

Oxfordshire & North Buckinghamshire Counties ASA

President: Oliver Stockland

Chair: Karen Underwood



MINUTES OF EXECUTIVE COMMITTEE MEETING HELD AT Middleton Stoney Village Hall

ON 28th September 2023 AT 7.40PM

Present:

K Underwood (Chair/Officials/COSC)	I Rennie (Secretary/Banbury)	Christine McLintock (Treasurer/ADSC)	M Fuller (Oxford & Witney Artistic SC)
C Manetta (Banbury Treasurer)	S MacNab (Swim Sec/Maxwell)	P Shaw (KGSC)	S Wordsworth (COSC)
C Clavaud (County Lead TM/W&DSC)	S Fabes (Constitution Checker/CMK)	H Wilson (County Coach/CMK)	H Robbins (COSC)
A Readhead (Disability/Maxwell)	N Lavena (BBF Secretary)	G Scrivener (BBF Communications)	K Hutchinson (SER Development)
C Brosnan (4SSC Chair)	A Fijalkowski (W&DSC)		

	Agenda Item	Discussion and Decision	Action
1.	Apologies/Opening Remarks	<p>Apologies were received from: Oliver Stockland (President/ADSC), Louise Croft Baker (Thame), Kate Dingel (AVSC), Simon Joyce (Masters/KGSC), Stephen Wynne-Jones (Social Media/CMK), Kim Weetman (SwimMark Coord/4SSC), Emma Anderson (TM/Banbury), Paul Baybutt (County/CMK) L Clarke (Welfare/Maxwell)</p> <p>This mtg immediately followed on from the SGM.</p>	
2.	Minutes of Executive Committee Meeting on Tue 9 th May 2023	The Chair asked if all those attending had read the minutes of the meeting held on Tuesday 9 th May 2023 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 Item 2	None	
4.	Minutes of Executive Committee Meeting on Tue 11 th July 2023	The Chair asked if all those attending had read the minutes of the meeting held on Tuesday 11 th July 2023 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 Item 4	None	

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6.	Correspondence	<p>Swim England Membership Developments:</p> <p>Swimming results uploader Swim England has been working on a system whereby the results of a swimming licensed meet can be uploaded directly by the promoter here [https://resultsuploader.swimming.org/] (or member of the event team) rather than waiting a few days for the membership team to manually upload them. The promoter will receive a key code which they will use to upload the results following the meet. The results then will appear 1-2 hours afterwards. We are in the final testing stages and so we anticipate going live in the coming months. RLO's are aware of the update but if you have any questions please don't hesitate to get in touch.</p> <p>Integra (Open Engage) update We are in the process of preparing for an essential update to our database management system - Integra. The update will require Integra and a few other systems to be unavailable during Thursday and Friday this week. The update will impact the Online Membership System (OMS), membership checks and the coach membership website and dashboard. Clubs have been informed. The software providers have also renamed Integra to Open Engage, where any future communication may refer to Integra as Open Engage. As above, if you have any queries please get in touch.</p>	
7.	Chair's Report	<p>The Chair's report had been issued prior to the mgt and is attached.</p> <p>A thank you to those who ran the Pathway Camps</p> <p>Congratulations to Harry Wynne-Jones</p> <p>Thank you to those working on new Swim England Governance</p>	
8.	Treasurer's Report	<p>The Treasurer's report had been issued prior to the mgt and is attached.</p> <p>A review of the value of ONB issuing J1 Trainee Vouchers. The treasurer contacted those who have had vouchers issued and their club's officials coordinators. This highlighted issues and challenges including:</p> <ul style="list-style-type: none"> Not starting the process, vouchers unclaimed Not understanding the process Feeling unsupported Challenges with certain competencies (TK & Relays) Time limit expiring (11 Months) <p>A Readhead highlighted the initial hurdle of setting up the accounts on the Swim England websites and the frustrations that are felt before even the Online Theory can be undertaken. The topic of Qualifying as just a Timekeeper was raised and it was highlighted that on an 8 lane pool a maximum of 4 TK are allowed as an J1(T)/IOT can only cover 2 lanes.</p>	

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		<p>It was agreed the Officials Coordinator and the Officials Administrator would review the issues and guidance to assist the Club Officials Coordinators, J1T prospects in their entry to the Training and the issues that are experience by J1Ts that are preventing them completing their training in time.</p> <p>A proposal that Clubs fund the Vouchers directly with their members and on successful completion of the J1 training that they apply for reimbursement from ONB and SER. Treasurer to propose how this process would work in practice.</p> <p>The issues with Metro Bank and requiring 2 signatures to set-up new payments and these having to be done in a branch was discussed. The treasurer has reviewed the incumbant (Barclays) and Metro and modelled the costs and savings with each offering. Metro has a slight advantage.</p> <p>It was agreed unanimously that the Bank Account would move to Metro Bank.</p> <p>It was agreed unanimously that the ONB Secetary would be an additional signatory on the account.</p>	<p>Officials Coordinator/ Administrator</p> <p>ONB Clubs/ ONB Treasurer</p> <p>ONB Treasurer</p> <p>ONB Treasurer</p>
9.	Disciplines		
	a) Swimming	<p>The Swimming Secretary's report had been issued prior to the mgt and is attached.</p> <p>It was highlighted that the current Swimming Secretary stands down in 2025 and that whoever is taking over the role would need to shadow the process for the County Championships 2025 prior to the current Secretary standing down at the 2025 AGM.</p> <p>This would require the proposal for the next Swimming Secretary to be voted on at the 2024 AGM to take over in 2025 in a similar manner to President Elect.</p>	Swimming Secretary/ County Secretary
	b) Records	<p>The County Records Officer report had been issued prior to the mgt and is attached.</p> <p>No changes.</p>	
	c) Artistic Swimming	<p>The Artistic Swimming Secretary's report had been issued prior to the mgt and is attached.</p> <p>No changes.</p>	
	d) Officials	<p>The Officials Coordinators report had been issued prior to the mgt and is attached.</p> <p>Acknowledged that the issue raised had been covered under the Treasurer's report discussion.</p> <p>No additional changes.</p>	
	e) Masters	<p>The Masters Secretary's report had been issued prior to the mgt and is attached.</p> <p>No additional changes.</p>	

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	f) Disability	<p>The Masters Secretary's report had been issued prior to the mgt and is attached.</p> <p>An issue with our entries for the next Classification event have been rejected. We have 2 swimmers looking to be classified.</p>	
	g) Masters Records	<p>The Masters Records Officer report had been issued prior to the mgt and is attached.</p> <p>P Shaw identified that the Mens Breastroke entries had an error in them. The Masters Records Officer to review and correct the entries.</p>	Masters Records Officer
	h) SwimMark Coord	No Report received.	
	i) Constitution Checker	<p>Approved 3</p> <p>Clubs requiring their consitution to be reviewed, particularly for SwimMark, should provide the Constitution Checker as much time as possible and provide the date it is needed by. A minimum processing time of a week should be anticipated and so submissions should be made well in advance to allow appropriate scheduling of the task.</p>	
10.	County Team Coach Report (to include Fixtures/Dev Camp Report)	<p>The County Team Coach raised two issues:</p> <ol style="list-style-type: none"> 1. Invited Swimmers declining their offer, often late and occasionally providing no response at all. 2. Coaches on the Selection committee not responding or if they do it is delayed beyond any reasonable expectation. 3. The whole weekend and club rules on swimming on Saturdays <p>We are having to revert to 2nd or 3rd choices.</p> <p>A number of excuses have been given:</p> <ol style="list-style-type: none"> a) Clashing with a Meet and their club instructing them to attend the meet rather than inter-counties. b) Simply refusing to swim for the County. <p>The change from an overnight trip to attending on the Sunday was discussed and the reasons for not having the overnight including excessive costs and issues with swimmers attendance.</p> <p>It was highlighted that it is an honour to be invited to swim for your County. The discussion touched on Club Committees emphasising the importance of accepting places if offered and where we had specific challenges.</p> <p>Responses from Coaches from Maxwell and Oxford had delayed the selection process, in Oxfords case they were in transition of Head Coach.</p>	

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		<p>This wasn't just coaches from the clubs failing to respond but the club committees as well.</p> <p>It was agreed that after a suitable delay the selections should progress without the input from the non-responsive clubs/coaches.</p> <p>It was agreed that a swimmer's non-acceptance of a place would be taken into account, along with any mitigating circumstances, when making future selections.</p> <p>Selection of the Inter Counties teams would be brought forward to the beginning of June.</p> <p>Club secretaries as well as Coaches would be informed any request and the deadlines for the request.</p> <p>The County Team Coach to look at what changes to the process may be required in future to avoid this issue.</p>	<p>County Team Coach</p> <p>County Team Coach</p> <p>County Team Coach</p> <p>County Team Coach</p> <p>County Secretary</p> <p>County Team Coach</p>
11.	Welfare Officer Report	No Report received.	
12.	Funding Applications	None Received	
13.	Swim England South East	<p>The Swim England South East Region report had been issued prior to the mgt and is attached.</p> <p>The slots for Team Manager training are currently full but more are about to be made available. They are currently booking 2-3 months in advance.</p> <p>The new ratios for Team Manager/Coach were discussed and how a risk assessment (documented) may allow for them to be varied. All attendance at Galas and Meets should be risk assessed.</p> <p>Clubs are responsible for providing the correct numbers of suitably qualified adult supervision for their teams. The Lead Referree being responsible for the meet would need to be satisfied that the appropriate supervision was in place for each team as part of their own responsibilities and take appropriate action to ensure the safe running of the event.</p>	
14.	SE Governance Code for Counties - update	<p>Thank you to P Shaw for the help he has given on the new Governance Code for Counties.</p> <p>The treasurer will continue to bring together the Governance requirements within the plans for the restructure to a CIOA.</p> <p>OMS is our biggest issue at present.</p>	
15.	AOB		
	a) Counties Catering Budget	The issue of the catering having to be covered by personal expidature and then having to be refunded was raised. The large sums were noted.	

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		<p>Options were poposed including:</p> <ol style="list-style-type: none"> 1. A budget amount being issued and the remainder with receipts being returned on completion of the County Championships. 2. Catering orders being made via "Click and Collect" ahead of the collection day and the order details (including total) being sent to the Treasurer ahead of the order collection day so the funds are transferred ahead of the supermarket taking them. 3. Use of a local catering service that would invoice us directly. <p>It was agreed that the Swimming Secretary, Treasurer and County Coordination Secretary would meet to find a workable solution to the cash flow issue that minimised issues.</p>	<p>Swimming Secretary Treasurer County Coordination Secretary</p>
	b) Resignation of Chair	<p>The Chair announced that due to the pressures of her business that she needed to step down from the role. This would take effect in December.</p> <p>At present there is no candidate for the Role.</p> <p>It was highlighted that for the transition to a CIOA that we require the following roles to be filled:</p> <p style="padding-left: 40px;">Chair Vice Chair OMS Administrator (Possibly covered by County Secretary)</p> <p>Clubs are requested to canvas their membership for candidates for these Roles. Ideally interim assignments to the roles will be made at the next meeting which would cover to the AGM when the roles would either be refilled or the incumbant re-affirmed in it by the membership.</p>	<p>Chair County Secretary</p>

The Exec Cttee Meeting closed 21:20Hrs.

The next Meeting, which will be **ONB Executive Cttee Mtg** will be held at **7pm on Tuesday 14th November 2023, location to be confirmed.** Details to be sent out nearer the date.

Iain Rennie
Outgoing ONB Sec

Date: 29th September 2023

Chair Signature:

Date: