

West Midland

Swimming

Committee	Regional Management Board
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Venue	Royal Wolverhampton School Swimming Centre
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Time and Date	9.00 am Saturday 26th September 2009
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Present:	Mrs J Childs (President)	Mr P Wells (Chair)
Mrs M Fox	Mr F A Green	Mrs E Hindson
Mr P W Holmes	Mr J E Russell	Mr B Simkins
Mrs E Sykes	Ms H Edstrom	Mr A Bartlett
Mrs K Gibson		

In Attendance:	Mrs L Hill (Regional Director)	Mr M W Beard (Finance Officer)
Mrs N Mathers (Regional Projects Officer)		

Apologies:	Mr J Wilkes (F A Green to represent Warwickshire County)	Stuart Highfield (Mrs K Gibson as substitute for Shropshire County)
Nik Turnbull (Senior County Swimming Co-ordinator)		

Minute	Agenda Item	Details	Action
	Welcome	The Chair welcomed members to the meeting and advised that a report from Mr Holmes regarding matter arising from minute 09/33.04 would be brought forward on the agenda as Mr Holmes had other commitments and would be leaving the meeting as soon as the report was delivered.	
09/42.00	Minutes of 18th July 2009	Minutes approved	
09/43.01	Matters arising from minutes of 18th July 2008 <i>Minute 09/33.04</i>	<p>A written report was circulated in advance supported by a verbal explanation to the Management Board.</p> <p>The closure of a facility within Dudley MBC had seriously impacted on the activities of two local clubs, Coseley and Brierley Hill SCs, putting the future of both at risk. Communication between the Local Authority and the Clubs had deteriorated to an untenable situation and resulted in complaints from all parties regarding the nature and the content of discussions and correspondence.</p> <p>Following meetings with the Swimming Clubs and the Local Authority, Mr Holmes advised the Board that although incensed, correspondence to the Local Authority could not be considered as cause for bringing the sport into disrepute and</p>	

		<p>the Local Authority officers have acted within the parameters of their duties. Mr Holmes had provided his services as mediator to bring matters to a conclusion but it was agreed that the relationship between Clubs and Local Authorities cannot become a Regional responsibility. All local tax payers have the option to raise their concerns in the correct manner.</p> <p>Mr Holmes will facilitate meetings with clear objectives to bring the parties together to find a satisfactory solution.</p> <p>If the clubs' difficulties continue, they may apply to suspend their current affiliation status from April 2010.</p> <p>The Regional Director confirmed that the relationship between Dudley MBC and West Midland Swimming remains very positive but she will contact Chief Officers on behalf of the Region.</p> <p>The Chair thanked Mr Holmes for his assistance.</p>	<p>PWH</p> <p>RD</p>
09/43.02	<i>Minute 09/32.04 Outstanding Constitutions</i>	Only one constitution outstanding – Worlds End SC. Alan Bartlett will follow up and assist where required.	AB
09/43.03	<i>Minute 09/32.05 Medical Classifier</i>	The position has been advertised without success. The Regional Director was disappointed that no responses were received. It was suggested that Medical Schools and Masters swimmers are targeted.	Regional Office
09/43.04	<i>Minute 09/32.07 CSP Director nomination</i>	RD advised that no agreement is in place but this should be settled by the next RMB meeting	
09/43.05	<i>Minute 09/32.11 CSW swimmer pathways</i>	To be actioned	RD/TG
09/43.06	<i>Minute 09/34.03 Swimming Committee Structure</i>	Still under discussion.	RD/ES
09/43.07	<i>Minute 09/34.04 Swimshop income</i>	Finance Officer unable to obtain details retrospectively but will ensure this is available for next year's events.	MWB
09/43.08	<i>Minute 09/36.01 CSC Work programmes</i>	The Regional Director is meeting with senior CSC to review this.	RD/NT
09/43.09	<i>Minute 09/38.00 Licence fee payments</i>	Agenda item	
09/43.10	<i>Minute 09/39.00 ASA Conference Delegates</i>	<p>Warwickshire – 4 (2 under 30) Staffordshire – 3 (1 under 30) Shropshire – 1 possible Worcester - 0</p> <p>Members were concerned about the format of the conference</p>	

		and the scheduled time allocation. The Regional Director confirmed that the Working Group had consistently aired concerns but it was considered that the full day's events were appropriate and acceptable. Anticipated attendance is low, is now open to everyone and is being actively promoted.																													
09/44.00	Code of Conduct and Register of Interests	All Board members are required to complete a Code of Conduct and Register of Interests form each year and return to ASA or Regional Office.	Board members																												
09/45.00	Appointments <i>(rule 16.4.2.8)</i>	The following appointments were agreed :-																													
09/45.01	Swimming Events Management Administrator	Mavis Fox																													
09/45.02	Swimming Officials Co-ordinator	Stuart Highfield																													
09/45.03	Licensing Officer	John Russell																													
09/45.04	Records Officer	David Corbett																													
09/45.05	Equity and Diversity	Trixie Pulsford																													
09/45.06	Rep to Disability Committee	Sarah Brown																													
09/45.07	Welfare Officer	Trixie Pulsford																													
09/46.00	Standing committees																														
09/46.01	Swimming Committee	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Committee Secretary</td> <td style="width: 50%;">Liz Sykes</td> </tr> <tr> <td>Swimming Events Management Administrator</td> <td>Mavis Fox</td> </tr> <tr> <td>Swimming Officials Co-ordinator</td> <td>Stuart Highfield</td> </tr> <tr> <td>Licensing Officer</td> <td>John Russell</td> </tr> <tr> <td>BSCTA representatives</td> <td>TBA</td> </tr> <tr> <td>Member</td> <td>Simon Sinclair</td> </tr> <tr> <td>County representatives</td> <td></td> </tr> <tr> <td>Warwickshire</td> <td>Jeff Wilkes</td> </tr> <tr> <td>Staffordshire</td> <td>Sheila Mcleod</td> </tr> <tr> <td></td> <td>Ian Lamb</td> </tr> <tr> <td>Shropshire</td> <td>Stuart Highfield</td> </tr> <tr> <td></td> <td>Kath Gibson</td> </tr> <tr> <td>Worcester County</td> <td>Nicky Lowe</td> </tr> <tr> <td></td> <td>Viv Hewitt</td> </tr> </table>	Committee Secretary	Liz Sykes	Swimming Events Management Administrator	Mavis Fox	Swimming Officials Co-ordinator	Stuart Highfield	Licensing Officer	John Russell	BSCTA representatives	TBA	Member	Simon Sinclair	County representatives		Warwickshire	Jeff Wilkes	Staffordshire	Sheila Mcleod		Ian Lamb	Shropshire	Stuart Highfield		Kath Gibson	Worcester County	Nicky Lowe		Viv Hewitt	Approved
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09/46.02	Masters Committee	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Committee secretary</td> <td style="width: 50%;">Jodi Fereday</td> </tr> <tr> <td>Members</td> <td>Tony Ward</td> </tr> <tr> <td></td> <td>Trevor Clark</td> </tr> <tr> <td></td> <td>John Russell</td> </tr> <tr> <td></td> <td>Dave Fereday</td> </tr> <tr> <td></td> <td>Kate Chase</td> </tr> </table>	Committee secretary	Jodi Fereday	Members	Tony Ward		Trevor Clark		John Russell		Dave Fereday		Kate Chase	Approved																
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09/46.03	Open Water	Committee Secretary Members	Jean Childs To be identified	Approved
09/46.04	Water Polo	Committee Secretary Members	Undertaken by RO Pauline Stanley Geoff Kirkham David Geiss Bobby Owen Mike Jukes	Approved
09/46.05	Synchronised Swimming	Committee Secretary Members	Alex Smith Linda Peake Amy Baker Gill Campbell Nikki Smith Hannah Dudley	Approved
09/46.06	Swim21 Panel	Chair Members	Tony Green Malcolm Oates Jean Childs Sheila McLeod Ian Lamb Jeff Wilkes Alan Bartlett	Approved
09/46.07	Rules Committee	Secretary Members	Roger Hargreaves Alan Bartlett Liz Hindson	Approved
09/46.08	Panel of Friends	Members	John Russell Alan Bartlett Peter Holmes	Approved
09/46.09	Medical Panel	Medical Officer	Dr Mark Gillett	Approved
09/47.00	Appointment of RMB member to each Standing Committee (as per rule 16.4.2.9)	Management Board members will act as liaison officers with standing committees as follows: Swimming Committee Tony Green Masters Committee Peter Holmes Water Polo Peter Holmes Synchronised Swimming Helga Edstrom Open Water TBA		Approved
09/48.00	Open Water Committee	Mrs Childs stepped forward to take on the role of Committee Secretary and will attempt to identify other candidates as committee members. It was felt that interest in open water swimming is increasing and the Region is presently poorly served. There are several locations that would be suitable but it was agreed that events can prove to be very expensive to run. Mrs Childs will investigate venues but the Regional Director requested that the Regional Office is kept informed. Mrs Childs asked for suggestions for venues to be sent to her via the Regional Office as some identification work has already taken place centrally on potential venues. Mrs Sykes offered her assistance.		JC
09/49.00	Finance Report	The Finance Officer circulated the latest development costs and re-circulated the projections from July's meeting.		

		<p>He reported that there was little variance and that the figures remained within the budget to 31st August 2010. It was noted that the first 2 of 3 years of Club & Coach investment has been drawn down and is ring-fenced within the account provisions.</p>	
09/50.00	2010 Membership fee	<p>The Finance Officer said there was nothing at this time to suggest that the agreed budget would require adjustment.</p> <p>Board members raised concerns that the current staffing requirements in Regional Office would be sustained and would be sufficient to deliver the KPIs. The Finance Office confirmed that a further £10K is available for additional office support.</p> <p>The Regional Director and the Chair would be considering the KPIs and where they fall within CSC responsibilities as their remit is not confined to that of the Free Swimming initiative. Discussions on this subject would be taking place over the next couple of weeks. KPIs may have been relaxed recently due to the implementation of the new structure but this was only temporary and therefore a priority that KPI responsibilities are agreed as a matter of urgency.</p>	<p>RD/Chair</p> <p>RD/NT</p>
09/50.01		<p>The Finance Officer recommended that individual fees for 2010 be increased to £4.00. Approved.</p>	Approved
09/50.02		<p>Minimum membership fee and league/association fee to remain at £70.00 - the same as 2009. Approved.</p>	Approved
08/51.00	Club & Coach Update	<p>Black Country, Staffordshire and Shropshire Nathan Hilton is now based at The Royal Wolverhampton School in the Black Country</p> <p>Marc Foster has been in post for a month and delivers satellite sessions in Staffordshire, Stoke on Trent and the Black Country. He will also be responsible for Shropshire area.</p> <p>A programme for Shropshire is being developed and is hoped will be running by the end of the year when suitable pool time has been identified.</p> <p>Dates for Development Camps have been set aside for all three areas, commencing with the Black Country on 1st November.</p> <p>Hereford and Worcester A meeting at Hereford and Worcester will take place on Wednesday 30th September to review the progress of the partnership Club & Coach delivery plan. Representatives will be encouraged to focus on how to proceed as further delays may result in the funding status being reviewed.</p> <p>Birmingham Carl Grosvenor has been in post as Junior Development Coach since January and the programme is continuing to run well.</p> <p>CSW The RD has received a request from Nick Selwood to redirect some of the funding to appoint a diving coach at Coventry. The RD will be meeting next week to discuss this further.</p> <p>The RD would like to set up a small group to look at the</p>	<p>RD/BS NH/MFos</p> <p>RD</p>

		<p>options in taking the Club & Coach programme forward beyond the funding period.</p> <p>Communicating with Clubs and Counties, particularly in the north of the region, is a priority and will be a focus of attention over the next few months.</p> <p>CSCs will be working with existing swimming action groups or establishing new ones and this will play a key role in the communication process.</p> <p>Dave Legge, the Regional Talent Development Officer has said that he is surprised by the failure of clubs to engage and to commit fully to working in partnership on this talent programme. He has offered to support to assist the Region in overcoming the difficulties.</p>	<p>RD/NM</p> <p>RD/DL</p>
09/51.00	Operational Plan	<p>A brief summarised draft was circulated to identify KPIs and how they related to CSCs responsibilities. There are some items that are yet to be clearly defined before the draft plan can be agreed.</p> <p>The RD said that once agreed, the Board would be updated on progress/achievements using a simple traffic light alert system.</p>	RD/RO
09/52.00 09/52.01	Regional reports <i>Membership Officer</i>	<p>The Membership Officer is working on an affiliation for The Royal Wolverhampton School.</p> <p>Newport & Shropshire Synchro Club has made enquiries regarding dissolving the club. The club has been made aware of the option to suspend the club's activities temporarily. Nicole Johnson and Alex Smith are looking at options for the Shropshire club and its swimmers.</p> <p>Attention was drawn to the new ASA document on charitable status although alternatives such as Community & After School Sports Club Association may be more appropriate for some clubs.</p> <p>It was also suggested that the ASA recommended constitution is continually being updated and this is counter-productive for clubs, and the timing should be a consideration since many club AGMs are during the autumn. Concerns are noted and will be passed on to the ASA in the event of further changes.</p>	AB
09/52.02	<i>Records Officer</i>	Records report accepted. The website is up to date and all certificates have been issued.	Approved
09/52.03	<i>Change of rules relating to speed swimming records</i>	<ul style="list-style-type: none"> • To bring "rules" into line where the swimmer is dual registered • To ensure that the Records Officer has the final say on matters of eligibility • To clarify which ASA database will be used to establish eligibility • Change "rules" to "conditions" so as not to confuse with ASA West Midland Region's rules • To reflect the change of name of British University competition 	Approved

09/53.00	Licensing of Officials	<p>It has been agreed that Licensing fees will be paid for Officials who are living in, and are members of clubs within West Midland Region.</p> <p>Payments will be made to clubs retrospectively where already paid.</p> <p>Any unlicensed individuals who missed Contemporary Issues courses may reapply.</p> <p>Clubs will be notified of the procedure for reimbursement.</p>	RO
09/54.00	Team Manager & Contemporary Issues courses	<p>Regional Office is now more proactive in organising courses in order to deliver required KPIs.</p> <p>It remains a priority to identify need, source tutors and venues. It is essential that the Region is able to track participants and plug shortcomings, therefore all courses must be controlled centrally by the region.</p> <p>There must be clear communication with Regional Office with notification of all courses, including those delivered in-house.</p> <p>Stuart Highfield and John Russell will discuss and clarify the approach and procedures with the RD. Once agreed the principle to be reported back to the Board.</p>	SH/JR/RD
09/55.00	Forward Planning Day	<p>17th October 2009 9.00am – 1.00pm (approx) CSCs and some National Discipline Officers will be in attendance focus of attention will be how to drive the sport forward.</p> <p>An outline agenda will be circulated approximately 2 weeks in advance.</p>	RO and Board to note
09/56.00 09/56.01 09/56.02 09/56.03 09/56.04	County updates <i>Warwickshire</i> <i>Shropshire</i> <i>Staffordshire</i> <i>Worcester County</i>	<p>Nothing to report.</p> <p>Nothing to report.</p> <p>Mrs Fox raised concerns that due to the date of the ASA Council meeting the Arena League date (formally Speedo League) had been delayed by a week now clashing with the Staffordshire League. This has created many problems for clubs and swimmers in the county and appears to have been done without due consideration to the county.</p> <p>Nothing to report.</p>	
09/57.00 09/57.01 09/57.02 09/57.03	AORB <i>Letter of thanks from Roger Hargreaves</i> <i>Tony Ward attendance at ASA Council meeting</i> <i>Swimclub website</i>	<p>Mr Bartlett read a letter of thanks received from Roger Hargreaves in response to his presentation of Life Membership of West Midland Swimming.</p> <p>Tony Ward is unable to attend Council due a recent stay in hospital. A substitute will be sought by the Regional Director and Chair to replace Tony until he recovers sufficiently to resume his role. The Board wish him a speedy recovery.</p> <p>Anonymous comments have been placed on this website forum criticising Worcester County. The content is inaccurate and following advice from Legal Affairs, the Regional Director will be seeking a meeting with the individual concerned to discuss the specific issues. Alan Bartlett agreed to attend with</p>	RD/Chair

		the Regional Director.	RD/AB
09/58.00	Confirmation of date of next meetings	<p>Planning day – Saturday 17th October 9am – 1pm Seminar room at the Royal Wolverhampton School.</p> <p>RMB meeting – Saturday 28th November 9am. Seminar room at the Royal Wolverhampton School.</p>	

	SUMMARY OF AGREED ACTIONS	MINUTE REF	ACTION
➤	To conclude matters facilitate meeting with clear objectives between Brierley Hill SC and Dudley MBC	09/43.01	PWH
➤	Assistance with Worlds End SC constitution	09/43.02	AB
➤	Medical Classifier – approach medical schools/masters swimmers	09/43.03	Regional Office
➤	CSP Director nomination	09/43.04	RD
➤	CSW Pathways	09/43.05	TG/RD
➤	Swimming Committee restructure	09/43.06	ES/RD
➤	Code of Conduct forms for completion	09/44.00	Board members
➤	Open Water – identify committee members/suggestions for suitable venues (Regional Office to be copied)	09/48.00	JC/ES
➤	Clubs to be notified of procedure for reimbursement of Licensing fees	09/53.00	Regional Office
➤	Courses for Team Manager and Contemporary Issues – approach and procedure to be clarified and agreed	09/54.00	JR/SH/RD
➤	Swimclub website	09/57.03	RD

DATE OF NEXT MEETING:

Saturday 28th November 2009 09.00hrs, the seminar room at The Royal Wolverhampton School.

Minutes prepared by	Date	Reference
N J Mathers	15 th October 2009	NJM/WMRMB/151009