

Oxfordshire & North Buckinghamshire Counties ASA

President: Oliver Stockland

Chair: Karen Underwood



MINUTES OF EXECUTIVE COMMITTEE MEETING HELD AT KINGSMERE COMMUNITY CENTRE

ON 12th JULY 2022 AT 7.22PM

Present:

K Underwood (Chair/Officials)	N Mellings (Sec)	O Stockland (Swim Sec/ADSC)	K Weetman (SwimMark Coord/4SSC)
S MacNab (Maxwell)	P Shaw (Headington Phoenix/County Records)	M Fuller (Artistic Swimming Sec/Oxford & Witney Artistic SC)	E Anderson (Banbury)
S Wordsworth (COSC)	S Clare (COSC)	C Clavaud (W&DSC)	L Clarke

	Agenda Item	Discussion and Decision	Action
1.	Apologies/Opening Remarks	<p>Apologies were received from: I Powell (Treasurer/Bletchley); A Willis (ADSC); A Readhead (Disability Sec/Masters Sec/ Maxwell); D Wheatley (Fixtures Sec/AVSC), B McDonald (SER); H Patrick (NPSC); A Fijalkowski (W&DSC); S Wynne-Jones (Social Media/CMK); C. McLintock (ADSC); K Langley (AVSC); A Gannon (COSC); M Harthill (4SSC) and K & C Brosnan (4SSC).</p> <p>This mtg immediately followed the AGM. The Chair asked for nominations, proposer and seconder for the numerous ONB Exec Cttee posts, which are detailed accordingly below.</p>	

	Appointment of	Nominated	Proposed	Seconded	Comment
2a.	Swimming Secretary	Sharon MacNab	Oliver Stockland	Chantal Clavaud	New in post
2b.	Fixtures Secretary	Vacant			
2c.	County Records Officer	Peter Shaw	Oliver Stockland	Chantal Clavaud	
2d.	Artistic Swimming Sec	Many Fuller	Peter Shaw	Chantal Clavaud	
2e.	Officials Coordinator	Karen Underwood	Peter Shaw	Sarah Wordsworth	
2f.	Masters Secretary	Vacant			
2g.	Disability Secretary	Amanda Readhead	Mandy Fuller	Oliver Stockland	
2h.	Masters Records Officer	David Hall	Chantal Clavaud	Peter Shaw	
2i.	Social Media Coord	Stephen Wynne-Jones	Emma Anderson	Kim Weetman	
2j.	County Team Coach	Hannah Wilson	Chantal Clavaud	Peter Shaw	
2k.	Lead Team Manager	Chantal Clavaud	Peter Shaw	Kim Weetman	
2l.	Girl's Team Manager	Emma Anderson	Chantal Clavaud	Peter Shaw	
2m.	Boy's Team Manager	David Treadall	Sarah Wordsworth	Stuart Clare	
2n.	Selection Committee	*See below			
2o.	County Welfare Officer	Lucie Clarke	Emma Anderson	Sharon MacNab	**see below
2p.	Officials Administrator	Felicity Govan	Peter Shaw	Stuart Clare	
2q.	Medals Officer	Akayo Gannon	Stuart Clare	Chantal Clavaud	
2r.	Trophy Officer	Vacant			
2s.	SwimMark Coord	Kim Weetman	Sharon MacNab	Stuart Clare	
2t.	Water Polo Sec	Vacant			
2v.	Diving Secretary	-	Agreed post could be removed as no longer required.		

*Selection Committee 22/23: Fixtures Sec (Vacant), County Team Coach (CMK), Lead Team Manager (W&DSC), GTM (Banbury)/BTM (COSC) and Head Coach of 4 Top Clubs (Counties) not represented by preceding members (ie AVSC, NPSC, ADSC & WWH).

****Lucie Clarke has an extensive background in safeguarding/welfare/child protection. She is just waiting for her line manager to agree that she take on the county welfare role; once that has been agreed, Lucie will become an ASA member at Maxwell SC. The Cttee thanked Lucie for volunteering for the role, acknowledging her professional experience would be much appreciated. Her appointment to the role was agreed subject to her becoming an ASA member and undertaking the necessary SE courses for a Welfare Officer.**

3.	Records Claims	<p>The County Records Officer noted that there were 2 swims at the recent Varsity Meet however these had not been submitted to ONB by Oxford University. The Cttee agreed they were content to accept the claims which are detailed below:</p> <p>MENS SC OPEN: 100 Fly 54.05 Andrew Hong Oxford Uni 26/02/22 Ox Uni Pool</p> <p>MENS SC OPEN: 200IM 1.58.41 Jonathan Rutter Oxford Uni 26/02/22 Ox Uni Pool</p> <p>Peter will contact Oxford University to appraise them of the process for records claims. <i>Sec's Note: Updated ONB Records added to ONB website on 19th July 22.</i></p> <p>The most Recent Masters Records and claims were sent to clubs on 10th July 22 and added to the ONB website on 19th July 22.</p> <p>The County Records Officer raised the issues of Para Records claims following the May 2022 in which it had been noted that 'A member raised a query about how to include para records in ONB records. It was decided that there was a need to record records as per classification for both Long Course and Short Course. A Readhead would submit records to Peter to be included'. Peter noted that he felt that Para Records should be separate to County Records and managed by the Disability Sec in the same way that Masters Records were separate to County Records and managed by the Masters Records Officer. The cttee discussed this at length. It was noted that we do not have a Disability Records Officer. It was decided that:</p> <ul style="list-style-type: none"> 1. A Disability Records Officer post would need to be created and filled. 2. The ONB Sec would approach Amanda Readhead to see if she would undertake the Disability Records Officer Post and maintain para records. 3. The ONB Sec would create the para records spreadsheet and forward that to Amanda should she be willing to take on the post above. 	<div>County Records Officer</div> <div>County Records Officer</div> <div>ONB Sec</div> <div>ONB Sec</div>
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4.	Funding Applications	<p>Two funding applications had been received from Bicester Blue Fins SC and Oxford & Witney Artistic Swimming Club:</p> <ol style="list-style-type: none"> 1. Bicester Blue Fins SC has requested funding towards a Level 2 Coaching Course for one person. They would apply to SER for funding and ONB were requested to provide funding for 1/3rd of the course cost. Decision. The Exec Cttee agreed to provide funding of £206.67. 2. Oxford & Witney Artistic Swimming Club requested funding for 2 'feet up headstand stools'. They anticipated costs of @£150. Decision: The Exec Cttee agreed to provide funding up to a total of £200. <p>Both clubs were asked to submit invoices and proof of payment to the Treasurer soonest.</p>	<p>BBFSC</p> <p>Artistic Swimming</p>
5.	SER Report	Ben McDonald sent his apologies. His report had been issued prior to the mgt and is attached.	
6.	Val Wilford Trophy	The Chair outlined the criteria for awarding the Val Wilford Trophy which is: 'someone who has contributed greatly to the County Association over a period of time' and 'for outstanding contribution to the ONB County swimming'. The Chair recommended that this Trophy be awarded to Ian Powell to reflect the significant contribution he had made to swimming within the County and through his role as ONB Treasurer over many years. A member noted that Ian had received the Trophy previously. However, the Exec Cttee felt that this was not an issue and agreed to award the Val Wilford trophy to Ian at County Champs 2023.	
7.	AOB	<p>There were two AOB items.</p> <ol style="list-style-type: none"> 1. A member raised a query from a parent at her club regarding the upcoming County Development Camp Online education zoom sessions on 16th & 30th July. The parent was concerned at the length of 1hr 30 min duration of each session believing it to be too long and queried the lack of a face-to-face camp. Members were reminded about the revised SE Development Camp guidance (which was first highlighted to the Exec Cttee at the 8th March 2022 Exec Cttee mtg) and the decisions reached by the cttee at that mtg, minutes of which, along with the SE letter were sent to clubs. The ONB Sec noted that efforts would be made to record the online session to enable swimmers to catch up at a later time. The ONB Sec also agreed to provide some wording for the club to pass onto the parent. Sec's notes: <i>the wording was sent to the club concerned on 14th July 22; the recording of the 16th July session and powerpoint slides were placed on the ONB website and clubs notified on 19th July 22.</i> 2. A member asked when County Champs 2023 Qualifying times would be released. The Swim Sec noted that the times were still being worked on and would be sent to Clubs by the end of July 22. 	

The Exec Cttee Meeting closed 20.05Hrs.

The next Meeting, which will be by zoom, will be held at 7pm on Tuesday 13th September 2022. Details to be sent out nearer the date.

Nicky Mellings
ONB Sec

Date: 29th July 2022

Chair Signature:

Date: July 2023