



Dorset County Amateur Swimming Association
(Affiliated to Swim England)

Minutes of the Annual General Meeting of the above Association
held at the DYA Hall, Lubbecke Way, Dorchester on 6 June 2024

Present

President	Mrs M Young	Inter-County Competitions Secretary	D Clark
Chairman	R Honeybun (PP)	Artistic Swimming Secretary	Mrs C Seall
County Secretary	Mrs D Gibbs	Officials Secretary	Mr S Podger
Treasurer	G Griffin (LP)	Officials T & D Secretary	Mrs T Roberts

Past Presidents Mrs J Beard, R Holman, Mrs N Honeybun, M Hoskins, L Jessop, A Smart, M Smith.

Clubs Represented Bere Regis, Bridport Barracudas, North Dorset, Poole, Swim Bournemouth, Wareham, West Dorset.

Current Life Presidents: G Griffin, A Mullins.

The Chairman welcomed all to the meeting.

23/26 Apologies for absence

C Gassmann, S Meter, Mrs G Nuttall, S Platts, D McWilliam, J Restorick, Mrs C Thompson, N Wickens, Ms G Wilcox, Ms K Yendole.

23/27 Presidential Business

The President thanked the Association for an enjoyable year and all volunteers for their continued support of our sports and clubs which made the activities of the Association possible.

23/28 Minutes of the Annual General Meeting 8 June 2023

It was agreed that the minutes of the Annual General Meeting held on 8 June 2023 be accepted as a true record.

Prop: M Hoskins

Sec: A Smart

Carried

23/28(a) **Matters Arising** – None

23/28(b) **Outstanding Actions** - None

23/29 Annual Reports*

- 23/29(a) County Secretary: Report as submitted and distributed. County Secretary advised membership was static. County Governance accreditation awarded to DCASA for 2024. DCASA Legal Advisor D McWilliam appointed to SE Judicial & Appeals Panel. The death of DCASA Life President Avis Niven and former DCASA Treasurer John Bolton were noted.
- 23/29(b) Welfare Officer: Nothing to report.
- 23/29(c) Rules Secretary: DCASA Constitution last updated at the 2023 ACM to reflect change of financial year. DCASA Policy & Procedure (By-Laws) similarly updated and can be viewed on the County website www.dorsetasa.org
- 23/29(d) Swimming Secretary: No report received. New County Records set since last ACM as follows: Snr LC Male 4, Jnr LC Male 1, Snr SC Male 8, Snr SC Female 5, Jnr SC Female 7. B Alldrick (Poole) selected as Head Coach by BS and SE for four international events, and J Hutchings (Poole) received her first international call-up as coach for the SE Junior team noted.
- 23/29(e) Inter-County Competitions Secretary: Report as submitted and distributed. Dorset promoted to Division 1 for 2024. Thanks recorded to D Clark for his efforts.
- 23/29(f) County Competitions Secretary: No report received.
- 23/29(g) Masters Secretary: Report as submitted and distributed. Dorset Masters successes at national / international Championships and new regional records noted.
- 23/29(h) Open Water Secretary: No report received (post vacant). No County Championships held in 2023; Dorset represented in the regional event.
- 23/29(i) Disabilities Officer: Report as submitted and distributed. Certificates of Achievement to be awarded to Zack Sturgess (BCS) for new BS LC/SC Records 1500m Freestyle (S10 Category) and first international selection at Junior level by the Home Nation. Certificate of Achievement to be awarded to Isabella Haynes (SB) for first international selection by English Schools.
- ACTION**
E23/01 DG
- 23/29(j) Diving Secretary: No activity.
- 23/29(k) Artistic Swimming Secretary: Report as submitted and distributed. Support from other SWR clubs needed so that DCASA swimmers can attend SWR Grade Days noted.
- 23/29(l) Water Polo Secretary: Report as submitted and distributed. The significant increase in development activity in the past year was welcomed; thanks to new WP Secretary recorded. Four DCASA players now involved in the National Talent Pathway programme, two of which (Anna Culpan and Harvey Mitchell, Bournemouth SC) were selected for the GB Group training squads.
- 23/29(m) Officials Secretary: Report as submitted and distributed. Recruitment for all DCASA Competitions successful. Mrs S Podger and Mrs T Roberts represented Dorset at the 2023 NCT Championships. S Meter attended the British Championships.
- 23/29(n) Officials Training & Development Co-ordinator: Report as submitted and distributed. Good response to efforts to recruit officials during past year. Mrs S Podger and Mrs T Roberts added to the list of Referee tutors for Dorset.
- 23/29(o) Hazard & Risk Assessment Officer: Post vacant. County Secretary advised that risk assessments for venues used for pool swimming events were in place and updated as required.
- 23/29(p) Volunteers Coordinator: No activity (post vacant).
The Chairman requested that all Annual Reports be accepted en bloc.
- Prop: Mrs J Beard Sec: L Jessop Carried

**A copy of the full reports is available from the County Administrator.*

23/30 Financial Report

- 23/30.1 The Chairman requested that the Financial Report and Annual Accounts as submitted by the Treasurer be accepted.
Prop: Mrs J Beard Sec: A Smart Carried

- 23/30.2 The Treasurer noted that the accounts as submitted were for nine months due to the change in the financial year and not directly comparable to previous years.

23/31 Development Report

- Report as submitted and distributed. The Chairman requested that the Development Report as submitted by Mrs D Gibbs be accepted.
Prop: A Smart Sec: Mrs J Beard Carried

MN1 ACTION
Poole Club Secretary asked whether f-to-f safeguarding courses were available/possible; some senior volunteers who many clubs depend on find online learning challenging. County Secretary to refer to SWR.

E23/02 DG

23/32**Motions**

Approved at the County Association Executive Meeting on 11 April 2024 and requiring ratification, as follows:

- 23/32(a) The post of County Hazard & Risk Assessment Advisor shall be deleted from the Constitution of Dorset County Amateur Swimming Association; Annex A, A1.2 County Officers and Elected Posts, clause A1.2.5 refers.
 Prop: Mrs D Gibbs Sec: DCASA Executive Carried
- 23/32(b) The Constitution of Dorset County Amateur Swimming Association shall be updated in line with the Swim England recommendations for County Governance accreditation, noting clauses to be amended as per Appendix 1: Definitions 1.1.10; Affiliation and Composition 3.3.4-3.3.5; The Council, Composition 8.1.1.10; The Executive, Composition 9.1.2.1; The Executive, Accountability 9.2.4.2-9.2.4.3; Acknowledgement 14-14.2.
 Prop: DCASA Executive Officers Sec: DCASA Executive Carried
- Prior to tabling Motion 23/32(c) the Chairman advised those present that the purpose of a Management Board was succession planning and essential to the future of the County Association; to provide opportunity to gain first-hand experience in delivering the responsibilities that are the remit of the County Association. He emphasised that recruiting younger people to a Management Board of the County Association was crucial.
- 23/32(c) To facilitate the continuance of County Business and succession planning, the Management of the County Association shall become the responsibility of the Dorset County ASA Management Board with immediate effect.
 Prop: A Smart Sec: DCASA Executive Carried
- MN2** *Prior to tabling Motions 23/32(d) onwards, the County Secretary recounted the history of the content and structure of the proposals as per recommendations of A Burt and T Woolley (Weymouth SC) by request of the County Association following the establishment of the South West Region in September 2006.*
- 23/32(d) Contingent upon motion 23/32(c) being carried, the Dorset County ASA Management Board shall comprise: the President, the Executive Officers, three members each of whom shall be elected by the Council, and the Association Representative to the Management Board of the Region.
 Prop: R Honeybun Prop: Mrs D Gibbs Carried
- 23/32(e) Contingent upon motions 23/32(c) and 23/32(d) being carried, the three members of the Association to be elected to the Management Board shall be:
- i One member from the approximate South/West of the County (Wareham, Bere Regis, West Dorset, Weymouth, Weyport Masters, Weymouth & Portland WPC, Bridport), plus one member from the approximate North/East (North Dorset, Blandford, Poole, Bournemouth SC, Swim Bournemouth, Seagulls, Bournemouth Collegiate), plus one other; **OR**
 - ii One member from the West of the County (West Dorset, Weymouth, Weyport Masters, Weymouth & Portland WPC, Bridport), plus one member from the approximate North/Centre (Wareham, Bere Regis, Poole, Blandford, North Dorset), plus one from the East (Bournemouth SC, Swim Bournemouth, Seagulls, Bournemouth Collegiate); **OR**
 - iii One from the Dorset Council authority area (North Dorset, Blandford, Bere Regis, Wareham, West Dorset, Weymouth, Weyport Masters, Weymouth & Portland WPC, Bridport), plus one from the BCP authority area (Poole, Bournemouth SC, Swim Bournemouth, Seagulls, Bournemouth Collegiate), plus one other.
- Prop: Mrs D Gibbs Sec: Mrs M Young 23/32(e)i For: 2
 23/32(e)ii For: 13 Carried
 23/32(e)iii For: 2
- 23/32(f) Contingent upon motion 23/32(c) being carried, the members of the Association to be elected to the Management Board shall remain in office until their successors are:

Diving Secretary	<i>Defunct post (no local activity)</i>	“
Artistic Swimming Secretary	Mrs C Seall (West Dorset)	“
Water Polo Secretary	G Mitchell (Bournemouth SC)	“
Disability Liaison Co-ordinator	Mrs D Sturgess (BCS)	“
Officials Secretary	Mrs S Podger (West Dorset)	“
Officials T & D Officer	Mrs T Roberts (West Dorset)	“
Asst Officials T & D Officer	Mrs S Podger (West Dorset)	“
Volunteers Co-ordinator	<i>No nomination</i>	“
Press Officer	<i>No nomination</i>	“
Trophy Administrator	N Wickens (DCASA)	“
Website Administrator	<i>No nomination</i>	“
Medical Officer	Dr A Savage (DCASA)	“
Legal Advisor	D McWilliam (Seagulls)	“
Auditor	A Mullins (Poole)	“
Prop: Mrs M Young	Sec: Mrs S Podger	Carried

MN7 *In the absence of a nomination for County Competitions Secretary Mrs D Gibbs to undertake that role.*

23/37 Election of County Regional Representatives 2024/25

The Chairman requested uncontested nominations for County Regional Representatives 2024/25 be accepted en bloc as follows:

Committee	Post/Name/Club	
SE SWR Annual Council (2)	DCASA Management Board appointment	
Management Board	Regional Director: A Smart (Poole)	
Para/Disabilities Committee	Mrs D Sturgess (BCS)	
Swimming Committee	County Rep: A Smart (Poole)	
Masters Committee	County Rep: Mrs D Gibbs (Swim Bournemouth)	
Swimming Officials Committee	County Rep: Mrs T Roberts (West Dorset)	
Open Water Committee	<i>No nomination</i>	
Synchro Swimming Committee	County Rep: Mrs C Seall (West Dorset)	
Water Polo Committee	G Mitchell (Bournemouth SC)	
Prop: L Jessop	Sec: Mrs S Podger	Carried

23/38 Election of DCASA Sub-Committees 2024/25

Committee	Name/Club	Nomination
Emergency Committee (3)	1: A Smart (Poole) 2: Mrs J Beard (Swim B'mouth) 3: <i>Vacant</i>	All DCASA
Prop: D Clark	Sec: Mrs S Podger	Carried
Rules Committee (3)	<i>No nominations – Principal Officers to undertake responsibility</i>	
Swimming Committee (3)	1: A Smart (Poole) 2: S Ray (West Dorset) 3: N Wickens (DCASA)	“ “ “
Prop: Mrs C Seall	Sec: M Hoskins	Carried

MN8 *(i) Dorset County ASA Constitution, Annex A, A2 Elected Committees: No election required for Diving, Artistic Swimming, Open Water and Water Polo Committees, those bodies to automatically comprise the DCASA discipline secretary and the club discipline secretary (or nominated person) of all affiliated clubs with the relevant aquatic discipline.*

(ii) Open Water Committee defunct; no nomination for discipline secretary. DCASA Swimming Technical Committee to assume responsibility for open water activity in interim.

23/39 Contingent on Motion 23/32(c) *et al* being agreed, three non-executive officers of the Dorset Management Board shall be elected.

The Chairman advised that three expressions of interest had been received from D Clark (Bridport Barracudas), S Ray (West Dorset) and Ms K Yendole (Poole). Additional expressions of interest were required to fulfil the conditions set by Motion 23/32(e)ii. The Chairman then accepted the following proposal from J Parkin, Chairman West Dorset SC.

- i The election of D Clark, S Ray and Ms K Yendole to the post of non-executive officers of the Dorset County ASA Management Board for a period of one year to facilitate the inauguration of the Board and to enable recruitment of officers in accordance with conditions of Motion 23/32(e)ii for consideration at the Annual Council Meeting 2025.

Prop: J Parkin

Sec: Mrs D Gibbs

Carried

23/39 **AOB**

The Chairman thanked Mrs D Gibbs for successfully achieving County Governance accreditation and in preparing the new Constitution of the County Association.

There being no further business the Chairman closed the meeting at 20.35.

MN9 *The first meeting of the newly formed Dorset County ASA Management Board took place immediately after the Annual Council Meeting. The purpose of the first meeting of the DCASA Management Board (MB) being to agree County Management policy and the structure and content of future meetings.*

Chairman: R Honeybun

Signed:

Dated: