

Oxfordshire & North Buckinghamshire Counties ASA

President: Oliver Stockland

Chair: Karen Underwood



MINUTES OF VIRTUAL EXECUTIVE COMMITTEE MEETING HELD

ON 13th SEPTEMBER 2022 AT 7PM

Present:

K Underwood (Chair/Officials)	N Mellings (Sec/W&DSC)	C McIntock (Treasurer/ADSC)	S MacNab (Swim Sec/Maxwell)
M Fuller (Artistic Swimming Sec & Oxford& Witney Artistic SC)	A Readhead (Disability Sec/ Maxwell)	K Weetman (SwimMark Coord & 4SSC)	H Wilson (County Coach/CMK)
L Clarke (Welfare/Maxwell)	E Anderson (Banbury)	P Shaw (Records/Headington Phoenix)	A Fijalkowski (W&DSC)
L Croft-Baker (Thame)	S Wordsworth (COSC)	C Brosnan (4SSC)	M Simms (Thame)
M Barringer (Didcot Barramundi)			

	Agenda Item	Discussion and Decision	Action
1.	Apologies/Opening Remarks	<p>The Chair welcomed all attendees to the virtual meeting. ONB Papers/Reports were sent out to members on 11th September 2022 at 21:46hrs.</p> <p>Following the death of Her Majesty The Queen, the Chair gave tribute and expended, on behalf of ONB, our sincere condolences to the Royal family at this sad time. In recognition of Her Majesty's service a minute's silence was held.</p> <p>Apologies were received from: S Wynne-Jones (CMK), D Wheatley (Bicester); O Stockland (ADSC), K Langley (AVSC) . B McDonald (SER); M Creasey (ADSC); I Rennie (Banbury); A. Willis (ADSC) and H Fisher (Bourne End).</p>	
2.	Minutes of Executive Meeting held on Tuesday Tuesday 10 th May 2022	The Chair asked if all those attending had read the minutes of the meeting held on Tuesday 10 th May 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	<p>The following matter arising remained from the previous mtg:</p> <p>1. Trophy Officer. Despite many pleas, no volunteer has stepped forward for this vital County Champs role. Clubs were asked to seek a volunteer for this post. Job description for the post can be found on the ONB website here. Interested personnel are requested to contact the Swim Sec.</p>	All Clubs
4.	Minutes of Executive Meeting held on Tuesday Tuesday 12 th July 2022	The Chair asked if all those attending had read the minutes of the meeting held on Tuesday 12 th July 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.	
5.	Matters Arising from Previous Mtg	The matters arising would be covered during the meeting reports.	

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6.	Correspondence	<p>There were 3 items of correspondence:</p> <ol style="list-style-type: none"> 1. Trust Registration Service. SE had advised County that they would be sending Clubs an update on the Trust Registration Service on 14th Sept 22 following their earlier email of 26th Aug 22. The Chair noted that she didn't consider it necessary for ONB to register as a Trust as we have no Trust documents and no trustee as such and that we'd wait for further clarification. 2. LTS and Workforce Audit Survey. SE had informed County that they would be notifying Clubs of an LTS and Workforce Audit Survey which would go live on 21st Sept 22. The aim of the survey was to collect key data and clubs were encouraged to complete the survey upon receipt from SE. 3. Constitution Checker. SER requested that ONB provide a volunteer to fill the role of Constitution Checker. Details of the role can be found Here. Interested personnel are requested to contact the ONB Sec. 	<p>All Clubs</p> <p>All Clubs</p> <p>All Clubs</p>
7.	Chair's Report	The Chair's report had been issued prior to the mgt and is attached. There were no questions.	
8.	Treasurer's report	<p>The new ONB Treasurer, Christine McLintock, was introduced to the cttee. Her report had been issued prior to the mgt and is attached; she noted that handover of bank accounts was still ongoing with Barclays.</p> <p>The Cttee were asked to consider 2 proposals:</p> <ol style="list-style-type: none"> 1. That any funds allocated to clubs be spent within one calendar year to aid accounting and reduce accruals; this would be reflected in an amended Funding Policy. Decision: The cttee endorsed this proposal. 2. That anyone applying for a Coaching Course must have volunteered with their Club for at least 6 months prior to applying for the course. This proposal generated a lot of discussion around whether or not it was necessary to have volunteered for a certain period before applying for courses vs how to encourage members to give back to their club following completion of a course. Decision: It was decided that this proposal would be brought back to the Nov cttee mtg thus giving Clubs time to consider the proposal in more detail. Sec's Note: Please see Agenda Item 12 which details the mtg decisions re ONB funding for Coaching courses. 	<p>All Clubs</p> <p>All Clubs</p>
9.	Disciplines	<ol style="list-style-type: none"> a. Swimming. The new ONB Swim Sec, Sharon MacNab, gave a verbal report. She noted that she had applied for the County Champs 2023 License at the earliest opportunity (1st Sept 22) and that once the license had been granted, she would update all the documents with the license numbers and issue them to clubs along with the Hytec file and upload documents onto the ONB website. The urgent need for a Trophy Officer was reiterated; it will not be possible to award trophies at County Championships if we do not have a Trophy Officer. The Swim Sec was asked to send Meet Best Times to the County Records Officer. Clubs were reminded that County Trophies must be returned to the Swim Sec at the next ONB Cttee Mtg on Tue 8th November. Further details will follow. b. Fixtures. Donna Wheatley sent her apologies and the cttee received a read out of her report: 'The coach for the 	<p>All Clubs</p> <p>Swim Sec</p> <p>All Clubs</p>

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		<p>Intercounties has been booked, the kit ordered and the team finalised subject to illness/injury. A total of 29 swimmers were initially selected with 5 swimmers declining their invite which is disappointing and obviously impacts on the strength of the team. Replacements have been invited and have accepted. Officials are in place; confirmation from the ONB President as to his attendance and travel requirements is required'. It was noted that there was a requirement for new Intercounties gala team decorations and this is covered under Funding Applications.</p> <p>At the 12th July 22 Exec cttee Mtg, Donna noted her intention to stand down from the post, although she kindly agreed to remain in post to organise this year's Intercounties. Discussion regarding the Fixtures Sec role and County Camp Admin Role had been ongoing since the last mtg with the view to combining the 2 roles now that the Intercounties commitment had reduced. Paul Baybutt from CMK has kindly agreed to take on this new County Admin role and would be working with the Fixtures Sec, ONB County Coach and Lead TM to clarify the role requirements and receive a handover. The cttee thanked Paul for taking on this vital role.</p> <p>During the Intercounties selection process a member had queried the Intercounties Policy. It was agreed that the Intercounties Policy be reviewed and brought to the Nov Exec Cttee mtg for discussion.</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.</p> <p>e. Officials. Karen Underwood's report had been issued prior to the mtg and is attached. Stephen Wynne-Jones was congratulated on passing his Referees qualification.</p> <p>f. Masters. There is no Masters Sec – Clubs are requested to advertise this position to their Master Members.</p> <p>The ONB Sec noted that the National InterCounties will take place at the London Aquatics Centre on 20th November. The ONB Sec will forward details to Clubs noting that it will only be possible to field a team if someone steps forward to take on responsibility for organising the ONB team, and ideally the masters Sec role. <i>Sec's Note: Clubs notified 14th Sept 22.</i></p> <p>g. Disability. Amanda Readhead's report had been issued prior to the mtg and is attached. Amanda has broken another Para record and would update ONB Para Records. Amanda expressed concern that she was now responsible for updating para records while being the only para swimmer who competed in the County. She was assured that as the records would be placed on the ONB website and therefore an open record and visible to all that, that there were no conflicts of interest. It was noted that records only started from 2021. It was agreed that a new tab would be created on the ONB website detailing the County Records, Para Records and Master Records all in one place.</p> <p>h. Masters' Records. Nil report received.</p>	<p>All Clubs</p> <p>ONB Sec</p> <p>All Clubs/ Masters</p> <p>ONB Sec</p>

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		i. SwimMark Coord. Kim Weetman updated the cttee that 5 ONB Clubs' SwimMark returns were due 23 rd Sept; clubs were aware.	
10.	County Team Coach Report	<p>The new ONB County Coach, Hannah Wilson, was introduced to the cttee. Her report had been issued prior to the mgt and is attached. The Cttee thanked Hannah and her team of Coaches - Bethany Marriott, Justin Beasley, Marie Spruce and Neil Blunstone - for staging an excellent Development Camp on Sat 3rd September. The cttee also thanked Chantal Clavaud who organised the camp at short notice and helped out on the day. It was noted that coach support had been hard to come by, not helped by the short notice of the camp, and it was hoped that future camps would be well supported. Hannah noted that she would be looking to secure a date for the next face-to-face camp which would take place between September and December 2022 and involve the same swimmers as the 3rd Sept camp. She is planning on giving as much notice as possible; coaches wishing to get involved should contact Hannah direct (details on ONB website). The new County Admin post will be a great help in organising future camps.</p> <p>The Cttee were notified of a Chair's decision on 3rd September regarding the remuneration of County Camp team. The cttee endorsed the Chairs decision that:</p> <p>Chantal Clavuad be remunerated £175 (incl mileage) for organising and attending the camp); Hannah Wilson be remunerated £100 (incl mileage) for leading and coaching the camp and that coaches who attended on the day be remunerated £50 for a full day (incl mileage) or £25 for a half day.</p> <p>The cttee then discussed remuneration for future camps and what that amount should be, noting that some coaches are paid by their clubs, whereas other may be volunteer coaches. It was felt that previous remunerations might have been a bit generous. There was a lengthy discussion regarding remuneration rates and a member thought that in the past SE/SER had stipulated rates for County Team Coaches/coaches/County camp posts. The ONB Sec was asked to clarify with SE/SER if there were any determinations re remuneration. If there were no stipulated rates then the cttee agreed the following remunerations:</p> <p>County Team Coach be remunerated £150 per day (incl mileage) for organisation, leading and coaching at each face-to-face camp</p> <p>Coaches be remunerated £50 per day (incl mileage) for attendance at each face-to-face camp</p> <p>County Team Admin be remunerated £50 per day (incl mileage) for attendance at each face-to-face camp</p> <p><i>Sec's Note: SE/SER have confirmed that there are NO stipulated Remuneration rates for County Camp posts, however they have provided the ONB Sec with the daily remuneration rates they advised Region of based on the National Programmes</i></p> <p><i>Remuneration:</i></p> <p><i>Lead TM £80-100; Assistant TM £60 - £80; Head Coach £100-£150; Skills Coach £70-£80.</i></p> <p><i>Therefore we will discuss this item further at the 8 Nov mtg.</i></p>	<p>County Head Coach</p> <p>County Head Coach</p> <p>ONB Sec</p> <p>ONB Clubs</p> <p>ONB Clubs</p>
11.	Welfare Officer Report	The new ONB Welfare Officer, Lucie Clarke had issued her report prior to the mtg. She noted that once her new ONB email had	

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		been set up and she had undertaken associated welfare officer training that she would be contacting club welfare officers. <i>Sec's note: SE/SER have been notified that we have a new Welfare Officer.</i>	All Clubs
12.	Funding Applications	<p>Two funding applications had been received from Bicester Blue Fins SC and ONB Team Lead (for Intercounties gala team decorations):</p> <ol style="list-style-type: none"> 1. Bicester Blue Fins SC has requested funding towards a Level 1 and 2 Coaching Course for one person. They would apply to SER for funding and ONB were requested to provide funding towards both courses. There followed a lengthy discussion regarding costs for courses, time commitment and the requirement for members to give back to the club following a coaching course. The Exec cttee decided that: <ol style="list-style-type: none"> a. Once a coach had gained their L1, that they would need have undertaken coaching at their club for at least 6 months before they could apply to ONB for funding towards their L2; and then coach with their Club for at least 1 year before they could apply to ONB funding towards their L3 course. b. The ONB Funding Policy would be revised by the ONB Treasurer and presented at the Nov cttee mtg. In future all funding requests would go direct to the Treasurer. c. ONB would only fund 1/3rd of the Level 1 Course for the BBFSC coach at this stage, noting the above conditions of funding for coaching courses. County funding would only be payable on submission of a course certificate to the ONB Treasurer. 2. Intercounties gala team decoration. Intercounties had not been held since 2019 and new pompoms, face paints and pots, sponges, wet wipes and noise rattlers were needed for the team. It was noted that the dressing up was a key part of Intercounties and much enjoyed by all. The Exec Cttee decided that: <ol style="list-style-type: none"> a. They would fund up to £100 for the team gala decorations but that wet wipes were not to be purchased due to environmental concerns. The Invoice for purchases to be submitted to the ONB Treasurer soonest. 	<p>All Clubs</p> <p>ONB Treasurer</p> <p>BBFSC</p> <p>ONB Team Lead</p>
13.	Policies	The Exec Cttee were notified that new policies were being created/updated for Intercounties, County Camps etc and these would be brought to the November mtg.	
14.	Swim England South East	Ben McDonald's sent his apologies; his report had been issued prior to the mgt and is attached.	
15.	AOB	Nil.	

The Exec Cttee Meeting closed 20:00hrs.

The next Meeting, which will be face-to-face, will be held at 7pm on Tuesday 8th November 2022 at Kingsmere Community Centre, Bicester. Details to be sent out nearer the date.

Nicky Mellings
ONB Sec

Date: 3rd October 2022

Chair Signature:

Date: