

## ASA SOUTH EAST REGION

### SHADOW MANAGEMENT BOARD

Notes of meeting held at Spectrum Leisure Centre, Guildford on Monday 8 November 2004, commencing at 7.30pm and concluded at 9.00pm.

**Present:** Roger Prior (Chairman), John Davies, Ray Hedger, Alan Lewis, Eddie Lyne, Bob Moys, Terry Ward.

**Also present:** Helen Mack (Regional Development Officer, ASA), Alex Message (Regional Development Officer, ASA, designate)

**Apologies for absence:** Roger Penfold, Daphne Geer, Janet Holdstock, Liz Hartley, Mike Lambert, Trevor Marshall, Peter Shaw.

#### 50 PETER SHAW

**Action**  
*RGP to write to PS.*

The Chairman read an e-mail from Peter Shaw expressing his wish resign from the SESMB. RGP to write to PS to thank him for his contributions and ask if he would still like to review papers. TW agreed to replace PS on the Organisation & Administration Group. The SESMB will remain as status quo; no additional personnel will be recruited.

#### 51 NOTES OF MEETING HELD ON 14 OCTOBER 2004

Confirmed as correct record.

#### 52 MATTERS ARISING

##### 43A Regional Development Planning Day

Numbers attending the day on January 23<sup>rd</sup> need to be confirmed at the January 12<sup>th</sup> meeting.

##### 46 Sub regional Structure

The consultation document was sent to Berkshire, Buckinghamshire and Oxfordshire Clubs on 19<sup>th</sup> October. Replies to be returned to HM by 30<sup>th</sup> November.

*HM to summarise responses.*

##### 49A Sub regional bodies

RGP informed the board of a meeting to be organised by Will Collins in November for those with split counties to see the views of the regions. The meeting will involve the London, South East and East Regions.

## 53 ORGANISATION & ADMINISTRATION SUB-GROUP

### A Meetings

The Board received the notes of the meeting of the Organisation and Administration Sub-Group, held on 14.10.04.

Amendments: the working day is to discuss the Development Plan, not constitution as stated on the notes.

Item 12 should read 'one' not 'on'.

John Davies reported orally that the Sub-Group had met earlier on 08.11.04, when it had reviewed progress on the various identified tasks. Arising from this, the Sub-Group:

*JD to circulate notes*

2. RH received feedback from SESMB members, and submitted comments to the ASA. The revised draft constitution will be available at the Technical Committee meeting.
3. The group discussed the importance of ensuring the 'Away Day' is prepared / focused so to make the most of the day.  
A template has gone to the swimming discipline group. Other templates to follow ASAP following comment by ASA NDO's.
4. JD produced a draft working paper, the subgroup have 2 weeks to review so document can be circulate to SESMB members prior to the next meeting.
11. ASA Finance director to arrange a meeting of district treasurers in January to discuss finance issues.
18. RGP raised concerns expressed by the current SCASA SOEC over the lack of an officials group. The change from district to regions will take place in the middle of the exam process. The group decided Richard Wadmore should be asked to administer the exams in 2005. All county personnel to continue as normal. RGP to feedback views of county reps to the SESMB. RGP expressed the importance of the discipline groups addressing the needs of officials.

*Convenors of discipline groups to note.*

## 54 REPORT OF COMMUNICATION SUB-GROUP

RGP distributed minutes of the meetings held on 14.10.04 and 04.11.04.

SESMB thanked ML for his work on first Regionalisation Newsletter.

Points / suggestions on the newsletter:

Absence of Ray Hedger on the list of board members.

Issue 2, refer to convenors of the discipline groups rather than county name.

HM to circulate Regionalisation document to CSP and any other

*HM to circulate newsletter*

appropriate bodies.

to CSP

The board considered issue 2 and the ways the document could be distributed. Issue 2 needs to be complete by March.

Website, the sub group suggested a change from [www.southernswimming.org](http://www.southernswimming.org) to a southeast website. [www.southeastswimming.org](http://www.southeastswimming.org) was the preferred name.

Regional Road shows. The sub group have proposed 2 dates for regional road shows following the county champs, 20<sup>th</sup> March & 3<sup>rd</sup> April. All SESMB members to check dates within counties. The Road shows will target 3 venues in 2 days. SESMB members are to deliver the presentation.

*All SESMB members to check dates for clashes.*

The group decided it was important to consider all disciplines; hosting road shows at county champs would only include swimming.

The board expressed the importance of providing a good detailed script to avoid differing messages being delivered.

## 55 DISCIPLINE WORKING GROUPS

Disabilities - RGP has made contact with the group, hoping to organise a meeting prior to next SESMB meeting in December.

Masters – nothing to report.

## 56 SURREY

SESMB had received documents with regards to a new Surrey Swimming Association prior to the meeting.

BM presented a letter on behalf of Surrey County ASA, regarding the Surrey Working party.

The Surrey documents were noted by the SESMB.

## 57 REGIONALISATION UP-DATE MEETING

RGP received a letter from Anne Adams-King about a Regionalisation Up-date meeting on Saturday 4th December, Arden Hotel, Birmingham.

**AGREED:** Roger Penfold, John Davies & Terry Ward to attend on behalf of SESMB.

Issues to fed back to ASA to discuss on the 4<sup>th</sup> Dec include:

- What is the fall back position if Regions do not manage to access wider pots of funding.
- Guidance on County Association, boundaries / constitutions.
- Funding of pilots – issues encountered.

*RGP to e-mail other SESMB members to see if they have any*

*issues to be addressed.*

**58 ANY OTHER BUSINESS**

- SCASA to provide a permanent remembrance of Jeff Cook by providing London, East and South East Regions with a Silver Salver to be awarded at the grass roots of swimming. Jean Cook approves of the idea.

**AGREED:** The proposal was accepted.

HM reminded the SESMB that invoices need to be addressed to ASA, Harold Fern House, Derby Square, Loughborough, LE11 5AL but sent via HM at Bisham Abbey.

HM  
14.11.04