

OXFORDSHIRE & NORTH BUCKS ASA

President: Mrs Heather Patrick

Minutes of Executive Meeting held at Bicester Community College on Tuesday 25th November

Present: H.Patrick , P.Shaw , I.Powell , J.Murphy , W.Patrick and reps from Abingdon Vale , Bicester Blue Fins , City Of Oxford , Didcot Barramundi , Newport Pagnell & Thame S.C's
Apologies: S-A Clavaud , A.Evans , M.Fuller , A.Minihan , K.Phillips , A.Brewer(Max) , Z.Staines (BE) .

29.0 Minutes of Executive Meeting held on 30th September 2014 were approved and signed.

30.0 Matters arising from Item 29

23.3 Matt Gomez (City of Oxford) after discussions with Jo Murphy has agreed to serve as ONB Masters Secretary. JM proposed and WP seconded. PS to meet up with MG as soon as is convenient to discuss all issues relating to Masters swimming in ONB.

31.0 Correspondence

1. Andy and Jenny Willis to attend MK and Bucks Sports Awards on behalf of ONB on 28th November.
2. Advice Note from ASA to Clubs regarding the VAT on Hire of Swimming Pools. Apparently not sent to Clubs by ASA so please find attached.
3. Advice from ASA about Disability Swimming Terminology which is also attached.

32.0 President's Report

Heather Patrick presented her report which is attached.

33.0 Treasurer's Report

Ian Powell presented his report which is attached.

34.0 Disciplines

1. Swimming:- Ian Powell presented his report which is attached.
2. Fixtures:- Jo Murphy presented her report which is attached.
3. Records:- Peter Shaw presented 4 SC Claims which are attached.
4. Synchro :- PS presented Mandy Fuller's report in her absence which is attached.
5. Masters:- No report as no one in post (until today !)
6. Disability:- No report received.
7. Masters Records:- No Claims received from DH.
8. Facilities:- PS presented a report on the usability for County Champs of the new " Competition Standard " Pool at Blackbird Leys in Oxford which is replacing Temple Cowley.
9. Officials:- PS presented Alun Evans's report in his absence that includes an Expenses For Volunteers Policy , a draft of which is also attached.

35.0 Funding Applications:- None

36.0 AOB

1. Anne Minihan , our Volunteer Co-Ordinator , requested that all Clubs advise her immediately of their Volunteer Co-Ordinator for the County Champs , if not done so already .
2. City of Oxford reported that they had been nominated for "Club of the Year " at the forthcoming Oxfordshire Sports Awards.

Meeting closed at 8.20pm

Next meeting:- Tuesday 20th January 2015 7pm

ONB President's report November 2014

On Sunday 19th October I attended the Inter-Counties short course gala at Ponds Forge Pool, Sheffield. This is the third year that Oxon & North Bucks county were competing in Division 1 and against some strong competition from other counties the team secured a very creditable equal 12th place with Hertfordshire with 286 points which will ensure ONB will stay in Division 1 next year. This was an excellent achievement given the high calibre of the competition.

Special mention to David Murphy (City of Oxford) in securing the only individual first place in his 14/15 years Boys 100m Breaststroke and swimming the Breaststroke leg in assisting his team-mates Joe Walker, Harry Maishman and Ewan Springett in winning the 14/15 years Boys Medley relay and setting a new county record on the way. Unfortunately the scoreboard was not working on the day of competition but live results were available via the ASA website. An overview of the competition including the final points tally is available on the British Swimming website.

Thank you to our county captains Charlotte Evans and Tom Flaherty both of City of Milton Keynes who did a great job parading the Oxon & North Bucks county banner onto poolside with the other county captains to officially open the Inter-County competition.

Thank you to Jo Murphy as Team Manager; Andy Willis (Boys Team Manager) and Chantel Clavaud Girls Team Manager; and Struan McNeil ONB County Coach for their inspiring contribution to the teams' success. Thank you to Neil Wheatley and Tony Jones for officiating on behalf of the county at the event and all the parents and spectators who were there supporting the swimmers and the County. A fabulous result!!

Oxon and North Bucks Masters swimmers competed in their Inter-County competition on Sunday 16th November at Beckenham. Thank you to Matt Gomez in organising the team and who provided this report. Despite having only 15 swimmers competing (due to illness, clash of events and unavailability) so fielding swimmers in 26 out of the 59 events there was a fantastic team spirit and everyone swam really well. The swimmers appreciated the county hats this year as it made them feel part of the team and not just from their own clubs (City of Oxford, Bicester Blue Fins and Kidlington). Not surprisingly ONB came 5th on the day.

1.Sussex 287 2.Hampshire 246.5 3.Berkshire & S.Bucks 198 4.Kent 167 5. Oxon&N.Bucks 102.5

Special mention goes to Sarah Westwood who achieved first place in the women's 25yrs plus 50m Butterfly where she knocked nearly 2 seconds off the existing record and won 50m Backstroke and David Denny achieved first place in the men's 35 yrs plus 50m Backstroke. Once this result was amalgamated with all the other masters galas that took place nationally Oxon and N.Bucks finished 25th in the final standings which was excellent when you consider Sussex were 3rd; Hampshire 6th; and Berkshire and south bucks 7th in the national event with full teams.

The spirit and enthusiasm shown by ONB county team was commented on by some of the other counties and this needs to be built on going forward so that we can get field a full team for next year which will be so more competitive as there are a number of very talented and highly ranked national masters swimmers in the county. Well done to all our masters' swimmers who competed in their events.

Heather Patrick November 2014

Treasurers Report 30-09-2014

Income & Expense since last meeting

Between 30/09/2014 and 25/11/2014

Income Categories	
Swimwear	£117.00
Income - Unassigned	£60.00
Total Income Categories	£177.00

Expense Categories	
County Gala's	£840.00
Hire Charges	£211.25
IT	£64.99
Sports Gear Purchases	£279.49
Total Expense Categories	£1,395.73

Grand Total	<u>-£1,218.73</u>
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Net worth

Exec Net Worth, As of 25/11/2014

Bank and Cash Accounts	
Cash - Competition A/C	£22.06
Cash - General A/C	£153.20
Competition Account	£2,396.18
Creditors Account	-£1,991.98
Debtors Account	£0.00
General Account	£976.55
High Interest Business Account	£32,090.64

Net Worth	<u>£33,646.65</u>
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The above details the Net worth & income & expenditure since the last meeting.

Ian Powell
Treasurer, Oxon & North Bucks ASA

Swimming Secretary Report 25/11/2014

Final preparations are being made prior to the closing date on the 15th December 2014. Once entries have been received the long distance events will be processed and I hope to have accepted entries posted on the website before Christmas.

Ian Powell

Swimming Secretary
Oxon & North Bucks County ASA

National County Championships 2014

A team of 29 swimmers represented ONB at this event and gained joint 12th position which keeps us still comfortably up in Division 1.

The day went according to plan with no major hiccups.

Prior to the start of warm up, the captains were presented with their captains' tops; for the Girls it was Charlotte Evans and Tom Flaherty for the boys. They did a sterling job on the day, both in the opening ceremony and with the team itself in the balcony, ensuring younger and newer ones were supported.

I must thank Struan McNeil for a job well done, as well as the Team managers Andy Willis and Chantal Clavaud. All had the swimmers in the right place at the right time, well briefed and debriefed.

Thanks must also go to Heather Patrick, our President, for presenting the swimmers with their colours and medals prior to the event and for representing us poolside with the other presidents.

Some points raised by Struan, by way of feedback, from the day in Sheffield may need some further consideration for 2015. His main point is he feels there is a detrimental effect from the early start and trip up for the majority of the team to the championships. His suggestion would be for the team to stay the night before and go through some team building exercises, talk through the team selection and make any presentations the night before. Which means the swimmers are not just rushing around from arrival to finish. He thought that team spirit was average and suffered from no prep prior to the event or time together as a team. If we are to perform better as a team he feels we need to be up in Sheffield the night before. A team meal, with presentations and some discussion of the team will get them 'more fired up'.

CMK and Newport Pagnell are already up in Sheffield at the Vulcan meet. They can only join us from the point of presentation onwards. This does mean that there is less team bonding than there could be.

One parent opted for travelling up the previous day as she felt it 'too much travel' for the event despite having booked a slot on the bus.

It should be mentioned at this point that historically there has been a team training session prior to the event but this didn't happen this year as we had no County Coach in post at the appropriate time. None the less, having a team training session would not cover all the points Struan raises.

Kingerlee Gala 2015.

Nothing further to report other than some initial thoughts from a further discussion with Struan that this may not be resurrected for the remainder of the season. There is now a crowded month of May when Kingerlee would normally be staged. It could be only be considered for a slot outside the National Qualifying window.

SHORT COURSE

FEMALE

JUNIOR

4 x 50 Medley Relay	County Squad	1.59.83	19/10/14	Sheffield
	(Lucy Farmer , Emily Wood , Kate Mills , Shannon Motha)			
4 x 50 Medley Relay	City of Oxford	2.02.34	08/11/14	Beckenham
	(Rachel Allen , Emily Wood , Ellie Millington , Amy Coombs)			

** Delete 4 x 50 Free County Squad time from 2006 as Club 4 x 50 free Record quicker.

MALE

JUNIOR

1500 Free	Kieran Bird	Bicester	16.07.89	22/11/14	Bicester
4 x 50 Medley Relay	County Squad	1.49.19	19/10/14	Sheffield	
	(Joe Walker , David Murphy , Harry Maishman , Ewan Springett)				

COUNTY SYNCHRO REPORT

November 2014

Sorry that I can't be there tonight.

Since the last report work has continued on Squad training for Nationals in Gloucester over the weekend of 5th, 6th and 7th December.

Three Witney Swimmers qualified and entered the Multi -regional Competitive Age groups in Crawley in October. These same three swimmers have qualified for the figures section at Nationals. Witney will also be entering three Combination Teams this year as will Henley Synchro.

Five swimmers entered a skill day at Walsall in November - three passed.

Due to construction work at the Windrush Leisure Centre, Witney Synchro has lost their dry land session space at a weeks' notice which is obviously a cause for concern. Negotiations are taking place.

Hopefully there will be more to report next meeting – Happy Christmas and New Year

Mandy Fuller

Oxon & North Bucks ASA

Officials' Secretary Report to the Executive 25th November 2014

In my previous report, I outlined the pattern of courses and our plans for the year. This report is an update on progress against that plan.

Courses

Since the last meeting, we have made a start on the new pattern of courses, which have been well subscribed

J1 at Milton Keynes - 22 attendees from 3 clubs

J1 at Abingdon – 19 attendees from 3 clubs

J2 at Kidlington – 8 attendees from 5 clubs

J2S at Kidlington – 9 attendees from 7 clubs

In addition, we have run a follow up workshop for J2 with 7 attending.

A Contemporary Issues session was run at Kidlington, for those coming up to licence renewal, with 5 attending.

Overall 13 clubs have been represented at these sessions.

My thanks to Ian Powell, Anne Minihan, Gill Cadle and Christine Rennie who worked alongside me to deliver the programme.

We now look forward to the next series of courses in April. J1 courses, may be added where demand exists.

Mentoring

This remains a problem area as many candidates are experiencing difficulty in organising effective mentoring. We are hoping to cover some of the less common areas (eg relay take overs, Chief Inspector of Turns) at the Counties.

However, I stress that I wish to plan this in advance and those wishing to be mentored should contact me directly or via Anne. It is unlikely that I will be able to organise on the day. It is not my intention to carry out any assessments at the County Championship as they are better conducted at Level 3 or 4 meets.

Assessments

Congratulations to the following who have successfully completed assessments in October:

J2S – Mark Ripley; J1 – Brian Pridmore; Timekeeper – Faith Kimberley

Volunteer Policy

The ASA have produced a Policy which covers volunteers who are involved with national events. Questions regarding the County's position have been raised at this executive on an earlier occasion. The County has been fortunate in having a large body of officials and volunteers who have given their time and attended County events at their own expense. This has allowed the County to maintain an effective cash balance and resulted in club affiliations and Championship entries being held at zero or, relatively, low values. I hope that this will continue.

Nevertheless, I believe that it would be useful if the County adopted a Volunteer Policy to mirror, but not be the same as, that produced by the ASA. It needs to recognise that we are not a national body and the bulk of our activities lie within a relatively small geographical area. I have talked to the County Treasurer regarding this and an outline document has been developed. May I stress at this point, should anyone consider that I have a vested interest in such a document, it is not my intention to make any claim for expenses from the County in the foreseeable future. Nor is it my intention to contribute to a policy that might unintentionally prevent the participation of any individual. The purpose of a policy is to be supportive and act as a guide for event organisers.

Alun Evans

Officials' Secretary

Volunteer Policy – guidelines for the payment of out of pocket expenses at County events.

Introduction

British Swimming has published guidelines for the payment of expenses to volunteers at National and International events. This document is based on the BS guidelines and recognises the local nature of events within the County. It provides guidance for those organising events on behalf of the County, but recognises that the payment of any allowance and expenses is subject to the discretion and authorisation of the person responsible for the finances of the activity.

In formulating the ONB Guidelines there is recognition that volunteers are drawn from clubs within the County. Whilst Oxfordshire and North Buckinghamshire is spread out, the maximum distance between clubs is in the order of 50 miles (approximately the distance between Wantage in the South West of the County and Milton Keynes in the North East). The distance between most clubs is less than this.

For the majority of County events, support is provided by parents of competitors. It would not normally be expected that such volunteers would claim for travel costs to the event. It is also envisaged that expenses would only be paid to volunteers whose duties are scheduled for the full daily duration of an event. For example, a full day or three sessions of the County Championship, rather than one session only.

The County is grateful for the continuing support of its volunteers and thanks those who have provided their services free of charge and have not claimed expenses or allowances. This has helped keep entry fees and club affiliation costs down.

1. Travelling Expenses

The County encourages volunteers to use public transport where possible. There is a recognition that due to the geography of Oxfordshire and North Buckinghamshire and the timing of events, this is unlikely to be possible.

For those wishing to claim, the County will pay up to the approved ASA mileage rate for volunteers (currently 45p per mile) subject to a maximum claim of 100 miles for a daily return journey (currently £45). If volunteers wish to claim a lesser amount to cover fuel costs only, they are welcome to do so. Volunteers are also asked to car share where possible. Mileage claims to be based on AA Route Finder distances by the shortest route.

The County will not normally pay for taxi fares.

2. Daily Allowance

It is not envisaged that a daily allowance would be paid to those attending County events and that the event organiser would provide lunch and/or tea for those volunteering over the course of a day and evening. Should the event organiser not provide meals during the course of an event, volunteers may claim up to a maximum of £5 if their duties last between 4 and 6 hours and £10 for duties of more than 6 hours in any one day.

3. Accommodation

Given that all County events are for clubs within the county, it is reasonable for volunteers to make the return journey on the day of the event. The County will not normally pay for overnight accommodation for volunteers. However, should a volunteer wish to stay over between two consecutive days of an event, they may do so at their own expense. In such cases, they may claim traveling expenses for each of the complete days for which they are scheduled.

Blackbird Leys Leisure Centre

Report to ONBASA Executive 25th November 2014

I visited the new Pool at Blackbird Leys Leisure Centre on Friday 31st October. I met with Francois Smit , Wayne Hawkins and David Hunt from Fusion, the Centre Operator . Unfortunately Hagan Lewisman , Oxford City Council Leisure Services Development Manager was unable to attend.

My letter to Oxford City Council of the 3rd November is attached.

Mr Lewisman's reply is also attached.

I arranged finally to meet with Hagan Lewisman from Oxford City Council and view the pool last Friday , 21st November and I asked Amanda Booth , as ONB Coach representative to the ASA South East Region and a very experienced Pool side operative to accompany me. She brought her new Assistant Head Coach , Kyle Frantzeskou for an additional opinion. Wayne Hawkins from Fusion was also in attendance.

Unfortunately we concluded unanimously that it will only be able to run a meet of 150 – 160 swimmers , which also concurs with Fusion's opinion from our meeting of 31st October. The swimmers would have to be based around the learner pool and the baby pool, which is not ideal. It would make the Learner Pool unusable for swim down which is a great pity and the likelihood of swimmers or bags or both finding their way into either the learner or baby pools is a high risk.

OCC had thought that the swimmers would be based on either side of the actual pool but on one side that it is not possible due to Officials and on the other side it would obscure the spectators view. That would also not allow any space for the marshalling of the "about to swim " heats

Discussions were had about covering the Learner Pool (a perfect swim down pool!) and the Baby pool or erecting temporary seating at the non start end of the pool. Costs for both are unknown and I don't know whether either party really is that interested. I spoke to Tom Neil at the ASA Facilities Dept yesterday as he was quoted by OCC as an advisor. In 2010 he set out a minimum requirement if they wished it to be a competition standard pool of space for 250 swimmers and 250 spectators. Unfortunately they have not provided the space for the swimmers. Mr Neil pointed out that unless the Learner Pool had a moveable floor , which it hasn't , then it would be difficult and expensive to cover. The positioning of scaffolding between the wall and the learner pool would be also difficult.

An option would be to use most of the spectator seating for the swimmers and restrict the spectators or hire a further room at the Centre and have a video and scoreboard feed. I am sure that will go down well with parents!

Of course ,most of the time during an Open Meet the swimmers are not all together in one place .. 40 swimmers may be seated down the spectator side of the pool , in heat formation , waiting to swim. 60/80 may be in the Marshalling room waiting to move to poolside. Therefore there would be sufficient capacity for 100 around the learner pool , just. At certain points though all the swimmers , with their bags ,as I only counted approximately 100 lockers available though there may be plans for more , will be trying to find space.

At an Arena Gala with 8 teams of approx 40 swimmers from each Club competing over a 2 – 3 hour time period it would be impossible to accommodate both swimmers and spectators.

From the point of view of the County Champs which is our main consideration here , we run with approx 320 swimmers on each of the Saturday mornings and a full spectator gallery of approx 330 also.

OCC said to me that they did not envisage it being used for County Champs only Club Open Meets but they do not seem to understand that Open Meets need to attract the same numbers of swimmers as our Champs do because they are doing the Meets to raise funds.

As the hire costs at Blackbird Leys are relatively expensive it is even more imperative that you fill the Meet to the maximum. I do not think that an Open Meet can make a surplus at the new pool , based on the costs given to me and our assessment of the capacity. If COSC are restricted to 11am availability, allowing a Gala start at earliest 12.30 , then it is going to be even more difficult to cover costs.

It is such a pity as there are many positives about the new complex. Parking , 2m depth of pool , Timing Room , potential swim down facility etc are all very good.

OCC said it would have cost approx £100000 per extra metre of width . Therefore the 2m width required to make this a usable competition pool would have added £200000 to the £9.5m spent. ASA Facilities agreed yesterday that the extra 100 sq mtrs required (25m x 4m) would have cost an extra £200 – 225k.

In conclusion unless OCC or Fusion come up with an affordable temporary seating facility to double the available space to accommodate the swimmers , which I have noted above is very unlikely OR the Executive agree to reduce the entry to the Counties by approx 50% the new Pool will not be usable for Main County Champs weekends.

We will look at the possibility of using BBLC for Distance Events for 2016, both 1500/800 and 400's but the AG Relays may make them a problem as well.

It could be possible to host the 2015 Inter Counties Masters event as they will not generally be bringing spectators and the 200 swimmers involved can utilise the spectator gallery. Parking is considered to be sufficient.

That though will also depend on what is decided regarding the Fixtures and Fittings and the ownership thereof. That is an issue between OCC and COSC but there may be an outcome whereby we have to hire the Timing Pads for example from COSC or from an outside agency and will they link up with the scoreboard or a temporary facility etc etc.

Obviously we will need to monitor COSC 's usage of the Pool which I understand commences with a Level 3 Meet in July 2015

Peter Shaw
Hon.Sec
25.11.14

From: Jane Nickerson <Jane.Nickerson@swimming.org>

Date: 5 November 2014 10:22:57 GMT

To:

Subject: Disability Swimming Terminology

There has been some confusion recently regarding the use of the term “Para Swimming” in place of disability swimming.

The following definition has been agreed with Sport England.

Para Swimming This term applies to swimmers with disabilities who are club members and competing at any level in disability events.

Disability Swimming This term applies to people with disabilities who swim for fitness, recreation, rehabilitation etc. - i.e. participation.

Please note disability swimming may also be known as swimming for people with disabilities - both terms are deemed to be appropriate and some prefer the use of one term to the other!

Jane

Jane M Nickerson

Chief Operating Officer

ASA

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Advice Note to ASA Clubs

2nd November 2014

VAT on the Hire of Swimming Pools



We have received a request for advice on whether VAT should be charged on the hire of swimming pools and have received the following advice from HM Revenue and Customs dated 24th October 2014:

Letter to Ashley Beaveridge, Chief Financial Officer from O. Olagundoye, VAT Liability Policy Team.

I thank you for your letter of 14 August 2014 concerning the hire of swimming pools. I apologise for the delay in responding.

You mention that the operators of swimming pools currently charge VAT on their hire to British Swimming the Amateur Swimming Association, swimming clubs and swimming teacher. You consider that based on recent European Court rulings the hire of these pools and associated facilities by non-profit making bodies should be exempt from VAT in accordance with item 3, Group 10, Schedule 9 of the VAT Act 1994.

The Court of Justice of the European Union (CJEU) decision in *Canterbury Hockey* (C-253/07) may offer some assistance in deciding the liability of the hire services to ASA and similar organisations including swimming teachers. The CJEU found that individuals who are participating in sport should not lose the benefit of the sporting exemption merely because they are participating in a sport with a structure managed by a club. As such, when supplies are made to such a club (as was the case in *Canterbury Hockey*), regard must be had not just to the formal, legal recipient of the supply (the club) but also its material recipient or effective beneficiary (the members). That is, it is not always necessary for the organisation concerned to make a supply directly to the individual who benefits from it in that it enables him or her to participate in a sporting activity for the exemption to apply (the “look through” approach.)



The current cases differ from Canterbury Hockey on the facts as the not for profit pool operators make supplies to various entities involved in the provision of sporting services that need pools to function. Access to a pool is obviously necessary for an individual to be able to participate in the sport of swimming and we accept that this is a service closely linked and essential to the sport.

On the basis that the operators are eligible bodies as defined in Group 10, Note (2A) and (s2C), and ASA and similar bodies are set up as organisations to promote swimming and hire pools so that individuals can go and swim in them, it seems reasonable in those kinds of cases to apply the “look through” approach. Therefore, we consider the eligible bodies are making supplies exempt of VAT.

The issue of the hire of a pool by a swimming teacher is different as she receives this supply in order to make onward supplies to pupils in the course of business. The onwards supplies that she makes are too remote. As such, we do not think the “look through” should apply in such cases because the swimming teacher is both the material and formal, legal recipient of the supply. The supply to her is taxable at the standard rate.

I hope this helps answer your enquiry.

END OF LETTER

Jane M Nickerson
Chief Operating Officer