# OXFORDSHIRE & NORTH BUCKIGHAMSHIRE ASA President: Mrs Heather Patrick

Minutes of EXECUTIVE MEETING held at Bicester on Tuesday 20<sup>th</sup> November 2012

Present: H.Patrick, P.Shaw, S-A Clavaud, J.Wilford, J.Murphy, M.Fuller, A.Brewer, W.Patrick and Reps from Abingdon Vale, Didcot Barramundi, Kidlington & Gosford, Maxwell, Newport Pagnell, Thame, Witney & District & Witney Synchro Swimming Clubs.

Apologies: I.Powell, T.Ward, A.Evans, A.Powell, E.House, K.Phillips, A.Minihan, D.Law (AVSC)

- 30.0 Minutes of Executive Meeting held on 25<sup>th</sup> September were approved and signed.
- 31.0 Matters arising from 30.

29.2 John Wilford reported that the questions posed by Bicester at the September meeting have been addressed in the latest edition of Wavepower. With reference to the Aquatics Officer, no one at the meeting was aware of the appointment of a replacement for Lisa Darnell who left in August.

- 32.0 Correspondence : None
- 33.0 President's Report : Heather Patrick presented her report which is attached.
- 34.0 Treasurer's Report :- PS presented Ian Powell's report in his absence ,which is attached
- 35.0 Disciplines:-
  - 1. Swimming :- PS presented Ian Powell's report in his absence ,which is attached
  - 2. Fixtures :- PS presented Alison Powell's report in her absence ,which is attached
  - 3. Records ;- Peter Shaw presented Record Claims , which are attached.
  - 4. Synchro:- Mandy Fuller presented her report which is attached.
  - 5. Masters :- No one in post so no report . Wayne Patrick reported that he officiated at the South East Masters Inter Counties on the 17/11 at Maidenhead.
  - 6. Disability:- PS presented Liz House's report in her absence which is attached.
  - 7. Masters Records :- No claims received
  - 8. Facilities;- Nothing to Report
  - 9. Officials ;- John Wilford presented his report which is attached.
- 36.0 Appointments

County Coach:- It was proposed by Peter Shaw that Scott Farnell (Abingdon Vale) be appointed as County Coach. This proposal was seconded by Jo Murphy (Girls Team Mgr) and passed by the Executive.

- 37.0 Funding Applications:- None received
- 38.0 ASA South East Region:- No report received.
- 39.0 AOB
  - The Awards Trustee, Wayne Patrick, asked for all County Open, Junior and Relay Championship Trophies to be returned to him or Karen Phillips by the next meeting on Tuesday January 15<sup>th</sup>. Please ensure that the Trophies have been CLEANED. If for some extraordinary reason your Club is not attending the Executive on January 15<sup>th</sup> please make alternative arrangements with Wayne or Karen in advance of that date.
  - 2. Wayne Patrick announced ,after he and 1 other had attended the Home Counties League AGM , that the HCL would NOT be taking place in 2103.
  - 3. Congratulations to Didcot Barramundi for being Swim 21 accredited for the first time.
  - 4. Again it was commented that Item 3 would normally be announced in the ASA South East Report which we haven't had since the July meeting. Again it was also commented that there has still been no improvement in the information available on the ASA South East web-site and that the most effective way to find out what is going on in swimming, particularly in relation to Officials is via the East Region web site.

The Meeting closed at 8.27. Date of next meeting :- Tuesday January 15<sup>th</sup> 2013. Merry Xmas!

#### **ONB President's report November 2012**

On Sunday 21st October I attended the Inter-Counties short course gala at Ponds Forge Pool, Sheffield as President of Oxon and North Bucks County ASA.

Following promotion last year ONB were swimming in Division 1 against some strong competition from other counties. However our swimmers stepped up to the challenge and a very creditable 13th place overall out of 20 teams will keep ONB in Division 1 for next year. For those interested there is a report in Swimming Times including the final points tally.

Well done to everyone involved as it was a tremendous team achievement. Congratulations to Alex Murphy and Jocelyn Ulyett who represented us as our County Captain's this year.

Special mention for first places go to Alex and David Murphy and the boys 16/17 years relay team. Subject to ratification Alex's timefor 100m Breaststroke could be a new ONB county record. For those who read Aqua zone David is pictured on his way to victory at the InterCounty championships inside the cover page

Other top 6 placings went to Caitlin Wheatley, Niall O'Leary, Isobel Jones, and Jocelyn Ulyett.

Thank you to Alison, Jo, Andy, Greg, Pete and Neil for their part in the teams' success and thank you to the parents who were there to support the swimmers and the County.

The calibre of the event was high but everyone stepped up to the mark and some excellent times were achieved. Fantastic result. Well done to all!

Heather Patrick November 2012

### Treasurers Report – 20 November 2012

Online banking, this has been achieved for the general account & the business reserve. The competition account is still proving to be a bit challenging, it is hoped that this will be resolved shortly.

#### Income & Expense since last meeting

Exec Income and Spending
Between 25/09/2012 and 20/11/2012

Category	Total		
Income Categories			
County Gala's Income (Coach)	£103.00		
Swimwear Sales	£42.00		
Total Income Categories	£145.00		
Expense Categories			
County Gala's (Coach Hire)	£800.00		
Funding County Development Officer	£3,000.00		
Funding Training-Coaches (CMK)	£1,434.80		
Hire Charges	£240.00		
IT	£161.38		
Sports Gear Purchases	£159.06		
Total Expense Categories	£5,795.24		

Grand Total £5,650.24

## **Networth**

Exec Net Worth As of 20/11/2012

Account	Total		
Bank and Cash Accounts			
Cash - Competition A/C	£24.15		
Cash - General A/C	£153.20		
Competition Account	£2,213.72		
Creditors Account	-£9,180.30		
Debtors Account	£500.00		
General Account	£698.56		
High Interest Business Account	£27,066.47		

Net Worth £21,475.80

The above details the Net worth & income & expenditure since the last meeting.

Ian Powell Treasurer, Oxon & North Bucks ASA

## Swimming Secretaries Report – 20 November 2012

Licenses have been applied for but I gave up after two hours trying to find out the licence numbers for the championships on the ASA website.

Hy Tek Meet Manager 4 has been purchased and meet has been transferred over to the new version at a total cost of £161.38.

E mails will be sent out to club secretaries shortly requesting help for the county championships, please ensure that you support the sessions requested as without this support the championships cannot be able to be hosted. As usual all helpers to be CRB checked.

Ian Powell Swimming secretary Oxon & North Bucks County ASA.

## 20<sup>th</sup> November, Fixtures Secretary report

I am pleased to report a very successful intercounties gala, which took place on the 21<sup>st</sup> October. Our County Captains were announced, Jocelyn Ulyett and Alex Murphy, Heather kindly presented them with their t-shirts before they represented us in the opening ceremony.

There was a good spread of swimmers from various clubs within the County, first places went to Alex and David Murphy, Boys 16/17 relay team, with other top 6 placings going to Caitlin Wheatley Niall O'Leary Isobel Jones Jocelyn Ulyett It has to be confirmed, but well done to Alex who looks like he gained a County record.

We had 6 swimmers representing the County for the first time, MARC COLLING WITNEY POPPY CONCANNON DIDCOT BARRAMUNDI TOM FLAHERTY CMK HARRY MAISHAM MAXWELL ELLIE NUTT WITNEY NIALL O'LEARY ABINGDON VALE CAMERON WINCHCOMBE MAXWELL 4 others who were competing for the third time and gaining their colours. SARAH GOULD OXFORD JOSEPH LAW ABINGDON VALE OLIVER LINES CMK ISOBEL MEIKLE OXFORD

Overall we came 13<sup>th</sup> out of 20 which as we had only just moved into Division One, was a great result and one all the swimmers taking part should be very proud of. Other teams who were promoted last year with us have slipped back to Division Two after their performances.

Thanks to Greg for being our Coach on the day, Jo and Andy for keeping everything in order and also Heather and Wayne who represented us as County President.

Good support from parents and the swimmers all joined into the spirit of the day.

RECORD C	CLAIMS
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20<sup>th</sup> November 2012

# FEMALE

Long Course					
Junior					
100 Back	Charlotte Evans	СМК	1.06.86	Sheffield	20/10
400 Free	Isobel Jones	СМК	4.32.33	Sheffield	20/10
MALE					
Short Course					
Open					
100 Breast	Alex Murphy	Abingdon Val	e 1.01.72	Sheffield	d 21/10

# COUNTY SYNCHRO REPORT –NOVEMBER 2012

Since the last report the girls have been working hard on competition work and Skill grades.

Witney attended the Birmingham Novice competition in Walsall at the end of September.

It was a very successful day with Witney swimmers coming  $1^{st}$  in 3 out of the 4 figure age groups. Most noticeably was Madison Squire, age 9 who came  $1^{st}$  in the 12& under novice section ahead of 78 other swimmers. This bodes well for the future as the oldest of our swimmers in this section was 10.

The duets also swam well to come away with first, second, third and fourth places in the various sections. (Full results below)

The day ended unusually in the squad being escorted through lines of riot police to their cars due to a National Front march taking place in the vicinity of the pool. (This hadn't been included in the Risk Assessment!)

In October the Multiregional Age groups was held in London – Witney swimmer Charlie Critchley took part in the 12 & Under figure section achieving a creditable 19<sup>th</sup> Place. Her older sister Emma, who trains at Witney and Reading, came 9<sup>th</sup> in the 13/14 Figures representing Reading. Both girls will be competing in their figure sections at Nationals.

Earlier this month 9 swimmers attended a Skill assessment day back at Walsall (no police this time!). 7 swimmers were successful in passing their grades.

Squads are now training hard for the National Age group Competition on the weekend of 30thNov-2<sup>nd</sup> Dec. in Gloucester. Two Witney teams and 3 Henley Synchro Teams will attend. Witney's Stephen Fuller is referee for the event.

Officials from Witney attended the East Region Age groups in Stevanage, the Kent competition in Rochester and the British Masters Synchro Championship in Telford.

On a different front Witney Synchro has been asked to trial the new Swim 21 format which comes in to being in April 2013 for its' 4 year reaccreditation. Witney were also involved in the consultation questionnaire earlier in the year. Hopefully I will be able to report a smooth process after the New Year.

Mandy Fuller

12& Under Novice figures: 1st Madison Squire, 10th Laura Turberville, 19th Libby Shaw, 30th Phoebe Muir

Duets: Madison & Laura 5th, Phoebe and Libby 7th

12& Under Skill 1 Figures: 1<sup>st</sup> Millie Perry, 6<sup>th</sup> Eloise Archer. Duet: 2<sup>nd</sup>

13& Over Novice figures: Rebekah Mann 24th

**13 & Over Skill 1 Figures**: 1<sup>st</sup> Josephine Marinho, 3<sup>rd</sup> Eleanor Marinho, 4<sup>th</sup> Laura Perry, 7<sup>th</sup> Hannah Lonsdale, 10<sup>th</sup> Olivia Hunt **Duets**: Eleanor & Laura 1<sup>st</sup>, Josephine and Rebekah 3<sup>rd</sup>, Olivia & Hannah 4<sup>th</sup>

Oxford & N Bucks Counties Disability Officers Report – 20<sup>th</sup> November 2012

City of Oxford Swimming Club has become a 'Hub Club' for disability swimming in Oxfordshire. It means that the Club (i.e. me) deals with enquiries and arranges assessments for people who are interested in disability swimming within Oxfordshire. The idea is that once I have assessed their swimming ability I try to find an opening for them with local lesson providers or at a swimming club. We have had several enquiries already but nearly all have been ' learn to swim' enquiries and I have managed to put them in touch with swimming teachers who may be able to assist. Thank you to everyone who has helped me with this.

I would be very grateful if Oxfordshire Clubs could let me have the contact details of their Disability Officer so that I can make contact if I get an enquiry from someone who is at Club Level. My email address is <u>lizhouse@btconnect.com</u>. British Swimming is currently organising assessment days across the Country in a drive to attract more people into disability swimming. One took place recently in Swindon and we have received an enquiry from someone who lives in Didcot so this new plan of attack does appear to be working.

Liz House.

Officials Sec: Report – November 20<sup>th</sup> 2012

12 x JL1

Recent Assessments

1 x JL2S

3 x JL2

well done to all

Mentoring and assessments are on-going...

But at the risk of displeasing a lot of people, certain issues have become evident regarding the process of mentoring which have become unacceptable. Guidance re Mentoring is printed in all workbooks and must be complied with, this is not me this is British Swimming. If you wish to become a British Swimming Official, this is what is required. As previously mentioned the guidelines for Licensed Open Meets were revised as of 1<sup>st</sup> September 2012. Information regarding the changes was sent out 12 months prior to this from British Swimming and me; although disputed by some (it's mentioned in all the courses I have run, however I will outline them again, see below). I am still getting phone calls / texts / e-mails from Meet Referee's stating / complaining that candidates are just turning up and expecting / demanding to be mentored and even more worryingly expecting to be assessed; without making prior arrangements. Attempts which seem to be trying to manipulate the system. Causing some very fraught situations. Can I please ask that this practise stops now, and the guidelines are followed before more damage is caused. I understand the process may be frustrating for some, but we are all volunteers. We have to have a good working relationship with clubs, officials, mentors, referees and assessors for the training and qualification of new officials; these relationships are now suffering, because of the mind-set of some people. As the Officials Co-Ordinator for Oxon & North Bucks arrangements for assessments need to be made via me, this is so an audit trail can be kept and I can keep British Swimming informed as to people's qualifications. At the moment we are in the situation where people are going off to different events in different Counties even Regions for mentoring or asking to be assessed and no information is coming back as to the outcome. When I do hear of something through the "grapevine", I enquire of British Swimming re the status situation only to be told they have no information either because they have not been informed.

For Oxon & North Bucks; British Swimming will only accept Qualification Notification Updates from me. So at the moment we are in a situation where I have no idea as to the present state of play. I am not of the mind as to go enquiring either, I will wait and see what transpires.

Assessments cannot be held spontaneously, they have to be prearranged, and two accredited assessors (availability) are required for each candidate, one identified to the candidate, the second observing. The County has eight assessors plus we use others from adjoining Counties, if they are available. After the practical part, there is a question and answer session, approx. 20 minutes, to check the candidate's actual knowledge. If you have three candidates for assessment, that can add another hour after the end of the competition. So there is a limit as to how many people can be mentored / assessed at a competition, please do not just turn up expecting to be accommodated. Please enquire first, please pay the Referee the courtesy of letting them know that you are in training and are seeking mentoring and seeking a signature at the end of the gala.

Suitable venues - Now the league season has started again, this is causing more problems -

Please be aware that there is no requirement for league gala's to be licensed or to have qualified officials in place leading to 'insufficient qualified officials present to do mentoring'; the same applies to Unlicensed Meets. Only licensed meets have a "requirement" for qualified officials to be in place.

The Arena League Galas are not licensed, just an understanding that they will be run on the guidelines of a level 2 meet. Similarly no other leagues are licensed – just understandings on how they should be run. I know of several league gala's recently, where the correct officials were not present – no qualified starters others where Judge Level 2's were acting as Referee's.

On a different note can I point out Notice on the Arena League Website

"There is concern about a number of instances that have come to light following round 1, of teams using athletes who are not members of their clubs; some not even members of the ASA. There have also been instances of swimmers who are not Cat 2 ASA Registered, but only Cat 1. All swimmers must be members of the club they are swimming for, and must be Cat 2 ASA registered with their National Governing Body prior to 1<sup>st</sup> October 2012. All clubs are reminded that it is against ASA Law for anyone who is not a member of the ASA to swim in competition"

Whereas league galas and low level meets are the ideal venue for mentoring (it's where you get the experience) and the only meets with relays; if the correct officials are not in place mentoring cannot take place.

Home Counties League not operating at the moment.

#### Mentoring

The requirement for a mentor is = Experienced Qualified Official. (Deemed = 12 months post qualification) It is not deemed acceptable to qualify one weekend and act as a mentor the next

To mentor a Judge Level 1 =Qualified Judge Level 1 or above

To mentor a Judge Level 2 =Qualified Judge Level 2 or above

To mentor a Judge Level 2S =Qualified Judge Level 2S or above <u>not the meet Referee</u>

✤ Not all Referees are qualified starters.

You can mentor down a qualification but not up

For mentoring to take place at any level, a full complement of "working official's" must be in place for the event to run correctly, trainee officials are not "working officials" if they are being mentored.

+ The Referee of a meet must be in agreement and has to be a "qualified Referee".

The trainee official is expected to show, to the Mentor and the Referee, an acceptable level of competence in the areas required. The mentor will give feedback to the trainee, and pass on their opinion to the Referee as to the competency and capability achieved during the session. When the Referee is satisfied, only then will they sign the candidates' workbook book. NO workbook NO signature.

#### British Swimming has issued the following guidance & New Course Application Forms (Effective Immediate)

All officials are required to demonstrate several hours of post qualification experience at one level before moving to the next level with the following minimum of 20 hours as a Judge Level 2 before commencing Judge Level 2S then one year post qualification with a minimum of 10 hours as a Judge Level 2S before commencing Referee Training which takes 12 months before examination.

Candidates are encouraged to identify potential events and liaise with their own course leader to ensure that the competition is suitable by way of standard and qualification of officials attending.

When all competency areas are achieved the candidate should refer back to their **own** Course Leader in order to arrange for final assessment.

It is not for the Meet / Competition Referee to obtain the officials for a meet; this is the responsibility of the host club. As Officials Secretary (County Position) it is out of my hands, I have no control over the arrangements made by host clubs, re competitions, I can only offer advice and highlight suitable meets etc. As the Officials Co-Ordinator for Oxon & North Bucks (British Swimming Position) I do have control over the Officials Training Remit – conditions of acceptable mentoring/assessments.

Host club organisers are politely reminded that there is a minimum requirement for officials at competitions, especially if licensed. If you fail to obtain the correct level of officials the Referee is perfectly within their rights to refuse to allow the meet to continue, or in deference to the swimmers allow the meet to run and inform the licensing officer of the shortage of officials, for them to decide if the meet licence can stand. It has been known for Meet Licenses being withdrawn and some very tricky explanations having to be given. This is why the Meet Referee has to complete a form (Licensed Open Meet Referee Report) at the end of each competition stating all is in order.

It is the host clubs responsibility to ensure that the "correct working officials" are in place before offering any mentoring capability. We are all volunteers in the sport, we rely on the goodwill of everybody, I understand we all live busy lives and have different live styles, but please, if you can support your club the next time they host a competition and help train the next generation. It now seems the norm that clubs have to supply qualified officials when attending competitions, please can I ask that if you volunteer to officiate or help, even if it is only for one session, you make a commitment and attend, do not just not bother to go.

I have received reports from several candidates in the process of requesting "mentoring" who have followed the correct procedure only to be let down at the venue. People have rung ahead enquiring of the possibility of mentoring being told "yes fine come along" being told there will be suitable qualified people there as Mentors – on arrival insufficient officials there not just one or two but technically not enough to run the gala, then being asked if they will fill in as officials "as they are there" No qualified Referee and NO qualified starters in the case of people requesting starter mentoring HENCE NO MENTORING, this situation is not acceptable.

Can I just remind candidates that their record of progress needs to be filled in on the day (getting signatures etc.)

One final point on the above - As a Referee I do not welcome receiving emails asking just how difficult can it be to arrange for mentoring or to be assessed !

I appreciate the above will cause problems but these are British Swimming guidelines and procedure. I apologise if anyone feels aggrieved but I am despairing with people trying to circumvent the system.

## **Licensed Meets**

# **4** In force as of 1<sup>st</sup> September 2012

Level 4 Meets – these will only be available to meets for swimmers from one club only, such as club champs or time trials. If swimmers from more than one club are taking part, then a Level 3 license must be applied for. This has implications for the qualification of the lead referee. Not classified as Open Meets. all officials must be members of the ASA

## **Unlicensed Meets / All Meets**

The new guidelines recommend the lead referee should be a Licensed Judge Level 2S

Level 4 Meet Lead Referee must be a Licensed Judge Level 2S minimum for every session

Level 3 Meet Lead Referee must be a Qualified Licensed Referee for every session

Whilst there is no official requirement for qualified officials, other than the Referee, at the above levels I strongly recommend that they are utilised whenever possible.

Levels 1 & 2 Meets All officials must be licensed and qualified for the duty in which they are used

The mentoring or assessment of trainee starters (Judge Level 2S) is no longer permitted at Level 1 or Level 2 Meets or County Championships it is only allowed at Level 3 or below, subject to Qualified Mentor & Referee in situ.

**4** Only a Licensed Starter may "start" meets licensed at Level 1 and Level 2

This is not something out of the blue, notification was given September 2011

We are in the process of trying to compile a calendar of events throughout the year to keep all the clubs updated of competitions, contact details and the possibility and suitability of mentoring. This is an ever changing situation so please bear with us.

### SITUATIONS THAT HAVE ARISEN

### **4** Protests

If a protest is made concerning a competition – The Promoter has **NO POWER** to deal with a protest. It can only be dealt with by the Referee. (Hence requirement for Licensed Referee) So please be very careful with your Promoters Conditions.

**Licensing** 

Newly Qualified Officials - Judge Level 1

Please become Licensed if you want to officiate at Level 1 or Level 2 meets or the County Championships Application form given on qualification.

### **4** Officials - ASA Membership

I have been asked to remind officials, that when changing clubs, to make sure they reapply for ASA Membership with their new clubs. There have had several cases of this not happening, resulting in the official's membership lapsing and the official working poolside without being covered by the insurance that ASA membership provides.

### Inappropriate use of Body Marking 'The written word'

At a recent Licensed Meet a twelve year old girl was seen to have offensive writing on her back, the girl did not know what was actually written on her back but did know something was. It became apparent as she prepared for the start of a race where upon it was noticed by a serving police officer (one of the officials) who immediately dealt with the situation. The Meet Welfare Officer and the coach, of the swimmer, were informed and the matter dealt with. My concern is that this happened in a swimming pool environment, several parents; members of the public also saw this and became upset that this could have been allowed to happen. I do not mean to make light of this, but one parent was even concerned how she was going to explain it to her own daughter what the wording meant. I know we have been here before, but this is just not acceptable.

It is the responsibility of a club's Team Manager and/or Lead Coach at a Meet to ensure that the conduct of their swimmers is of the correct standard at all times. Those individuals are also responsible for the safety of their swimmers, including their welfare. Failure of Coaches/Team Managers to control their swimmers actions and protect their swimmers welfare, and possibly the welfare of others, may result in permanent expulsion from a meet or competition.

If you enter a competition and attend you are accepting the promoter's conditions you are therefore obliged to comply with them.

Action - A coaches meeting was held and the situation explained with a police officer in attendance to give clarification on the matter as required.

Please Note; if 'Head coaches' are called for at a Meet - that is who is expected to attend. Please respect the authority of the Referee, there is a reason you have been called for. It has been known for the Lead Referee at some Meets to delay the running of the Meet until the requested people attend. Again this goes back to the correct supervision being in place.

#### <u>The County Association will not tolerate any obscene or lewd writing on the body at any County Held event.</u> <u>It is expected that all clubs affiliated to Oxon & North Bucks Counties ASA will comply</u>

#### Body Jewellery

It is deemed **unacceptable** for bracelets both arm and/or ankle to be worn whilst competing, these have become a health and safety issue due to the possibility of them becoming trapped in the grillwork of pool filtration systems and the swimmer suffering injury or worse. Again this is the responsibility of the Coach/Team Manager.

#### Rule 414.1

The Referee shall enforce all ASA Laws, Regulations, Technical Rules and the Promoter's Conditions and shall decide any question relating to the actual conduct of the meet, event or competition which is not covered by them.

- + Possibility of arranging a seminar with coaches to give an update on the Laws and how they should/are interpreted.
- Possibility of arranging a meeting/seminar with Referee's and Starters and Qualified officials who act as Referee's to give an update on the Laws and how they should be interpreted.

Please contact me if interested

John Wilford

Hon: Officials Sec: ONB Counties Assoc: