## Meeting

## **Dorset County Amateur Swimming Association**

(Affiliated to Swim England and Swim England South West Ltd)

Minutes of the County Association Executive Meeting No 4 of 2022/2023 By Zoom – 6 April 2023

Present

President Elect Mrs M Young Inter County Competitions Secretary D Clark
County Administrator Mrs D Gibbs County Competitions Secretary S Platts
Treasurer G Griffin [LP] Synchronised Swimming Secretary Mrs C Seall
Trophies Administrator N Wickens

**Past Presidents** C Gassmann, M Hoskins, L Jessop, M Smith, A Smart, Mrs C Thompson.

Clubs Represented Bridport Barracudas, North Dorset Turbos, Poole, Swim Bournemouth, Wareham,

West Dorset.

Mrs D Gibbs undertook the role of Chairman in the absence of R Honeybun.

## 22/26 Apologies

Mrs J Beard, R Holman, R Honeybun, Mrs N Honeybun, Mrs G Nuttall, Dr A Savage, D McWilliam, Mrs J Tillyard.

#### 22/27 Minutes of the County Association Executive 16 February 2023

Agreed that the minutes of the County Association Executive Meeting on 16 February 2023 be accepted as a true record.

Prop: G Griffin Sec: Mrs C Thompson Carried

#### 22/27(a) Matters Arising - none

## 22/27(b) Outstanding Actions

E22/05 – Complete. E22/06 – Complete. E22/07 – Complete.

#### 22/28 Correspondence

- 1. Swim England: SE Safeguarding, Welfare and Disciplinary Procedures survey received and completed.
- 2. Swim England: Members to ensure OMS is updated to receive club resources.
- 3. Swim England SWR: Entry Conditions/entry form for SESWR Inter-County Water Polo Competition, 23-24 September at Millfield. Closing date 18 June 2023.

#### 22/29 Finance Report

- The DCASA account balances as of 27 February 2023 were as follows: Current £20,228.39;
   Deposit £79,819.61; Cash in Hand £150.00; Tornadoes SD SC £10,247.70; Total £110,445.70.
- Treasurer recommended a financial year of 1 January-31 December (currently 1 April-31 March) in accordance with the SE membership year and SWR development funding year with effect from 2024. Current date of June for ACM to be retained with financial update provided. Proposal to be presented for consideration at the 2023 ACM.

Prop: A Smart Sec: L Jessop Carried

**PMN:** Approval for DCASA Development Funding for the forthcoming financial year to be rescheduled from the February Executive to the October Executive.

#### 22/30 Welfare

Action DG Dr Ashley Savage appointed as DCASA Welfare Officer. Clubs to be advised and AS provided with

#### 22/31 Development

DCASA County Development Programme: The second camp of the 2022-23 Programme held 25
February via Zoom with a 'Mental Skills and Process Goals' workshop. The next pool-based camp
31 May at Talbot Heath School.

## Action GG E22/09

- Safeguarding: Effective 1 February 2023, Safeguarding workshops charged at a subsidised price
  of £10 per booking; £25 fee for non-attendance to be paid before candidates accepted on an
  alternative workshop. SwimMark credits cannot be used for payment. Cancellation three full
  working days prior to booked date. Forthcoming dates: May 22, 31; June 5, 8, 9, 17, 21; July –
  3 (all 18.00 start). Non-attendance fee to be queried with SWR.
- 3. Time to Listen: Limited to 12 per session. Forthcoming dates: 1 June (18.00 start); workshop full.
- 4. Team Manager Training: L1 dates: 24 April (19.00). L2 dates: 31 May (19.00 start). Candidates for L2 course must be 18+ years, have attended a L1 workshop shown on the Club's OMS system, have up-to-date DBS disclosure and approved in-date Safeguarding training shown on Club's OMS system, and be a member of Swim England.
- 5. From January 2024 only SE safeguarding courses will be accepted.

## 22/32 County Business

- 1. Pre-AGM Matters:
  - a. Those present were asked to agree en bloc nominations received for county posts and SWR roles (Appx 1 to these Minutes), noting remaining vacancies.

Prop: G Griffin

Sec: C Gassmann

Carried

Action DG E22/10 b. Recommendation submitted on behalf of the Chairman that the role of Vice-Chairman should be included as post of DCASA. General agreement that provision of a clause to appoint a substitute on the night would be appropriate.

Prop: A Smart Sec: G Griffin Carried

PMN:

No further action required. DCASA Constitution, Section 10. Standing Orders of the Association, clause 10.2: "The Chairman of a Meeting shall be the President of the Association. If he declines or is unable to act, or in his absence, the elected County Chairman shall act as Chairman. If he is also absent a Chairman shall be elected from the members present."

- County Governance: Reference to an "online portal to collate evidence for approval" infers a SwimMark/ Stronger Affiliation-like process is planned for CAs from 2024. DCASA has the procedure and policies already in place to comply. Volunteer Education Days may be required.
- 3. County archive: Archive of press cuttings 1989-2018 donated by R Guttridge. K Yendole to create a digital record for the DCASA website.

## Action GG E22/11

4. Secretarial/Administration hours: GG advised that a contract or formalised understanding of the role is still required. DG confirmed approximately one-third of the contracted 500 hours is spent on secretarial functions, one-third on STC matters not covered by the original Meet Manager agreement (2005) and general administration for the STC, and the remainder on Finance, Development, dealing with disciplines and clubs, trophies, rules, website and attending meetings. NW emphasised addressing the continuous excess hours should not again be deferred; hours to be reviewed asap. DG as Chair declared conflict of interest; matter to be agenda item June Executive.

## 22/33 County Reports

22/33(a)

Swimming

- The Inaugural Novice Trophy Gala took place 18 March at Littledown with seven club teams and one combined clubs team participating; winning club Weymouth with Poole runner-up. Trophies to be awarded at the Dorset Graded Meet. STC to review for 2024.
- 2. SE qualifying window for Summer Championships 10 March to 21 May 2023.

**Swimming** 

3. County Records: Ratification requested of two [2] new records as follows:

Snr F LC H Harris Back 50m 30.04 Plymouth Mar 2023

Jnr F LC H Harris Back 50m 30.04 Plymouth Mar 2023

Prop: N Wickens Sec: L Jessop Carried

22/33(b) Inter-County

Report as submitted. STC to appoint Head/Assistant coaches for the Dorset Team attending the National County Competition after Easter weekend.

PMN: S Woodward (BCS) appointed as Head Coach and Chris Neilson (Poole) appointed Asst Coach.

22/33(c)	County	West Dorset SC has agreed to provide the DCASA Risk Assessments for county competitions at Dorchester with the proviso that West Dorset is not liable if an
Action DG E22/12		incident occurs; DG to check with DCASA Legal Advisor.
PMN:	DCASA Legal Advisor confirms that blame for any incident would be according to the actual	
22/22/4)		rather than risk assessment itself.
22/33(d)	Masters	Entries close 12 May for Poole Masters Open Meet incorporating DCASA Masters Champs. Currently entries from 24 DCASA Masters, around half of Club Compete Masters in-county (total number of DCASA Masters 200).
22/33(e)	Disability	Mrs D Sturgess (BCS) co-opted as Dorset Disability Liaison and Dorset rep to SWR Para-Swim Cmt.
22/33(f)	Open Water	Entry requirements of SEQ L2 Coaching Open Water Swimming qualification effective 13 March 2023 are 18+ years with experience of OW swimming. Candidates must also hold one of the following: SEQ L2 Teaching Swimming (or ASA equivalent), STA L2 Award in Teaching Swimming, SE Assistant Swimming Coach, SE Swimming Coach Certificate, ASA L2 Certificate in Coaching Swimming, 1st 4sport L2 Certificate in Coaching Triathlon, or RLSS Pool to Pond award.
22/33(g)	Diving	No local activity.
22/33(h)	Synchro	Report as submitted.
22/33(i)	Water Polo	Nothing to report.
22/33(j)	Officials	Report as submitted.
22/33(k)	Officials T&D	Report as submitted.
22/33(I)	Volunteers	No report / no secretary.
22/33(m)	Rules	County Teams Selection Policy for disciplines other than pool swimming and Masters: "A team selection day or meeting at which representatives of all clubs participating in that discipline must be present shall be held for the purpose of County Team selection; a team selection day or team selection meeting shall be organised by the relevant DCASA discipline secretary."
	Prop: A Smart	Sec: C Seall Carried
22/34	SW Region Reports	
22/34 22/24(a)	Management Dr B Armstrong (Gloucester) is the incoming SWR President with Board	
22/24(u)	Wanagement	appointment of Mrs J Beard as Vice President.
22/24(b)	Swimming	Due to King's Coronation, date of SWR Age Groups changed to 13/14 May.
22/24(c)	Masters	Counties to be required to submit electronic entry file for Masters Inter-County
		Competitions.
22/24(d)	Open Water	No report/no SWR rep.
22/24(e)	Diving	No report.
22/24(f)	Synchro	Nothing to report.
22/24(g)	Water Polo	Nothing to report.
22/24(h)	Officials	World Aquatics Rules update 2023-25 being delivered to all SWR licensed officials and J1 trainees in practical phase; 94%+ of DCASA officials attended. Invitations open for licensed officials to officiate at SWR events via Signup software.

# 22/35 Any Other Business - None

There being no further business the Secretary closed the meeting at 21.02.

Date of next meeting: 8 June 2023

Venue DYA Hall, Lubbecke Way, Dorchester DT1 1QL

**Start** To follow ACM starting at 19.00