



ASA East Region
Minutes of the Management Board meeting
11th June 2017 – Kentford

Present	Mrs Joan Wheeler (JW)	Chairman
	Mr David Metcalf (DM)	Vice-Chairman and ASA Sport Governing Board Substitute Representative
	Elected Members	
	Mr Ian Mackenzie (IM)*	ASA Sport Governing Board Representative
	Mrs Gerry Metcalf (GM)	
	Mr Andy Morton (AM)	
	Mr Tom Baster (TB)	
	County Representatives	
	Mr Phil Pelling (PP)	Bedfordshire ASA
	Mr Ian Knight (IK)	Cambridgeshire ASA and East Region President
	Mr Paul Hayes (PH)	Essex ASA
	Mrs Sheila Mackenzie (SMM)*	Hertfordshire ASA
	Mr Chris Galer (CG)	Norfolk ASA
	Mr David Robinson (DR)	Suffolk ASA

Also present: Leanne Brace (LB), Regional Development Manager and Dennis Freeman-Wright, Head of Swim England Facilities Team.

17/20 Apologies for Absence and Introductions

17/20.1 Apologies for absence were received from Keith Belton (Finance Manager), Ian Cotton (Elected Board Member) and Stewart Murray (Norfolk County ASA Representative). JW welcomed Chris Galer (CG), attending as the substitute Norfolk County ASA Representative.
 (*Ian Mackenzie and Sheila Mackenzie were unable to attend, but joined the meeting electronically.)

17/21 Declarations of Conflict of Interest

17/21.1 Joan Wheeler, David Metcalf, Ian Mackenzie, Gerry Metcalf and Sheila Mackenzie declared Conflicts of Interests for agenda item 19.

17/22 Swim England Facilities Strategy

- 17/22.1 The Chairman welcomed Dennis Freeman-Wright, Swim England Facilities Team Lead to the meeting. Background papers including information on pools in the East Region, Drive Times Catchment for 50m pools in the East, and neighbouring regions and Facilities Planning Model (FPM) information for East Region had been circulated before the meeting.
- 17/22.2 Dennis gave a presentation on Facilities Planning and explained how Swim England endeavours to lead the industry by influencing the planning and design of new pools. He explained Swim England's strategic role in responding to the consultation on Strategic Aquatics Plans, produced by local authorities and also the partnership working with commercial pool providers.
- 17/22.3 Sport England Active Power Places survey showed that there were 651 pools in the East Region, of which three were long course pools (50m), and 159 short course pools (25m).
- 17/22.4 Of the 651, 340 pools counted towards the Facilities Planning Model used by Swim England. Although this showed a deficit of 2,310 m² water space, all regions were in deficit and some more so than East Region. There was no specific strategy for East Region, as these were drafted as and when demand required.
- 17/22.5 Dennis reported on current projects in East Region, or near its boundaries. He clarified that the pool planned to replace the Riverside Pool, in Chelmsford would be a 25m pool, but there were still discussions over the lack of facilities for diving. A new pool to replace the existing pool in Hornchurch would also be a 25m pool.
- 17/22.6 In the discussion that followed the presentation, Board members asked about spectator capacity. Dennis confirmed that this, and raised pool ends, were the two most contentious issues for pool design. He explained that given the total cost of seating, it was difficult to persuade local authorities to install extensive spectator seating if other neighbouring pools were able to accommodate competitions. Swim England tried to reach a compromise whereby additional room on poolside could accommodate temporary seating.
- 17/22.7 Other concerns included a lack of deep water facilities for both synchro and water polo and, more critically, suitable provision for diving.
- 17/22.8 Responding to a question about a loss of pools in the rural parts of Norfolk, Dennis agreed that this was a concern, however rural areas where, there was a sparse population, were vulnerable as there is a limited population base to support facilities. Given the limited capacity of the Facilities Team, Dennis suggested that the county association should seek to engage with local authorities.
- 17/22.9 Expanding on earlier comments about Ipswich, Dennis reported that, as this area was outside the 70 minute drive catchment for any 50 metre pool, the Facilities Team had identified Ipswich as a potential location for a future 50 metre pool. The Management Board strongly supported the proposal that the Facilities Team work on this potential project as the existing pool was considered to be inefficient and dated.
- 17/22.9 The Chairman thanked Dennis for attending the Board meeting, and for his useful and informative presentation. She asked to be kept informed over

developments with the potential Ipswich project.

17/23 Previous Minutes

17/23.1 The minutes of the meeting held on 5th March 2017 were confirmed as a correct record of the meeting.

17/24 Matters Arising

17/24.1 A report on Matters Arising had been circulated with the agenda. Actions were noted.

17/24.2 Referring to minute 17/17/1, SMM asked for an update on the Synchro Committee minutes of 1st October 2016. It was noted that the minutes of that meeting were now on the website.

17/25 Ratification of Items Agreed Since the Last Board Meeting

17/25.1 The meeting was reminded that, as agreed by the Board on 5th March, the Management Committee had met with the Water Polo Manager to discuss the proposals for a Grand Prix.

17/25.2 Details of that meeting had been circulated to the Board by email. The majority of Board members responded, all those who had responded agreed to the Management Committee's recommendation.

17/25.3 The Board formally confirmed its decision that the Water Polo budget be set at £5242, in comparison with the £7024 requested, in order to accommodate up to three tournaments.

17/26 Swim England Issues

17/26.1 Branding

17.26.1.1 The Board considered a request from Swim England that the Region adopt the new Swim England branding and trade under the name of Swim England East. A presentation, titled 'The New Brand' had been circulated with the agenda.

17.26.1.2 The Board discussed the possible advantages and disadvantages of adopting the new branding. Some members were reluctant to cease the use of the name ASA East Region and use of the e logo, others felt that the region should be more supportive of the national governing body.

17.26.1.3 After discussion, it was agreed that this issue be discussed further at the Board Meeting on 9 September 2017, and that a report be prepared including the potential cost implications of a change of identity.

17/26.2 Awards

17/26.2.1 The Board received a report on Awards. This included information on the Swim England 2017 Awards, including recommendations for categories of Regional Awards.

17/26.2.3 The Board agreed to make Regional Awards for the categories identified in the report.

17/26.2.4 The Board agreed that Regional awards should only be made where the nominee is a Swim England member.

17/26.2.5 The Chairman reminded Board Members that Silver Pins and the Jeff Cook Salver would be presented. Details of the ASA Harold Fern and A H Turner Awards had been circulated by emails, with proposals for nominations due by 30th June.

17/26.3 ASA Incorporation and Governance

17/26.3.1 Two updates on ASA Incorporation and Governance, circulated with the agenda, were noted. It was noted that the timescales for the nomination of four Member Nominated Directors were challenging.

17/27 Update on Appointments

17/27.1 The Chairman gave a verbal update on the appointments to regional posts.

17/27.2 It was noted that the post of Finance Administrator (part time) had been re-advertised.

17/27.3 An appointment had been made to the post of Regional Swimming Talent Officer, subject to references.

17/28 Report from the Regional Development Manager

17/28.1 A report from the Regional Development Manager, Leanne Brace, including information from the Regional Development Support Officer, Amy Bryant, had been circulated with the agenda. The report detailed the main activities since the last Board meeting in March.

17/28.2 Expanding on the report, Leanne Brace reported that the initiative to send an East Region Team to the Edinburgh International Competition was a great success. Athletes and coaches had all benefited from the experience.

17/28.3 The Coach Development Day had taken place on 10th June, and had been attended by 28 coaches from across the Region.

17/28.4 Leanne gave more information on club issues including the formation of an elite swimming squad in Hertfordshire and some difficulties being experienced by a disability swimming club.

17/29 Finance

17/29.1 Budget Updates

The Budget Updates for March, April and May had been circulated with the agenda, and were noted.

17/29.2 Request for Budget Variation Form

17/29.2.1 The Chairman introduced this item by reporting that, once the budget was set by the Management Board in March, there was currently no formal process to deal

with requests for budget variations, which were typically because of changing circumstances.

17/29.2.2 The Management Committee had recently been faced with the need to vary the Diving Budget to allow for some urgent and essential maintenance to the j pads, but had no formal process to consider this. As a result, the Management Committee had recommended the use of a Request for Variation of Budget Form, which had been circulated with the agenda.

17/29.2.3 The Management Board approved the introduction of the Request for Variation of Budget Form, for use by budget holders.

17/29.3 Delegated Powers to the Management Committee

17/29.3.1 Arising from the issue with the j pads, the Management Committee also recommended that it be given delegated powers to approve variations to the budget for new items, or additional costs, or up to £1000 during the financial year, where there is an urgent need.

17/29.3.2 The Management Board approved this recommendation.

17/30 Annual Report 2016/17

17/30.1 The draft Annual Report 2016/17 had been circulated with the agenda. The Chairman reported that this had, in the main, been drafted by Leanne Brace and Amy Bryant, and sent to managers and chairmen for approval.

17/30.2 It was agreed that, subject to some minor editing, the report be published.

17/31 Regional Strategy 2017/2021

17/31.1 The draft Regional Strategy had been circulated with the agenda.

17/31.2 The Chairman clarified that the Board were asked to comment on the draft, prior to consultation. After consultation with key stakeholders, the strategy would be amended in light of comments, and a final version be brought to the Board on 9th September.

17/31.3 The draft strategy was approved for consultation with counties, clubs, members and other relevant stakeholders.

17/32 Social Media and Website Administrator Policy

17/32.1 The Management Board received a draft Social Media and Website Administrator Policy.

17/32.2 Leanne Brace reported that the need for this had arisen from some issues regarding the use of Twitter. Subject to its approval by the Management Board, relevant staff and volunteers would be asked to sign the policy.

17/32.3 The Social Media and Website Administrator Policy was approved.

17/32.4 The Management Board discussed the potential difficulties that could arise from volunteers using their own IT equipment to post Twitter feeds on behalf of the Region. It was agreed that a basic tablet be brought for use at events across all disciplines.

- 17/32.5 The Chairman reported that, together with LB, she was drafting a pack for board and committee members. This would include a Register of Interests form and information about the use of social media. It was hoped that this would be available for September.

17/33 President's Report

- 17/33.1 A report was received from the President, Ian Knight. In this, Ian reported on his attendance at a range of events, across the region.
- 17/33.2 Ian reported that he had enjoyed the events and had been particularly impressed by the professionalism of volunteers at the recent Regional Long Course Swimming Championships.

17/34 Membership

17/34.1 Membership Report

17/34.1.1 A Membership Report was received from Chris Galer, Regional Membership Officer.

17/34.1.2 Chris updated the report by advising that an application for affiliation had been recently received from Broxbourne Borough Swim Squad. This had been referred to the relevant consultees.

17/34.2 Revised Policy for New Clubs

17/34.2.1 A proposed Revised Policy for New Clubs, drafted by the Chairman and the Regional Membership Officer, had been circulated with the agenda.

17/34.2.2 The Chairman clarified that the policy was also appropriate to clubs seeking a change of name and clubs whose membership had lapsed due to non payment of fees.

17/34.2.3 The meeting was advised that the current policy, drafted when the region was established, was out of date and referred to posts that no longer existed. The proposed policy, provided an appeals process that was independent of the original decision makers.

17/34.2.4 The Policy for New Clubs was approved for immediate use.

17/35 Report from the Regional Licensing Officer

- 17/35.1 A report, received from the Regional Licensing Officer (RLO), was noted.
- 17/35.2 The Chairman suggested that, given that the RLO also reports to the Swimming Committee, the Board should only receive annual reports on Licensing. It was noted that ASA Regulation 403.3 now allowed for reports to be made to Regional Management Boards or delegated authority.
- 17/35.3 The Board agreed that:
- i) The Swimming Committee be the delegated authority for receipt of RLO reports
 - ii) From 2018, the Annual Report includes a report from the RLO on the number of licences issued, or refused.

17/36

Sub Group Items

- 17/36.1 The Management Board received minutes from committees and sub-groups. In some instances the minutes were in draft format, pending approval at the subsequent meeting.
- 17/36.2 Management Committee
Minutes of Management Committee meetings held on 2nd March 2017, 30th March 2017, 6th April 2017 and 3rd May 2017 were included with the agenda. It was noted that the meeting planned for 1st June 2017 had been cancelled. Recommendations to the Management Board, included in the minutes, had been dealt with as agenda items.
- 17/36.3 Club Development Group
The minutes of the Club Development Group meeting held on 20th March 2017 were received and noted.
- 17/36.3 Disability Committee
The minutes of the Disability Committee held on 16th January 2017 were received and noted. It was agreed that it should be clarified that the strobes referred to in 17/13.2 were solely for use at regional events.
- 17/36.4 Diving Committee
There were no minutes available of the meeting held on 8th June 2017. Ian Mackenzie reported that it had been a positive meeting. There were no recommendations for the Management Board to consider.
- 17/36.5 Open Water Swimming Committee
The minutes of the Open Water Committee meeting held on 21st February 2017 were received and noted. Minutes of the meeting held on 21st May 2017 were not available. Board Members who had attended this meeting reported that the committee had dealt with arrangements for the forthcoming Open Water Championships.
- 17/36.6 Swimming Committee
The minutes of the Swimming Committee held on 22nd March 2017 were received and noted.
- 17/36.7 Synchronised Swimming Committee
The minutes of the meeting held on 13th May 2017 had not been received.
- 17/36.8 Water Polo Committee
The minutes of the Water Polo Committee meeting held on 31st May 2017 were received and noted. Andy Morton reported that it had been a very positive meeting, with a really useful discussion about the plans for a Grand Prix.
- 17/36.9 Swimming Officials Group
The minutes of the Swimming Officials Group meeting held on 7th May 2017 were received and noted.
- 17/36.10 The Chairman reported that the revised Terms of Reference referred to in both the Disability Committee minutes and the Swimming Officials Group minutes had been deferred pending a report on the Terms of Reference for all sub groups. It was anticipated that this report would be brought to the September Board meeting.

17/37

Appointments

17/37.1 Appointment of Chairman and Vice-Chairman

17/37.1.1 Joan Wheeler and David Metcalf left the meeting for discussion of the appointment of Chairman and Vice-Chairman.

17/37.1.2 Ian Knight presented a report prepared by Keith Belton, Finance Manager, concerning the nominations received for the posts of Chairman and Vice-Chairman.

17/37.1.3 After discussion of the report, it was agreed that Joan Wheeler be appointed as Chairman and David Metcalf be appointed as Vice-Chairman. Both appointments would be for the period 9th September 2017 to the ACM in September 2021.

17/37.2 Recommendation for the Election of the ASA Sport Governing Board Representative

17/37.2.1 Ian Mackenzie left the meeting for this item.

17/37.2.2 The Management Board agreed to recommend to the ACM that Ian Mackenzie be elected as ASA Sport Governing Board Representative for the period September 2017 to September 2021.

17/37.3 ASA Sport Governing Board Substitute Representative

17/37.3.1 The Chairman reported that the post of ASA Sport Governing Board Substitute Representative was also up for re-election.

17/37.3.2 In order that the Board could recommend election to the ACM, the post, currently held by David Metcalf, had been advertised on the website. Applications, which closed on 13th July, would be brought to the Board at its meeting on 17th July.

17/37.4 JW expressed concern that nominations were only received from the current post holders. The Board must consider how to engender interest in regional management, particularly as the posts of Chairman and Vice-Chairman are limited to two, four year, terms of office.

17/38

Arrangements for the ACM

17/38.1 The draft agenda for the ACM, to be held on 9th September 2017, had been circulated with the agenda.

17/38.2 It was noted that reference to 'Swim England' in items 16 and 20, should be changed to 'ASA'.

17/38.3 Subject to these changes, the agenda was approved.

17/39

Dates for Management Board meetings

17/39.1 A schedule of proposed dates for Management Board meetings had been circulated with the agenda.

17/39.2 It was agreed that, in addition to the dates already agreed for 17th July and 9th September 2017, the Management Board would meet on the following dates:

10 December 2017 (9.30 am to 1.00 pm)

18 March 2018 (9.30 am to 1.00 pm)

10 June 2018 (9.30 am to 1.00 pm)

16 July 2018 (conference call at 7 pm)

16 September 2018 (after ACM – 1.00 pm to 3.00 pm)

9 December 2018 (9.30 am to 1.00 pm)

17/39.3 It was noted that the Board meeting on 17th July 2017 would be a Conference Call starting at 7 pm. Details of the conference call arrangements would be circulated.