b>e. Trophies</b></p> <p>No report.</p>	
<p><b>f. Leagues</b></p> <p>As circulated. The Summer League licensed final had proved a success. SC reminded clubs that they must inform him of officials being used for the final as this is a requirement of the licensing conditions.</p>	



<p>In terms of the Winter League, IC will check that the options for the future of the league have been shared with all relevant personnel within the county.</p> <p>The League AGM will take place on 7<sup>th</sup> September 2019 at 11am, and the following items will be included –</p> <ul style="list-style-type: none"> <li>• WL – the future</li> <li>• SL – possible inclusion of more relays in the final</li> <li>• Consideration of fines / points deduction for clubs not providing required officials</li> </ul>	IC
<p><b>g. Disability</b></p> <p>As circulated. AB mentioned that Norfolk are running a Disability Meet on 6<sup>th</sup> July 2019, and that Special Olympic competition is planned for 27/6/20 at UEA.</p>	
<p><b>h. Masters</b></p> <p>Nothing to report.</p>	
<p><b>i. Open Water</b></p> <p>As circulated. ST mentioned that volunteers are required for the Regional / County Open Water Championships on 21<sup>st</sup> July 2019.</p> <p>ST also reported that she is hoping to arrange officials training as has 8 people interested in undertaking this training.</p>	
<p><b>j. Water Polo</b></p> <p>As circulated. CCa informed the meeting that 6 players from Suffolk are taking part in the inter-regional competition.</p>	
<p><b>k. Regional</b></p> <p>As circulated.</p>	
<p><b>l. Officials</b></p> <p>As circulated. There was a short discussion on succession planning for officials as a number of clubs are struggling to find officials. It was agreed to include volunteering as agenda item on Club Officers meeting due to held by the county in September.</p>	
<p><b>m. Website</b></p> <p>As circulated.</p>	
<p><b>n. County Funding Update</b></p> <p>IC reported that the majority of the funding pot had been allocated for this year – there was currently £1,870 still available for clubs.</p> <p>IC reminded clubs that the funding should be paid out by the end of the financial year on 30<sup>th</sup> September 2019.</p>	
<p><b>7. COUNTY CAMPS</b></p> <p>NT reported that the first two camps had gone well. The remaining camp was due to take place on Sunday 8<sup>th</sup> September 2019 at St Felix School, Southwold.</p>	



<p>IC reported that the county are looking to run a Safeguarding course and Time to Listen as part of this camp – he is waiting to hear back from the region about confirmation of Presenters.</p> <p>It was suggested that we consider running a Team Manager 1 or combined Team Manager course as well.</p>	
<p><b>8. COACHES FORUM</b></p> <p>No report.</p>	
<p><b>9. ANY OTHER BUSINESS</b></p> <p>IC reminded clubs that nominations for the regional awards needed to be submitted by 31<sup>st</sup> July 2019. The winners of the regional awards will go through to the national awards.</p> <p>IC mentioned that the county calendar has been in place for around 3 years now, but it possibly needs further consideration to ensure it is helping all clubs due to the ongoing changes to qualifying periods for national and regional competitions. It was felt that the calendar is beneficial to clubs, and so it will be included for discussion at the Club Officers meeting in September.</p> <p>IC also reported that the Secretary had received query from a club over destroying club files and documents, and if there is any guidance for this policy. There was a discussion around this item, and there was a consensus that 7 years was an appropriate length of time to keep records. Consideration needs to be given to GDPR, how the data is held, and if any specific reason to keep data for any longer.</p> <p>DeR asked if there had been any confirmation of the Regional dates for 2020. It was reported that these were due to have been released but the change in the bank holiday for early May had meant these needed to be adjusted and were waiting for them to be published.</p> <p>KW reported that a new pool for Hadleigh has been agreed, but the club wished to check that it would meet the requirements to run an Open Meet. IC stated that the county could support with unofficial advice, but he would share the contact details of the Facilities Team for Swim England.</p> <p>JD asked if the regional referee’s course originally planned for 14<sup>th</sup> September 2019 had been cancelled. SC believed that it would not be running.</p>	
<p><b>Dates of Next Meetings:</b></p> <p>Sat 7th September</p> <ul style="list-style-type: none"><li>• 11am – League AGM</li><li>• 12.30pm – Executive</li><li>• 2.30pm – Club Officers meeting – aimed at Chairs, Secretaries and Treasurers</li></ul> <p>Sat 30th November (AGM)</p>	