

Meeting
Dorset County Amateur Swimming Association
(Affiliated to Swim England and Swim England South West Ltd)

Minutes of the County Association Executive Meeting No 1 of 2022/2023
At the DYA Hall, Lubbecke Way, Dorchester 9 June 2022

Present

President	Mrs G Nuttall	County Competitions Secretary	S Platts
Chairman	R Honeybun	Synchronised Swimming Secretary	Mrs C Seall
County Administrator	Mrs D Gibbs		
Treasurer	G Griffin		

Past Presidents

Mrs J Francis, C Gassmann, R Holman, M Hoskins, S Meter, A Mullins (LP), A Smart, M Smith, Mrs C Thompson, Ms G Wilcox.

Clubs Represented

Bere Regis, Bridport Barracudas, North Dorset Turbos, Poole, Seagulls, Swim Bournemouth, Wareham, West Dorset, and Weymouth.

22/01	Apologies	
	Mrs J Beard, R Brocklehurst, Mrs N Honeybun, Mrs A Niven, Mrs T Roberts, N Wickens.	
22/02	Minutes of the County Association Executive 7 April 2022	
	Agreed that the minutes of the County Association Executive Meeting on 7 April 2022 be accepted as a true record.	
	Prop: L Jessop	Sec: S Platts Carried
22/03	Correspondence - None	
22/04	County Business	
22/04(a)	Swim England	
	Swim England review of the role of County Associations; survey issued. Expected outcome is a Recommended Format for County Association Constitutions.	
22/04(b)	Welfare	
	Noted that the County Association continues to be without a dedicated DCASA Welfare Officer and anticipated that Swim England may make WO post mandatory for CAs.	
22/04(c)	2022/23 Development Plan	
	Swimming	(i) Age Groups programme in accordance with England Programmes County Pathway for the development of 11-years age group and L1/L2 club coaches offering three camps for 24 swimmers and four skills coaches. Self-funding (dependent on administrator being appointed). (ii) DNSL programme as initial step of the County Pathway; funding £500 (dependent on League organiser being appointed). (iii) National Team County Competition; funding £4k (dependent on Team Manager being appointed).
	Masters	Funding £250 conditional on receipt and agreement of proposal for inclusive development activity.
	Disability	(i) Provide integrated format for all County competitions and encourage/facilitate participation of disability/para-swimmers of all levels of ability. (ii) Provide support to SWR programme where required.
	Open Water	Funding £350 conditional on receipt and agreement of proposal for inclusive development activity or coach development.
	Synchronised Swimming	(i) Two swimmer development days offering Synchro/diving/ gymnastics/ Zumba and taster sessions for recruitment with target number of 30 swimmers attending.

		(ii) Attendance at County and Regional development days for officials, coaches, and skills assessors. (iii) Funding £350; swimmer contribution tba by DCASA.																																										
	Water Polo	Funding £350 conditional on receipt and agreement of proposal for inclusive development activity or coach development.																																										
	Officials	Funding £350 conditional on receipt and agreement of proposal for officials development.																																										
	Teacher & Coach	(i) Provide support to SWR programme, initiate in-county courses for all disciplines and provide funding to support in-county activity where appropriate. (ii) Award bursaries in accordance with specified conditions for teacher/coach development.																																										
	Rules	To assist and progress all affiliated club constitutions (14) to become compliant to the Swim England recommended format January 2022.																																										
	Other	Promote development activities currently managed by SWR as follows: Club Development, Safeguarding & TTL, Team Manager training, Young Volunteers.																																										
MN:	Stated funding may be reviewed by application of the appropriate Discipline Secretary or activity organiser to the Executive Officers.																																											
	Prop: A Smart	Sec: S Platts																																										
		Carried																																										
22/04(d)	County Administration																																											
	Original agreement for County Secretary role reviewed and compared to current workload resulting in significant additional hours to contracted hours; for future reference details recorded and held on file as Appx 1 to the minutes of this meeting. Chairman noted that in the absence of volunteer(s) for extraneous roles/tasks those roles/task would no longer transpire. Thanks recorded to Mrs D Gibbs for services.																																											
22/04(e)	Competitions Management																																											
	Original agreement for Competitions Management reviewed and compared to current workload resulting in significant increase in expected responsibilities; for future reference details recorded and held on file as Appx 2 to the minutes of this meeting. Acceptable limit of the roles/tasks the Competitions Managers will undertake specified to STC. Chairman noted that in the absence of volunteer(s) for tasks extraneous to the original agreement those tasks would not be undertaken.																																											
22/04(f)	County Records																																											
	Ratification requested for four [4] County Records as follows:																																											
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22/04(g)	National County Team Organiser																																											
	22/04(g).1	David Clark (Bridport Barracudas) co-opted as National County Team Organiser for 2023 competition.																																										
	Prop: R Honeybun	Sec: L Jessop																																										
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	22/04(g).2	STC to review viability of entering the 2022 Competition.																																										
	Prop: A Smart	Sec: S Platts																																										
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22/04(h)	2022 Open Water Championships																																											
Action: E22/01 DG	SWR 2022 OW Champs scheduled 2 July at Cotswold Water Park in conjunction with Midlands Region; straw poll of DCASA OW clubs indicate a very small uptake. Recommended that DCASA does not participate in 2022 event and SWR to be advised. Trophies may be awarded retrospectively for significant performance only.																																											
	Prop: G Griffin	Sec: A Mullins																																										
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22/04(i)	Licensing of Club Open Meets		
	Advice requested from RLO regarding authority and responsibilities of CA for agreeing licensed meet applications by its clubs prior to submission of application to the RLO, and implications for the County calendar; for future reference transcript of email recorded and held on file as Appx 3 to the minutes of this meeting. Consensus meets allocation should be equitable and not compromise the County Competition programme. In accordance with Wilts ASA precedent, a cap of three applications for L1-L3 meets per club to be applied with a proviso a fourth may be considered only if deemed in the interests of the County as a whole by the appointed Dorset Meet Licensing Officer; appropriate scheduling to be reviewed and applied. To be formalised as a By-Law of the Association; clause tbc.		
	Prop: A Smart	Sec: S Platts	Carried
PMN:	Notes from telecon with RLO 12 June 2022:		
	<ul style="list-style-type: none"> • RLO recommended that the decision of apply three meet applications per club ruling in Dorset should be included in our By-Laws to obviate future problems. • DCASA had the authority to set appropriate regulations to protect the viability of the Development Competition in terms of availability of officials as well as swimmers entries. • Scheduling of meet dates and spacing of meets to be determined by DCASA. • A club running multiple meets can be asked to relinquish a date deemed essential to the CA or another club unable to obtain an alternative date if required. • Club members have a right to be provided with details of CA's County Competition programme and to participate if they so wish. • County Competition information should be circulated to / must not be withheld from a club's membership on the grounds that the club has not included the County Competition on its competition calendar. 		
22/05	Any Other Business - None		
	There being no further business the President closed the meeting at 9.25pm.		
	Date of next meeting:	tbc	
	Venue	Zoom	
	Start	19.30	
APPENDIX 1: COUNTY ADMINISTRATION			
SECRETARIAL: <i>Original job specification prepared by J Bolton and dated October 2006 (copy held by DG). This is largely unchanged and remains relevant to the current operation of the Association.</i>			
<ol style="list-style-type: none"> 1. Provide a central point of contact for the Association for all affiliated and external organisations and to act as a representative for the Association at any external meetings the County Secretary is requested to attend. 2. Carry out administrative duties promptly and in a manner consistent with the rules of the Association. 3. Receive and process correspondence of the Association from both internal and external sources and issue briefings to County post holders or sub-committees and affiliated clubs as appropriate. 4. Maintain a record of the dealings of the Association relating to all administrative matters, communications, and enquiries. 5. Retain copies of insurance certificates of the Association and the Association's Accident & Incident log 6. Liaise with County President, Chairman, County Officers, secretaries of County sub-committees and County post holders to ensure that all appropriate administration is in place. 7. Have knowledge and understanding of the roles and responsibilities of County post holders and to forward relevant matters to the appropriate person or sub-group as necessary. 8. Liaise with affiliated clubs and organisations, key personnel of the ASA, ASASWR and committee secretaries, ASA membership services and representatives of Active Dorset, Sport England, County Sports Partnerships, and the Dorset County Swimming Co-ordinator. 9. Promote and publicise the activities of the Association and encourage and facilitate effective communication with affiliated bodies, partnerships, service providers and suppliers via post, email, and newsletter. 10. Maintain a current list of the Association's affiliated clubs, organisations, and leagues and in particular contact details of secretaries, treasurers, and welfare officers and to advise County and the ASASWR of changes as appropriate. 11. Organise an annual meetings schedule for the Association and liaise with secretaries of County sub-committees to confirm dates of sub-committee meetings. 12. Book and confirm with relevant parties the venue for meetings of the Association or sub-committees as requested, organise refreshments and hire any additional facilities as required in accordance with a budget agreed by the County Treasurer. 13. Ensure that all County sub-committee secretaries and relevant post holders submit reports in time for submission to the next appropriate Executive Committee meeting. 14. Organise Executive Committee meetings of the Association, prepare, duplicate, and circulate agenda, sub-committee reports and any accompanying documents to affiliated clubs and each member of the Executive Committee by mail or email and on the Association website as appropriate. 15. Attend and take minutes of Executive Committee meetings of the Association, produce an accurate report of the 			

proceedings, noting all decisions taken and actions to be implemented, and subsequently publish, duplicate, and distribute all items not classified as confidential to affiliated clubs and each member of the Executive Committee by mail or email and on the Association website as appropriate.

16. In matters considered prejudicial to the Association or individuals if published, to maintain confidentiality of said minutes but ensure that a record of the proceedings is maintained.

17. Where key decisions made at an Executive Meeting are of a time-sensitive nature, to issue prompt briefings to affiliated clubs or other interested parties.

18. Prior to an Annual General Meeting or Extraordinary General Meeting, and in accordance with the timescales specified by the rules of the Association, to receive resolutions proposed together with nominations for the election of officers.

19. Give notice of an Annual General Meeting or Extraordinary General Meeting in accordance with timescales specified by the rules of the Association, prepare, duplicate, and circulate agenda, reports, and any accompanying documents, and to advise all parties of the voting rights applicable to that meeting.

20. Implement a secret ballot and to issue ballot papers to those eligible to vote when required.

21. Advise the President on the appointment of tellers whose role will be to count votes where there is a show of hands, or a secret ballot taken.

22. Attend and take minutes of an Annual General Meeting or Extraordinary General Meeting, produce an accurate report of the proceedings, noting all decisions taken and actions to be implemented, and subsequently publish, duplicate, and distribute all items not classified as confidential to affiliated clubs and each member of the Executive Committee by mail or email as appropriate.

23. Advise the Chairman and membership at meetings of the Association about constitutional procedures.

24. Maintain a record of all Executive Committee meetings, Annual General Meetings and Extraordinary General Meetings, and keep a copy signed by the Chairman of the meeting of all approved and published minutes.

25. Ensure that at Executive Committee meetings, Annual General Meetings and Extraordinary General Meetings, only those persons entitled to vote according to the rules of the Association do so.

26. In addition, County meetings as specified in clauses 15 and 22 above, to attend as a representative of the Association any meetings called by the South West Region that mandate attendance by the Association Secretary.

Note: The secretarial role of County Associations has evolved to now include 'best practice' tasks such as GDPR etc.

ADMINISTRATION: *Tasks originally undertaken by other individuals and for which there is no current volunteer.*

1. Development Programme Administration

- Attend and produce/distribute minutes of Development Programme meetings.
- Assist in appointing and briefing team managers and team staff for all development events.
- Collaborate with appointed team staff in costing proposed programme(s) and advise the Development Officer/DCASA.
- Assist team staff in booking venues, hire additional resources and organise catering in accordance with the agreed budget.
- Organise, agree fee for, and confirm participation of external bodies where appropriate.
- Contact clubs/swimmers with details of the activity programme and where relevant those selected, and chase for confirmation of acceptance.
- Distribute funding applications/health forms and chase for return of said paperwork prior to activity taking place.
- Produce participation/team sheets for each activity and duplicate/distribute, together with health forms, to coaches/team managers and tutors where relevant.

Note: This has primarily been for Age Group Development but has also included Masters' and OW activity in the past. With no current DCASA Development Officer, that role has also been undertaken. Current relevant activity: England Programmes and Young Volunteers, the latter currently run by SWR.

2. Education administration

- Agree courses with relevant authorities, determine budgets and recruit tutors.
- Advertise County-run courses to affiliated clubs, respond to queries, take bookings for candidates and record/bank payments made.
- Organise and confirm course venues and refreshments.
- Produce attendance sheets for the course tutor and any resource materials required.

Note: Previously primarily safeguarding and team manager courses, currently undertaken by SWR, but education administration still required to facilitate teacher/coach courses within the County.

3. County Achievement Recorder

- Receive, verify, and progress the ratification of all claims for County Records.
- Maintain files for County Records, update monthly and publish on the DCASA website.
- Maintain files of CBTs for DCASA competitions, update annually and publish on the DCASA website.
- Produce performance certificates in recognition of outstanding achievements and ratified County Records.

4. Rules Committee administration

- Liaise with Rules Committee members regarding club constitutions submitted for review, and any County constitutional and rules issues
- Organise Rules meetings, prepare/circulate agenda, and any accompanying documents to members of the committee.
- Attend and take minutes of Rules meetings, initiate actions to be implemented, and publish/distribute items not classified as confidential as appropriate.

Note: Rules Committee defunct, so role largely undertaken in liaison with Executive Officers.

5. Swimming Committee administration

- Organise STC meetings, prepare/circulate agenda, and any accompanying documents to each member of the committee.
- Attend and record/distribute minutes of STC meetings, and initiate actions for decisions taken.

Note: In addition to general tasks required for the STC, there is a range of competition specific tasks undertaken on behalf of the STC listed under Event Management that were never part of the original agreement for that role.

6. Finance administration

- Record receipts and make/record payments on behalf of DCASA and submit monthly accounts to the Treasurer.
- Source and liaise with suppliers.
- Maintain records of capital assets and stock.
- Undertake annual valuation review of stock.
- Liaise with all discipline secretaries for annual medal/awards requirements and order stock as required.

7. Website

Publish news reports and update information/records/results and liaise with website maintenance.

8. Special Projects

Periodically the Secretary may be asked but should not be expected to undertake other duties for a one-off project such as applying for Sport England Funding, while other projects such as producing a Policy & Procedures document or undertaking an Information Audit etc could be expected to be the remit of the Secretary.

APPENDIX 2: COMPETITIONS MANAGEMENT

BACKGROUND: *The original competition management specification was tendered to/accepted by Bournemouth Dolphins SC for the 2006 County Championships. Following the BDSC committee's withdrawal of agreement, the role was undertaken by Mrs D Gibbs and Mrs S O'Brien (no file copy of the original spec available). The competition management specification tendered to Mrs D Gibbs by J Bolton in November 2006 for the 2007 County Championships differed substantially from the original agreed specification and acceptance was refused by Mrs D Gibbs (copy held by DG highlighting discrepancies). The issues arising from the 2006 spec were never addressed, and competition management progressed as per the original agreement, the tasks added to the original agreement being undertaken on an arbitrary basis by J Bolton and/or other members of the STC/DCASA Executive.*

ORIGINAL SPECIFICATION:

1. Take receipt from the STC of the agreed and complete entry conditions and programme of events for DCASA County Championships, promote and issue details of the event to County affiliated clubs.
2. Set up the programme in CORGI, add/accept entries, and plan general event timing in accordance with pool hire and any relevant competition regulations.
3. Prepare a schedule of accepted/rejected entries.
4. Print entry cards*, provide advice of accepted entries to clubs as appropriate and deal with any queries.
5. Produce the master programme and start sheets and organise an adequate supply of printed copies.
6. Take receipt from the STC of the agreed and complete warm-up protocol and compile/produce coaches' packs and poolside badges.
7. Supply entry cheques* to the County Treasurer for banking.
8. Obtain and distribute refund payments from the County Treasurer to Clubs.
9. Organise enough recorders for each session, deliver the competition programme on the day and organise computerised results service.
10. Mark out areas for each club on poolside before warm-up.
11. Ensure timing equipment is in place and gala set up complete with lead referee before the start of each day.
12. Ensure card posting boxes are open* and closed as appropriate at publicised times.
13. Ensure adequate stationery is available.
14. Liaise with STC and Volunteers Co-ordinator as to which host clubs have been appointed and that they have covered all roles.
15. Be present throughout the event and ensure all protests are handled by the lead referee/jury of appeal.
16. Publish results in spectator and poolside areas throughout the event and compile BAGPOINTS from swims as appropriate.
17. Issue copies of results to Clubs, the ASA and DCASA Press Secretary.

*Superseded

CURRENT COMPETITION REQUIREMENTS:

- 1 Produce entry conditions and programme of events, reviewing/updating rules, and entry times as necessary.
- 2 Apply for licensing.
- 3 Book venues, agree contracts and provide venues with insurances, event set-up requirements and risk assessments.
- 4 Organise catering and additional catering provisions (Littledown).
- 5 Organise catering and additional catering provisions (Dorchester).
- 6 Order awards and maintain stock records.
- 7 Organise and agree contracts with external suppliers and concessions.

- 8 Appoint and manage host club volunteers for all venues/sessions.
- 9 Produce warmup protocols for all sessions.
- 10 Receive/record all monies from entries, door entry and sale of goods, bank cash, and provide cash float.
- 11 Provide entry reconciliations to clubs and pay refunds.
- 12 Provide information for, organise, and oversee presentations.
- 13 Undertake the role of Trophy Controller.
- 14 Session attendance registers required by Lead Referee.
- 15 Detailed heat timing schedules required by Lead Referee.
- 16 New or other tasks not listed in the original agreement specification.

APPENDIX 3: LICENSING OF CLUB OPEN MEETS

Email from SWR Licensing Officer Lesley Leffers, dated Thursday 9 June (13.00)

Good Morning Di

Further to our conversation I would like to confirm where the County stands on the allocation of Open Meets and the ranking order of meet allowances. With regard to allocation based on country wide competition. Allocation of dates follows the below in ranked order.

- 1) British & National Competition
- 2) Regional Competition
- 3) County Competition
- 4) Club Competition

A County has a right to disallow any meet within their County that they feel may impede on, or interfere with, the attendance of both swimmers or officials into County run events.

Clubs should not encourage or insist that their members do not enter County Competitions in order to benefit their own events. All swimmers have a right to choose what meets they enter and any forcible attempt by a club to stop members of the Dorset Clubs to enter County Competitions should be reported to the County Executive.

With regard to Club allocation of open meets. This was discussed at the Swimming Committee (Andy was at the meeting) and although many of us wanted to limit clubs to a maximum of three L3 - L1 events per year it was decided to leave this to individual Counties to decide.

One thing that was agreed was that no one club should be given priority or benefit, above others. We all felt that must be enforced by all Counties, but we allow them to set their own rules and guidelines.

Counties should set ALL of their dates for the year, then clubs can apply to the County Coordinator for dates they would like. No dates for the coming year should be accepted until the County has set their dates.

If however a County needs to change a date they have every right to withdraw the date from a club should they feel it necessary. You could only do this prior to entries having been accepted by the Club Promoter.

As an example - Wiltshire have chosen to limit clubs to three per year to ensure all clubs get a fair opportunity to raise funds for the club and offer a variety of levels of meet.

Hope this helps

Lesley
 SWR RLO
 Mob: 07707 470 100