

Oxfordshire & North Buckinghamshire Counties ASA

President: Oliver Stockland

Chair: Karen Underwood



MINUTES OF ONB EXECUTIVE COMMITTEE MEETING HELD AT KINGSMERE COMMUNITY

CENTRE, BICESTER ON 8th NOVEMBER 2022 AT 7PM

Present:

K Underwood (Chair/Officials)	N Mellings (Sec/W&DSC)	C McLintock (Treasurer/ADSC)	O Stockland President (ADSC)
S Wynne-Jones (Social Media Coord/CMK)	A Readhead (Disability Sec/ Maxwell)	K Weetman (SwimMark Coord/4SSC)	S MacNab (Swim Sec/Maxwell)
B McDonald (SER)	S Clare (COSC)	M Simms (Thame)	L Croft Baker (Thame)
C Clavaud (ONB Lead TM/W&DSC)			

	Agenda Item	Discussion and Decision	Action
1.	Apologies/Opening Remarks	The Chair welcomed all attendees to the virtual meeting. ONB Papers/Reports were sent out to members on 6 th November 2022 at 16:38hrs. Apologies were received from: M Fuller (Oxford & Witney Artistic SC), K Langley (AVSC), P Baybutt (CMK), E Anderson (Banbury), H Patrick (NPSC), N Baum (Didcot Barramundi), H Fisher (Bourne End), P Shaw (Headington), C & K Brosnan (4SSC), Andrea Fijalkowski (W&DSC) and H Wilson (CMK).	
2.	Minutes of Executive Meeting held on Tuesday Tuesday 13 th September 2022	The Chair asked if all those attending had read the minutes of the meeting held on Tuesday 13 th September 2022 and if they were a true record. It was agreed that the minutes were an accurate record, and they were duly signed by the Chair.	
3.	Matters Arising from Previous Mtg	The following matter arising remained from the previous mtg: 1. Trophy Officer. Despite many pleas, no volunteer has stepped forward for this vital County Champs role. This is covered later in the minutes. 2. Constitution Checker. No one has stepped forward for the Constitution checker role, despite the post being advertised to clubs. All other matters arising would be covered during the meeting reports.	All Clubs All Clubs
4.	Correspondence	There were 2 items of correspondence: 1. ASA Fees 2023 Update. SER confirmed there would be no increase to the Region's fees for 2023; SE Fees for 2023 would be: Club Train - £9.50 Club Compete - £30.00 Club Support - £5.50 ONB reiterated that it would not be levying fees for 2023, but this was to be reviewed for future years. 2. Constitution Checker. SER has chased ONB to see if a Constitution Checker had been found yet. Sadly, no one has	All Clubs

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		stepped forward. Details of the role can be found Here . Interested personnel are requested to contact the ONB Sec.	
5.	Chair's Report	The Chair's report had been issued prior to the mgt and is attached. There were no questions.	
6.	Treasurer's report	The Treasurer's report had been issued prior to the mgt and is attached. She noted that changing authorised signatories on the accounts had taken @6 months and was nearing completion. ONB are now able to pay bills. There was an update to page 3 of her report in that she noted in future she would apportion swim hats to the event eg intercounties/masters.	
7.	Disciplines	<p>a. Swimming. The Swim Sec's report had been issued prior to the mgt and is attached. It was noted that despite many pleas over the last 18 months, no volunteer had stepped forward to take on the role of Trophy Officer. The September ONB mtg decided that it would not be possible to award trophies at County Championships if no Trophy Officer stepped forward. Sadly, since then, no one has stepped forward for the Trophy Officer role. After much discussion, the Cttee decided that as no Trophy Officer had come forward, we had no option but to declare that no trophies would be given out at the 2023 Counties. This news would be tweeted to clubs following the mtg. Sec's note: <i>Clare Chesworth from Maxwell SC has volunteered for the Trophy Officer role; our thanks to her for taking on this vital role.</i></p> <p>AVSC asked, following receipt of the Swim Sec report, that: The Wednesday deadline be kept but have the swim cutoff date to be 7 days before to enable all eligible meets to be uploaded onto rankings and in entry systems ahead of the deadline. In addition, AVSC asked that the entry deadline be moved back to Friday. Maxwell SC noted the tight County deadline and stated that to aid clubs following the Maxwell meet that they send out Hytec files and upload results quickly onto rankings. Decision: It was decided that the current deadlines and process would remain unchanged.</p> <p>b. Fixtures. It was agreed that for future mtgs, fixtures elements would be covered within the County Team Coach Report as there was now only one Intercounties competition per year. The draft Intercounties Policy will be discussed under Agenda Item 11.</p> <p>c. Records. Nothing to report.</p> <p>d. Artistic Swimming. Mandy Fuller's report had been issued prior to the mgt and is attached. She sent her apologies.</p> <p>e. Officials. Karen Underwood's report had been issued prior to the mtg and is attached. She updated the committee regarding the FINA rules update to note that British Swimming is still awaiting final wording for the changes and as there are no training materials available for the update officials do not need to take any action yet.</p> <p>f. Masters. We have a new Masters Sec! Our thanks to Lindsay Kelly Onay from Didcot Barramundi who has volunteered for this post having kindly stepped forward to organise the forthcoming Masters Intercounties on 20th November at the LAC. Her report was read out and noted that 34 ONB Master</p>	<p>All Clubs</p> <p>All Clubs</p>

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		<p>swimmers were going to the Intercounty Masters competition at the LAC on 20th November. She noted they were short of older master swimmers and the clash between club events and the Master Intercounties competition. SER were requested to notify the Master Sec as soon as possible over any upcoming events. ONB were requested to consider purchasing TShirts for Master swimmers at future events; ONB had agreed to provide swim hats (as they had done in previous years).</p> <p>Decision: The Cttee discussed this at length and agreed that they were content to provide swim hats but not TShirts. If Master Swimmers wished to have TShirts, they could purchase themselves.</p> <p>Sec' Note: The Master Sec has a new ONB email address: onbmasters@gmail.com</p> <p>g. Disability. Amanda Readhead's report had been issued prior to the mtg and is attached. A new tab has been created on the ONB website detailing the County Records, Para Records and Master Records all in one place. Para records would be uploaded once received.</p> <p>h. Masters' Records. Masters records had been uploaded onto the ONB Website. It was noted that one record for Lindsay Kelly Onay needed to be amended to correctly identify her clubs as Didcot Barramundi. David Hall had been notified and the correction made.</p> <p>i. SwimMark Coord. Nothing to report.</p>	All Clubs
8.	County Team Coach Report (to include Intercounties and Swim Camp)	<p>Chantal Clavaud (ONB Lead TM) report on Intercounties had been issued prior to the mtg and is attached. Chantal thanked all who helped with the competition, noting it was a great success. Due to the swimmers travelling to and from Sheffield on the same day, it made for a very long day. The cttee were asked to consider if swimmers and ONB staff/ONB President could go up the day before, to incorporate a training session and overnight stay, as it was felt this would be better for team cohesiveness and the welfare for all involved in the event.</p> <p>Decision: The cttee decided that Intercounties swimmers/ONB staff/ONB President would go to Sheffield the day before the competition, to include a training session and an overnight stay in a hotel. A parental contribution would be requested, details of which would be determined in 2023.</p> <p>The ONB County Coach swim feedback has been added to the attached Combined Reports.</p> <p>County Development Camp – The ONB Sec read out the update from the Camp Coord Sec, Paul Baybutt. He noted that they were currently struggling to find a pool for the development camp which will be held on Sat 17th December. There are 16 confirmed swimmers for the camp, 2 declined and 5 yet to respond.</p> <p>Sec's update: A pool has been found (University of Oxford Iffley Road Sports Complex) and planning for the day ongoing.</p>	

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		<p>Remuneration of County Camp staff was discussed at 13th September mtg and agreed. However, following a query by a member, clarification on daily rates was sought and provided post the mtg; it was agreed to discuss this further at the 8 Nov mtg.</p> <p>Decision: The cttee agreed daily Remuneration up to the following amounts will be paid, per day, and to include mileage provided they attend the Development Day: Head Coach £150; Lead TM £100; Lane Coach £50; County Team Administrator £50 (if they attend face-to-face camp).</p>	
9.	Welfare Officer Report	Nil report as County Welfare Officer training is ongoing.	
10.	Funding Applications	<p>One funding application had been received from CMK who were requesting assistance towards the funding of 3 x diving blocks for their swimmers.</p> <p>Decision: This was discussed at length and CMK were asked to explore other funding sources and then come back to ONB for assistance.</p>	CMK
11.	Policies	<p>The following 3 policies were discussed:</p> <ol style="list-style-type: none"> ONB Volunteer Expenses Policy. The Draft policy had been issued prior to the mtg. Members approved the policy. It was noted that Bucks County Council will now be charging parking fees during County Championships at Aquavale pool which may result in increased expense claims by officials/volunteers assisting at Counties. Decision: The Swim Sec/ONB Sec will write to Bucks County Council to ask that they allow officials/volunteers at Counties free parking. ONB County Team Selection for Intercounty Competitions Policy. The Draft policy had been issued prior to the mtg and some comments/amendments had been offered. Following discussion, the policy was amended slightly. ONB County Development Programme Policy. The Draft policy had been issued prior to the mtg and some comments/amendments had been offered. Following discussion, the policy was amended slightly. 	<p>All Clubs</p> <p>Swim Sec/ ONB Sec</p> <p>All Clubs</p> <p>All Clubs</p>
12.	Swim England South East	<p>Ben McDonald's report had been issued prior to the mtg and is attached. He noted the big push on DBS/Safeguarding when Clubs were completing their Club Affiliation.</p> <p>Sec's Note 23 Nov 22: SER notified ONB on 23rd Nov 2022 that Headington Phoenix Swim Squad will be resigning from Swim England membership. They have stated that the club never really got off the ground beyond registration, so it has been decided to abandon plans to get the club going and close its registration.</p> <p>Ben was asked to provide advice regarding the following matters raised at the mtg and his response, received 14th Nov, is below:</p> <p><i>Funding for diving blocks – I have had a look around and sports England currently have the following funding available - Places and Spaces - A £7 million pot with up to £10,000 available in match funding for Crowdfunder projects, as part of a Birmingham 2022 Commonwealth Games package to help community sport and physical activity groups improve places and spaces across the country.</i></p>	

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		<p><i>If a club would like any support, please contact Ben direct at: ben.mcdonald@southeastswimming.org</i></p> <p><i>Link - https://www.sportengland.org/funds-and-campaigns/our-funds/places-and-spaces</i></p> <p>Masters Events – <i>I can confirm that Masters event are not licensed through the Region’s licencing panel.</i></p> <p>Coaching Courses - <i>Institute of Swimming Coaching course are advertised at full recommended retail prices however if Swim England Members email (iosadmin@swimming.org) they may be able to offer you Member Offer prices. With up to 37% discount for an Assistant Coach Course and 27% discount on a Coach Course.</i></p> <p>Safeguarding Funding available – <i>In order to reduce some of the financial burden on clubs, the Region will help towards the cost of Safeguarding courses. The Region will support up to 50% of the cost of the course or £10 per person (whichever is the smaller amount).</i></p> <p><i>Further information</i> - https://www.southeastswimming.org/clubs/grants-and-bursaries/</p>	
13.	AOB	Nil.	

The Exec Cttee Meeting closed 20:25hrs.

The next Meeting, which will be virtual, will be held at 7pm on Tuesday 10th January 2023.

Nicky Mellings
ONB Sec

Date: 24th November 2022

Chair Signature:

Date: